

# MANAGING DISCIPLINE AND DOMESTIC INQUIRY

*for HR Executives, HR Managers and Managers*

Date : 19 & 20 August 2025  
Time : 9.00 am - 5.00 pm  
Mode : Face-to-Face  
Venue : Klang Valley  
Price (RM) : RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)  
\*Prices exclusive of 8% SST



## INTRODUCTION

This 2-day programme is to provide knowledge on the Law relating to misconduct and the options for punishment and the consequences. To understand and appreciate the governing principles it is process and conduct. To examine the remedies available in Court for the parties, both employers and workman.



## OBJECTIVES

### Understanding Discipline Management:

- Clarify the concept of discipline management and its importance in maintaining a productive and harmonious work environment.

### Identifying Misconduct and Violations:

- Equip participants with the skills to identify various forms of misconduct and violations within the workplace, ensuring adherence to organizational policies and legal regulations.

### Conducting Domestic Inquiries:

- Provide comprehensive guidance on the procedures and protocols involved in conducting domestic inquiries, including selecting inquiry boards, recording proceedings, and adhering to principles of natural justice.

### Implementing Disciplinary Actions:

- Offer practical strategies and frameworks for implementing disciplinary actions effectively, including issuing warnings, suspension, termination, or other appropriate measures as per organizational policies and legal requirements.

### Monitoring and Evaluation:

- Introduce methodologies for monitoring disciplinary actions and evaluating their effectiveness in maintaining discipline and fostering a positive work culture.



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## COURSE CONTENT

### DAY 1

9.00AM – 5.00PM

#### Legal Framework:

- Understanding relevant employment laws and regulations governing disciplinary procedures, including the Employment Act and Industrial Relations Act.
- Defining misconduct within the legal context and exploring the objectives of conducting disciplinary investigations.

#### Charge Framing:

- Crafting clear and concise charge letters to accurately outline alleged misconduct, avoiding common pitfalls and ensuring compliance with legal standards.

#### Conducting Investigations:

- Techniques for conducting effective disciplinary investigations, including evidence gathering, witness interviews, and documentation.

#### Domestic Inquiry Process:

- Overview of the domestic inquiry process, including the role of inquiry officers, scheduling hearings, and ensuring procedural fairness.

#### Disciplinary Decision Making:

- Assessing evidence, making determinations, and issuing disciplinary decisions based on the severity of misconduct, organizational policies, and legal requirements.

End of Programme

### DAY 2

9.00AM – 5.00PM

#### Understanding Legal Framework

- Examination of the legal provisions concerning due inquiry, including key statutes such as the Employment Act and Industrial Relations Act.
- Discussion on the principles governing disciplinary proceedings, ensuring adherence to procedural fairness and natural justice.
- Roles and responsibilities of the Board of Inquiry in overseeing the disciplinary process and rendering findings and recommendations.

#### Case Analysis and Case Studies

- Engaging in case analysis and real-life case studies to enhance understanding of disciplinary issues and their resolution.
- Role-playing exercises to simulate disciplinary scenarios, allowing participants to apply legal principles and procedural guidelines in practical contexts.

#### Exploring Remedies for Parties

- Overview of general considerations and best practices for parties involved in disciplinary proceedings to ensure procedural compliance and fairness.
- Examination of various avenues for resolving disputes and reaching settlements, including negotiation, mediation, and arbitration.

End of Programme