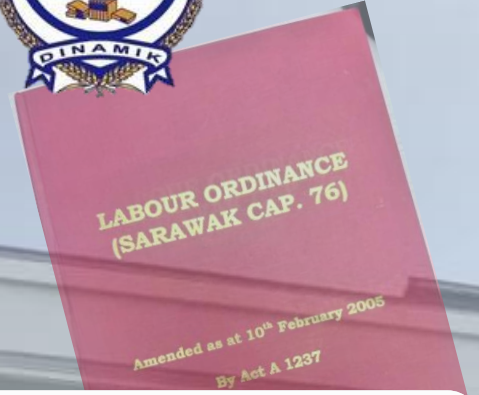




# MEF



## Due Inquiry: Your Key to Compliance with Labour Ordinance (Sarawak Cap. 76)

8 – 9 Oct. 2024 (9.00am – 5:00pm)

Venue : MEF Kuching Branch

Fees: RM1,590.00

Early Bird by 20 Sep. 2024 : RM 1,480.00  
per pax (including SST)

### Termination of contract for special reasons

14. (1) An employer may, on the grounds of misconduct inconsistent with the fulfilment of the express or implied conditions of his service, after due inquiry—

- (a) dismiss without notice the employee;
- (b) downgrade the employee; or
- (c) impose any other lesser punishment as he deems just and fit, and where a punishment of suspension without wages is imposed, it shall not exceed a period of two weeks.

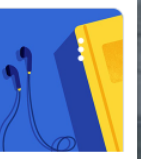
One-Click Registration Link  
or Scan QR

<https://forms.office.com/r/qfsqqEbz6>



*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

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# Due Inquiry: Your Key to Compliance with Labour Ordinance (Sarawak Cap. 76)

## INTRODUCTION / OBJECTIVES

### About the Course

The requirement of Due Inquiry is mandatory under Section 14(1) of the Labour Ordinance (Sarawak Cap. 76) 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 (Sarawak Cap. 76). 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 (Sarawak Cap. 76) (with the proposed amendment this will cover to all employees regardless of wages).</li><li>• Understanding principles of Due Inquiry Under Section 14</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

# TRAINER



**DAYANG JAMILLAH BT TUN ABG MUHD SALAHUDDIN** obtained her Bachelor of Laws (LL.B) (Hons) degree from the International Islamic University Malaysia (IIUM) and had also been admitted as an Advocate and Solicitor in the High Court of Sabah and Sarawak in Sarawak. She has amassed quite vast skills and knowledge pertaining to multi-tasking job having work experiences in both private and public sectors namely: ZHB Hijrah Travel Sdn Bhd; the State Attorney General's Chambers; Sarawak; the State Financial Secretary's Office, Sarawak; Naim Cendera Sendirian Berhad; and Messrs. Lai & Company, Advocates. Whilst serving the State Civil Service in the State Attorney General's Chambers, she handled cases and attended Court matters involving the State Government and/or any related Government Departments particularly land issues i.e., Native Customary Rights and Land Reference cases. She is also a certified trainer under the Human Resources Development Corporation (HRDC) and has been conducting trainings for MEF in Sarawak.

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

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