



DOMESTIC INQUIRY

Date :
4 & 5 February 2025

Venue :
**Classic Hotel Muar,
Johor**

Date :
18 & 19 February 2025

Venue :
**Amari Hotel, Johor Bahru,
Johor**

INTRODUCTION

- Participants will be guided through the stages of identifying the category of misconduct, the investigation and evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc as well as the steps of conducting domestic inquiry including a mock domestic inquiry.

CONTACT : MEF Southern Region : Ms Liza
Tel. No. : 07-679 7500 Email : mefjb@mef.org.my

TRAINING METHODOLOGY

- Lectures
- Interactive Discussions

WHO SHOULD ATTEND

- All private sector's employees especially those involved in human resources, handling personnel and industrial relations functions.

TRAINER'S PROFILE

- Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya.
- Beginning her career in 2008 as a Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies.
- With more than 15 years in legal field and extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including sexual offences, commercial crimes and corruption.
- After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions.



**NOOR AISHAH BINTI
KM ABU BAKAR
(MEF Consultant –
Industrial Relations)**

PROGRAMME OUTLINE (DAY 1)

- 9.00 am - 1.00 pm
- Principles of natural justice
 - Duties and obligations of an employer
 - Employees' misconduct
 - Condonation
 - Due inquiry
 - Domestic inquiry procedure
 - Preliminary investigations
 - Selection of inquiry panel
 - Role of inquiry officer

*** 15 minutes break
between session**

1.00 pm - 2.00 pm Lunch Break

- 2.00 pm - 5.00 pm
- Domestic inquiry procedure (cont'd)
 - Role of inquiry officer
 - Examination-in-chief
 - Re-examination
 - Findings and decision
 - Cross examination
 - Role and functions of prosecuting officer/investigating officer
 - Industrial court guidelines
 - Preparation on role play
 - Allocation of task among participants
 - Questions and answers

*** 15 minutes break
between session**

PROGRAMME OUTLINE (DAY 2)

9.00 am - 1.00 pm Mock domestic inquiry role-play session

*** 15 minutes break
between session**

1.00 pm - 2.00 pm Lunch Break

- 2.00 pm - 5.00 pm
- Mock DI role play (cont'd)
 - Report for domestic inquiry
 - Findings and decision
 - Meting punishment
 - Post-mortem
 - Questions and answers

*** 15 minutes break
between session**

REGISTRATION



**4 & 5 February 2025
Muar**

Registration Link :

<https://forms.office.com/r/nMvtGEQjsL>



**18 & 19 February 2025
Johor Bahru**

Registration Link :

<https://forms.office.com/r/8d3Rb1Jfq9>

COURSE FEE

- MEF Members : RM2,800.00 (inclusive of 8% SST)
- Non-Members : RM3,000.00 (inclusive of 8% SST)

PAYMENT

- HRD Corp Claimable Course scheme
- Payable to:
 - Malaysian Employers Federation
 - Account No: 105280002422 – Affin Islamic Bank Berhad
 - A copy of the transfer slip and invoice number should be emailed to yeokhoon@mef.org.my ; natasya@mef.org.my ; financesubs@mef.org.my

*Any cancellation of attendance must be communicated via email to mefjb@mef.org.my or yeokhoon@mef.org.my at least 3 days prior to the event of MEF reserves the right to charge the full fees for “NO SHOW”.

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