



RULES & PROCEDURES TO CONDUCT AN EFFECTIVE **DOMESTIC INQUIRY**

HRDC TRAINING PROGRAMME NO: 10001225985

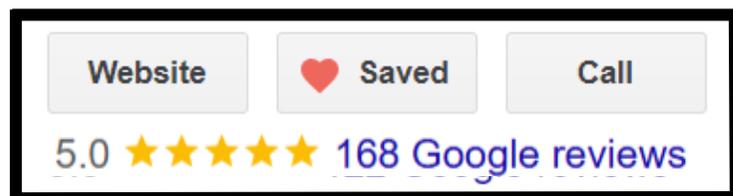
 9 - 10 March 2026 (Dorsett Hotel Kuala Lumpur)

 12 - 13 March 2026 (Zoom)

 9am - 5pm

RM 2,099 PER PAX (PHYSICAL)

RM 1,699 PER PAX (ONLINE)



ITINERARY: DOMESTIC INQUIRY - STEP BY STEP PROCEDURES

Objectives:

- To **understand and apply the law correctly** and **protects the company** from potential legal penalties.
- To provide a thorough understanding of the **legal frameworks** surrounding domestic inquiries.
- To develop **practical skills** for conducting inquiries, ensuring compliance with **Malaysian employment laws**.
- To enhance the ability of participants to apply fair and effective disciplinary measures within their roles.

Who Should Attend:

- HR Managers & Executives, Managers & Supervisors, etc.

Training Methodology:

- Interactive Lectures
- Landmark Case Studies
- Group Discussions
- **Practical (Day 2)**

Day 1:

8:50 am - 9:00 am (Breakfast & Registration)

1) The Nature and types of Misconduct

- Concept of misconduct
- Breaches of express and implied condition of service
- Act of misconduct including absent without leave and sexual harassment
- Company rules & Regulation

01am-02pm (Lunch Break)

2) The need to hold The Domestic Inquiry

- Employer right to discipline

- Employee right to security of position
- Statutory requirements

3pm - 3:15pm (PM Break)

- Under Employment Act 1955 / SLO
- Under s 20 Industrial
- For natural justice
- Contractual or CA requirements
- Industrial court guideline Investigation of complaints
- Laws on condone
- Issuing warning and show cause letter

5pm (End)

Day 2:

8:50am - 9:00am (Breakfast & Registration)

3. Domestic Inquiry Procedures

- Notice of inquiry
- Role of PO
- Role of Board Inquiry
- Recording of proceeding

01:00am - 02:00pm (Lunch Break)

- Adducing Evidence examination in chief, cross examination, reexamine of witness and submission both parties
- Finding report and recommendation

3:00pm - 3:15pm (PM Break)

- Quantum of punishment

5:00pm (End)



Trainer Profile



Puan Noorul Jannah, an expert in employment law with a LLB (Hons) from MARA University of Technology. Currently the Senior Assistant Labour Director at the Negeri Perak Labour Office, Ministry of Human Resources, Noorul brings extensive practical experience in labor law enforcement, mediation, and workplace compliance. Accredited by HRD Corp, she has a proven track record of delivering engaging and insightful training on Malaysian employment law.



Mr. Asaraf Sahimun is a highly qualified and experienced HR professional! Extensive HR experience, including work with multinational corporations and public-listed companies. Strong legal background with a law degree and master's in criminal justice. Expert in labor law and advises companies on HR best practices. Acts as a consultant and representative for MEF members in labor and industrial courts. Certified HRD Corp Trainer. Currently pursuing a doctorate focusing on employment disputes.



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