

CONDUCTING AN EFFECTIVE DOMESTIC INQUIRY

Disciplinary Procedures & Domestic Inquiry is one of the most important subjects in Industrial Law as it deals with workmen's rights to job security and fair hearing before punishment. Therefore it is essential for employers to know the restrictions on their rights to disciplinary action and to know the correct procedure in holding a domestic enquiry. This program deals with this subject systematically and incorporates industrial court awards to discuss the court's view on certain aspects of discipline and the domestic inquiry process.

At the end of the training, the participants will be able to:

- Understand the legal framework governing disciplinary procedures and domestic inquiries, particularly under the Employment (Amendment) Act 2022
- Identify and apply the correct procedures for conducting a domestic inquiry
- Recognize different types of misconduct
- Evaluate the role of evidence and burden of proof in domestic inquiries, ensuring a fair and unbiased process.
- Conduct a domestic inquiry effectively

Applicable for:

- Human Resource Practitioner, Line Managers/Supervisors, Business Owners, Personal Assistants, and all personnel involved in handling poor performers in their organization



REGISTER NOW



Date: 1 Day

Time: 9.30 AM – 5.30 PM



Venue: Petaling Jaya, Selangor



Course Fee: RM 1,000.00 per pax



Contact us for further information:



010-840 3366



training@mlabs.com

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COURSE OUTLINE

9.30 AM **Module 1: Introduction to Domestic Inquiry**

Module 2: The Domestic Inquiry Procedure

- The law on domestic inquiry
- Preliminary Enquiry
- Actual Steps to the Domestic Inquiry
- The Domestic Inquiry Proper
 - 1st Role Play

Module 3: Evidence & Burden of Proof

Module 4: Rule against bias
- 2nd Role Play

Module 5: Penalties

Module 6: Appeals

5.30 PM **End of Programme**



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