

**Includes Mock DI session on
the 2nd day**

Managing Workplace Misconduct

– Effective Disciplinary Process & Domestic Inquiry

4-5 October 2022 (2 days)

9:00 am – 5:00 pm

Venue: Sunway Hotel, Penang

Course Fees

RM 1, 800 (inclusive SST) per participant

HRDC Claimable / payable to MEF Academy Sdn. Bhd

Introduction

This program is a comprehensive program for the Small and Medium Enterprises (SME) to understand the systematic approach of managing workplace misconduct and handling the entire disciplinary process.

Participants will be guided through the stages of identifying the category of misconduct, the investigation & evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc. as well as the stages of conducting the Domestic Inquiry (DI) including the role of Investigating officer, Presenting Officer, Chairman & Panel during the DI.

Objective

Participants will learn to:

- Identify minor and major misconduct
- Understand the stages & process of managing disciplinary action
- Analyse and prepare the letters in the disciplinary process
- Apply the roles of the Domestic Inquiry
- Conduct a professional and systematic disciplinary procedure & domestic inquiry

CLICK HERE



Program Outline

Day 1 – 9am – 5pm Lunch: 1pm – 2pm

Module 1

- Common examples of employment misconduct
- Employment Misconduct, Condonation & Rules of Natural Justice

Module 2

- Disciplinary Process
- Conducting proper investigations
- Gathering of evidence
- Due Inquiry & Guidelines for Conducting a Domestic Inquiry (DI)

Module 3

- Section 20 IRA 1967 (employee's statutory right)
- Duty of Industrial Court
- Drafting of Charges
- Principles/Best Practice in conducting a DI.

Day 2 – 9am – 5pm Lunch: 1pm – 2pm

Module 4

- Disciplinary Process & DI Procedures
- Drafting of Show Cause Letter
 - For AWOL
 - For Gross Insubordination
 - for Alteration of medical leave
 - for Submitting a false entertainment claim

Module 5

- Role of an Investigating Officer (IO)
- Presenting Officer (PO)
- Principles in the conducting fair Domestic Inquiry
- Role of Chairman & Panel members

Module 6

- Employee Actions after dismissal
- Hefty costs for companies in cases of wrongful dismissals

Facilitator Profile

Dato' Dr Lim Weng Khuan



DATO' DR. LIM WENG KHUAN started his early career as a Police Inspector serving in the Special Branch and Commercial Crime Divisions of the Royal Malaysia Police Force for over 9 years. He resigned from the Police Force in late 1989 and started his career in the private sector as the Senior Officer in Maybank before moving on to other private sector organizations which include Lion Group, Hong Leong Group, Fraser & Neave Group, HSBC Bank Malaysia and Tan Chong Group.

Having acquired about 10 years of hands-on experience in covert and overt (criminal) investigations as an Investigations Officer in the Commercial Crime Division, he spent about 30 years of his career focusing in the specialized field of Industrial Relations (IR) and Human Resource Management (HRM) in the above large private sector organizations. He is certified in various Management Programs including "Train-The-Trainer" Program recognized by Human Resource Development Fund (HRDF), Assessment Centre Methodology and The 7 Habits of Highly Effective People.

He had served as a member of the Industrial Court Panel for about 5 years (2004 till 2009), and is currently a member of the Industrial Relations Panel with the Malaysian Employers Federation (MEF). He was elected as a Council Member of MEF in 2018 and 2020 and appointed as a member of the National Labour Advisory Council (NLAC) in Sep 2018. He was also appointed as Adjunct Professor (Law & Investigations) of Saito University College in August 2018. He has many years of experience as Head of HR responsible for planning and execution of HR Strategy and Operations in the Companies he had served. He has on numerous occasions, been invited to be a Facilitator, Speaker and Moderator at IR & HR Workshops/Conferences.

Dato' Dr. Lim obtained his LLB degree from the University of London in 1988, Certificate in Legal Practice (CLP) from the Malaysian Qualifying Board in 1990, Masters of Business Administration (MBA) in General Management from the University of Hull, UK in 1995, and Doctor of Business Administration (DBA) from the University of South Australia (UniSA) in 2005.