

**HANDLING EFFECTIVE INVESTIGATION, PROSECUTION AND
DOMESTIC INQUIRY**
07-08 MARCH 2018 (WEDNESDAY-THURSDAY), 9.00 AM – 5.00 PM
@ Sunway Hotel Seberang Jaya

Target Group: This program is designed for managers, supervisors and HR Practitioners responsible for handling domestic inquiry.

Introduction:

Misconduct is a wrongful act with intention on the part of the employee. It relates to conduct which is inconsistent with the discharge of employee's duties and also includes error and omission. Misconduct when reported remains an allegation until proven. The Company has to prove the misconduct on a balance of probabilities. In order to ensure disciplinary action is carried out properly, it is of utmost important that the Domestic Inquiry (D.I) is properly conducted.

Learning Objectives

At the end of this program, participants would be able to:

- (a) Identify types of misconduct;
- (b) Understand what a Domestic Inquiry is;
- (c) Learn how to conduct Domestic Inquiry;
- (d) Understand the importance of proper conduct of Domestic Inquiry; and
- (e) Understand what constitute a defective Domestic Inquiry.

Program Delivery Methods:

Classroom based. All topics will be covered by way of short lectures, interactive group discussion case study, and role play.

Course Content

Day 1:

- **Employment and Contract of Service**
 - ✓ Employer;
 - ✓ Employee/Workman
- **Misconduct**
 - ✓ Definition;
 - ✓ Types of Misconduct;
 - ✓ Minor Misconduct and Major Misconduct
- **Termination of Contract due to Misconduct**
 - ✓ Section 14(1) of Employment Act 1955;
 - ✓ Due Inquiry;
 - ✓ Natural Justice
- **Domestic Inquiry Process and Evidence**
 - ✓ Evidence (Evidence Act 1950);
 - ✓ Preliminary Investigation and Duties of Investigating Officer;
 - ✓ Taking Statement;
 - ✓ Charge Sheet and Notice of Domestic Inquiry;
 - ✓ Duties of Prosecuting Officer;
 - ✓ Chairman/Panel Members of Board of Domestic Inquiry;
 - ✓ Role of Witness;
 - ✓ Role of Trade Union Officials;
 - ✓ Burden of Proof;
 - ✓ Standard of Proof.
- **Question & Answer (Q & A) session**

Day 2:

- **Domestic Inquiry Process and Evidence (Continue)**
 - ✓ Domestic Inquiry Proceedings – Skeleton of Domestic Inquiry (Normal Proceedings, Ex-parte and Accused Employee Pleaded Guilty);
 - ✓ Examination in chief;
 - ✓ Cross Examination;
 - ✓ Re-Examination
- **Role Play – Mock Domestic Inquiry**
- **Discussion, Q & A session**

**HRDF Claimable under
SBL Scheme**

Closing Date for Registration:
28 February 2018

flexiEdge Training PLT
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

Course Leader

Mr. H'ng Piau has vast experience in the field of administration and enforcement of Labor Laws. He has more than 32 years of experience before retired as the State Director of Labor, Kedah/Perlis. During his tenure of service, he was a facilitator and trainer for Labor Officers serving under the Ministry of Human Resources. He had also conducted many training programs for various large corporations in private sector. After his retirement, he was appointed as a Company Director of a company dealing in sporting goods. Currently, he lectures in various topics of Labor Laws, provides consultancy and advisory services to corporations, and also acts in an advisory capacity to lawyers at the Industrial Court. He is registered and permitted by the Jabatan Tenaga Kerja Semenanjung Malaysia (Labor Office) to represent employer/ employee for claims/ matters in Labor Court.

Investment / Participation Fees

Normal fee: RM 850.00 / participant

10% group discount for three (3) or more registered participants from the same company or subsidiaries

REGISTRATION FORM

HANDLING EFFECTIVE INVESTIGATION, PROSECUTION AND DOMESTIC INQUIRY

07-08 MARCH 2018 (WEDNESDAY-THURSDAY), 9.00 AM – 5.00 PM
@ **Sunway Hotel Seberang Jaya**

No.	Name of Participant(s)	Designation	Vegetarian? (please tick <input type="checkbox"/>)
1			
2			
3			
4			
5			
6			

Registration Submitted By:

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

Payment: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for () participant(s), crossed and made payable to "flexiEdge Training PLT". OR
Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and send us the bank in/ transaction slip.

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my or through fax to 04-646 8377. For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355

Terms and Conditions

1. Fees are inclusive of program kits, refreshments, lunch and certificate of attendance.
2. **Program confirmation will be notified through email before the program date. Kindly ensure the email provided is reachable. Please check your email, read the details especially the date, time and final venue and acknowledge the confirmation notification.**
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, replacement is allowed. No shows shall be fully billed. No refund if participant/ replacement does not turn up on the training day.
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

*This program can be customised for In-House Training upon request.
Please contact Ms. Felicia Tham/ Mr. Quah Eng Siang @ 04-646 8377/ 012-479 8377 or email us at administrator@flexiedge.com.my for more details or proposal.*