



MANAGING WORKPLACE MISCONDUCT: EFFECTIVE DISCIPLINARY PROCESS AND DOMESTIC INQUIRY

Date : 21-22 May 2025
Venue : Capri by Fraser,
Johor Bahru, Johor
Time : 9.00 am - 5.00 pm

Overview

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.

Who Should Attend?

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

Methodology

- Lectures
- Interactive Discussions

TRAINER'S PROFILE



Noor Aishah Binti KM Abu Bakar
MEF Consultant – Industrial Relations

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. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan.

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Course Content

- What is misconduct
- Types of misconduct including absenteeism, malingering, abandonment of employment, late coming, sexual harassment etc;
- Issues of condonation
- Termination simpliciter
- Guidelines of conducting domestic inquiry
- Conducting proper investigations
- Gathering of evidence
- Drafting of charges
- Drafting of show cause letter
- Role of an investigating officer
- Role of prosecution officer
- Role of minutes taker
- Principles in conducting fair domestic inquiry
- Proportionality of punishment
- Mock DI

Registration
Scan The QR Code



Registration link:

<https://forms.office.com/r/5cr6pqx9nU>

Course Fee

MEF Members : RM 2,200.00 per pax
(inclusive of 8% SST)

Non Members : RM 2,400.00 per pax
(inclusive of 8% SST)

Payment

HRD Corp Claimable Course scheme; or
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”