# DOMESTIC INQUIRY: HANDLING WORKPLACE MISCONDUCT THE RIGHT WAY







THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME HRD CORP PROGRAM APROVAL NUMBER: 10001591404

### **OBJECTIVES:**

- Gain a clear understanding of domestic inquiry laws & best practices.
- Recognize different types of workplace misconduct and their implications.
- Master the step-by-step process of conducting a fair inquiry.
- Prepare proper documentation, evidence & reports for inquiry proceedings.
- Develop competency in questioning techniques, note-taking and reporting.
- Ensure fairness, transparency and compliance with natural justice principles.
- Strengthen confidence in handling workplace misconduct cases effectively.



**2 October 2025** Thursday



8.30 am - 5.00 pm



Mercure KL Glenmarie Hotel,

Shah Alam

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RM790 (Early Bird) Register by 24 September 2025

RM850 (Normal) Register after 24 September 2025 SPECIAL TRAINER:
OFFICER FROM
DEPARTMENT OF
LABOUR (JTK)

SPECIAL SLOT:
LIVE DOMESTIC INQUIRY SIMULATION

## WHO SHOULD ATTEND:

Employer

Director

**⊘** CEO

Manager

Executive

HR Officer

For registration:



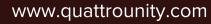
https://tinyurl.com/domestic2025

# **REGISTRATION & INQUIRIES:**



012-525 9283 (Intan) 019-570 3930 (Hafiz) admin@quattrounity.com









# DOMESTIC INQUIRY: HANDLING WORKPLACE MISCONDUCT THE RIGHT WAY

2 October 2025 (Thursday)

8.30 am - 5.00 pm

Trainer is an Officer From Department of Labour (JTK), Putrajaya

#### 8.30 am - 9.00 am Registration

#### 9.00 am - 10.00 am MISCONDUCT & LAW ON DOMESTIC INQUIRY

- Meaning, categorised & types of misconducts
- Law governing dismissals and domestic inquiry
- Rules & regulations on termination benefits & employee dismissal

#### 10.00 am - 11.00 am INVESTIGATING ALLEGATIONS OF MISCONDUCT

- Role of an investigation officer
- Parties involved
- Interviewing relevant parties
- Preparing show cause letter / letter of accusation

#### 11.00 am - 1.00 pm **DOMESTIC INQUIRY PROCESS**

- Domestic inquiry procedures
- Role of inquiry panel, prosecutor, investigation officer, accused employee & others
- Recording the proceedings
- Findings & domestic inquiry report
- Type of punishments
- Appeal procedures
- Success & failure of domestic inquiry

#### 2.00 pm - 3.30 pm REPRESENTATION TO INDUSTRIAL RELATION DEPARTMENT

- Representation against dismissal
- Exemption
- Reconciliation & the process
- Sample of the forms & court cases

#### 3.30 pm - 5.00 pm REAL COURT SIMULATION

• Participate in a mock domestic inquiry

Q&A

#### **HOW TO REGISTER:**

Fill up the Google Form at this link: https://tinyurl.com/domestic2025

#### For HRD CORP CLAIMABLE COURSES SCHEME:

- Tick 'YES' for claiming HRD Corp on the online form. We will email the details and documents for HRD Corp grant application.
- Company must apply the grant from HRD Corp. Please email the grant approval from HRD Corp to us.

#### For **self-payment:**

• Please email the payment proof to admin@quattrounity.com.

Payment to: QUATTRO UNITY SDN BHD

Bank : AFFIN BANK BERHAD No akaun : 100240150063

OR

Cheque payable to 'QUATTRO UNITY SDN BHD'

## For registration:



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