



# MEF



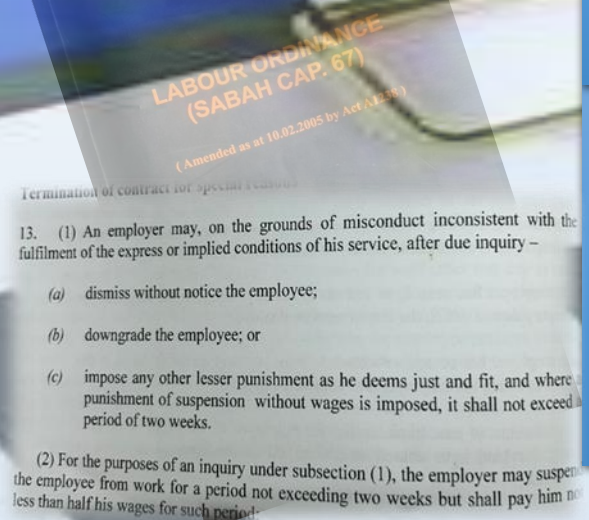
## Due Inquiry: Your Key to Compliance with Labour Ordinance (Sabah Cap. 67)

9 & 10 September 2024 (9.00am – 5:00pm)

Venue : Hilton Hotel, Kota Kinabalu

Fees: RM1,900

Early Bird by 23 August 2024 : RM 1,790  
per pax (including SST)

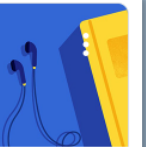


One-Click Registration Link  
or Scan QR



*Participants will be given access to  
MEF Academy online classroom to  
access training materials.*

MEFA Online Class  
MEF Academy Sdn Bhd



**For inquiries, contact: 03-74987200 or 016-2541844 / /016-2661844**

Ms Thashini Tel: 03-7498 7200 Ext: 7245 Mobile/What Apps: 016-254 1844 Email : [adminmefa@mef.org.my](mailto:adminmefa@mef.org.my) ; [thashini@mef.org.my](mailto:thashini@mef.org.my)

Ms Samsiah Tel: 03-7498 7200 Ext: 7248 Mobile/What Apps: 016-266 1844 Email : [samsiah@mef.org.my](mailto:samsiah@mef.org.my)

Ms Nazlina Tel: 03-7498 7200 Ext: 7237 Email : [nazlina@mef.org.my](mailto:nazlina@mef.org.my)

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# Due Inquiry: Your Key to Compliance with Labour Ordinance (Sabah Cap. 67)

## INTRODUCTION / OBJECTIVES

### About the Course

The requirement of Due Inquiry is mandatory under Section 13(1) of the Labour Ordinance (Sabah Cap. 67) providing an avenue for employers to take disciplinary action against employees who have allegedly committed misconduct in the workplace. Failure to conduct a due inquiry may result in employers losing their cases at the Labour Court, with potential consequences including having their decisions set aside or being required to compensate the employee. Under the Industrial Relations Act, it is essential for employers to ensure that dismissals or terminations of employment are carried out with just cause and excuse, i.e., a valid reason. The Code of Conduct for Industrial Harmony also emphasizes the importance of the right to be heard before one is deemed guilty. This program offers a clear understanding of the requirements of Due Inquiry under the Labour Ordinance (Sabah Cap. 67). Participants will be taught the proper processes of due inquiry, including handling complaints, selecting the inquiry panel, and taking appropriate management action

### TRAINING METHODOLOGY

- Lectures
- Individuals and group discussions
- Presentation
- On-Line interactive activities

### TARGET AUDIENCE

- CEO & Senior Managers
- HR Manager /Executives
- Academician

### DAY 1

8:30 am	Registration
9:00	<ul style="list-style-type: none"><li>• The need for Due Inquiry to employees under the Labour Ordinance (Sabah Cap. 67) (with the proposed amendment this will cover to all employees regardless of wages).</li><li>• Understanding principles of Due Inquiry Under Section 13</li></ul>
10:30	Tea Break
10:45	<ul style="list-style-type: none"><li>• Understanding the roles of Labour Court and Industrial Court with regards to Due Inquiry</li><li>• Precedents of Court Cases on the need for Due Inquiry</li></ul>
1:00 pm	Lunch Break
2:00	<ul style="list-style-type: none"><li>• Principles Laid Out under the Code of Conduct for Industrial Harmony on Due Inquiry</li><li>• Implication of not conducting proper Due Inquiry</li></ul>
3:30	Tea Break
3:45	<ul style="list-style-type: none"><li>• Case Analysis &amp; Group Activities</li><li>• Analysis of Court Case (Labour Court/Industrial Court/High Court)</li><li>• Interactive Learning</li></ul>
5:00	End of Day 1

### DAY 2

8:30 am	Registration
9:00	<ul style="list-style-type: none"><li>• Steps in conducting a proper due inquiry</li><li>• Types of misconduct</li><li>• Gravity of punishment and Case Law</li></ul>
10:30	Tea Break
10:45	<ul style="list-style-type: none"><li>• Case Analysis &amp; Group Activities</li><li>• Analysis of Court Case (Labour Court/Industrial Court/High Court)</li><li>• Interactive Learning</li><li>• Preparation for role play</li></ul>
1:00 pm	Lunch Break
2:00	<ul style="list-style-type: none"><li>• Role Play on Conducting Proper Due Inquiry</li><li>• Review and Comments of the outcome of Role Play</li></ul>
3:45 pm	Tea Break
4:00	Lesson Learnt and Recap
5:00	End of Day 2

# TRAINERS



**Ms Rajeswari Karupiah**

Ms. Rajeswari obtained her LL.B (Hons) from University of London in 1992 and at first pursued her career as a Law Lecturer. She was called to the Malaysian Bar in 1997 and actively practised as an Industrial Relations and Employment Lawyer where she had the opportunity to advise and represent employees, workmen unions and also employers and their organisations including GLCs, MNCs, Banks and similar institutions.

Ms. Rajeswari served as a Chairman of the Industrial Court of Malaysia from 2018 until of 2023. In her capacity as Chairman of Industrial Court, Ms. Rajeswari carried out numerous mediations and sat on various committees of the Industrial Court such as the Consultative Committee on Industrial Law and Law Amendment and Rules Committee. She has also presented papers at the Industrial Court Chairmen's Conference and at the Judicial & Legal Service Training Institute (ILKAP). In addition to legal professional experience in Malaysia, Ms. Rajeswari was in the unique position to join the World Bank at Washington DC from 2011 as a Legal Adviser and consultant where she undertook projects on improving and streamlining labour policies of Malaysia to be congruent with comparable economies of East Asia and the Pacific Region. Her notable contribution at the World Bank includes the Introduction of Minimum Wage for Workers in Malaysia in 2012. Ms. Rajeswari has presented numerous papers and has been a speaker on Malaysian Employment and Industrial Relations laws at both Malaysian and international conferences. Ms. Rajeswari is also a contributing author of an Industrial Relations practice guidebook titled *Industrial Relations and Practice in Malaysia; 2021* by Sweet & Maxwell.



**Dr. Dzulzalani Eden (MEFA Director/Trainer)**

Dr. Dzulzalani Eden - As the Director of MEF Academy and a seasoned Trainer, he brings over 30 years of experience in labour and industrial relations. Before joining the Malaysian Employers Federation, he began his career in 1990 with the Ministry of Human Resources, where he held multiple positions, including Senior Labour Officer, Industrial Relations Officer, and Senior Assistant Director of Labour at both the Department of Labour Sarawak and the Ministry's Putrajaya office. His responsibilities encompassed enforcing labour laws through workplace inspections, managing employees' complaints, termination and disciplinary issues, providing advisory services, and engaging in public consultation. His passion for teaching and learning began when he served as a part-time lecturer in labour laws at Universiti Malaysia Sabah and in marketing management at Monash University, Melbourne. Following the attainment of his PhD in Human Resources and Industrial Relations from Victoria University, Melbourne, he assumed the role of Senior Lecturer in Industrial Relations and Labour Studies at Universiti Malaysia Sarawak (UNIMAS) in 2014, where he taught human resources, labour laws, negotiation, and trade unions. He has also taught in the Master's and Doctoral programs at UNIMAS. As an accredited trainer with the Human Resources Development Corporation (HRDC), Ministry of Human Resources, has delivered numerous training sessions across Sarawak, Sabah, and West Malaysia. His sessions cover a range of topics, including the Labour Ordinance, Employment Act, Industrial Relations Act, negotiation and conflict resolution, and managing disciplinary issues. These sessions have been attended by many HR practitioners, managers, and executives.

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