

# DOMESTIC INQUIRY (Face to Face)

*A complimentary copy of MEF publication titled "Leave and Absenteeism in Employment" and course materials will be provided.*



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALAYSIAN EMPLOYERS FEDERATION



21 March 2023  
9.00am – 5:00 pm  
Venue : MEF PJ  
Course Fees:  
RM1000.00  
(including SST)

*HRD Corp Claimable Courses /payable to MEF  
Academy*



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## INTRODUCTION / OBJECTIVES

Employment is akin to a Proprietary Right and is one of the core Fundamental Liberties for an individual. It is therefore pertinent to ensure fairness in finding the truth to the charges of misconduct imposed on an Employee. Hence, a Domestic Inquiry is carried out to achieve this. The validity and accuracy of a Domestic Inquiry can only be achieved if the conduct of the Domestic Inquiry adheres at all stages to the principle of Natural Justice. The principle of Natural Justice are two fold ie “audi alteram partem and nemo judex in causa sua”. The Terminal Objective of this Seminar is to prepare participants with the knowledge on the practical aspects of the proper conduct of a Domestic Inquiry. Having attended this Seminar, the participants will be able to conduct the Domestic Inquiry in accordance to the Best Practices of Industrial Relations and the Law.

## TRAINING METHODOLOGY

- Lectures /Interactive Discussions
- Activity :Role playing Domestic Inquiry

## COURSE OUTLINE

### DOMESTIC INQUIRY PROCEDURE

- Understanding the Principle of Natural Justice
- Preliminary Investigations
- Notice of DI including Drafting of charges
- Selection of Panel of Domestic Inquiry
- Role of Panel of Domestic Inquiry
- Role and Functions of Prosecuting Officers/Investigating Officers
- Understanding the process flow of the DI
  
- Examination-in-Chief
- Re-Examination
- Findings and Decision
- Punishment
- Cross Examination
- Understanding the preparation of Minutes of Inquiry
  
- Findings of the DI
- Punishment

A role play will also be conducted where participants would have hands on practice on conducting a mock DI.

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## WHO SHOULD ATTEND?

- All those involved in handling personnel and industrial relations functions

## PLEASE GO TO THIS LINK TO REGISTER

<https://forms.office.com/r/H2xGiKNdWT>

### Course Fee & Enquiries

Course fee of RM1000.00 inclusive SST /per participant. **03-79557778 Nazlina ext. 137**  
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## EXPERIENCED TRAINER



### MS. SARASWATHI RAVINDRAN

A Senior Consultant-IR with more than 12 years' experience with MEF. She is a lawyer by profession who has completed her Masters in Law (UKM). She graduated from University of Northumbria UK and also has the Certificate in Legal Practice. Prior to joining MEF she has worked in an established Legal Firm in Kuala Lumpur as an Advocate and Solicitor specializing in Industrial Relations Practice. Her current duties include handling Industrial and Labour Court cases representing MEF's Member Companies. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She is also actively involved in providing Trainings, in relation to The Employment Act 1955, Disciplinary Procedures, Managing Probationers, Termination