

DOMESTIC INQUIRY: HANDLING WORKPLACE MISCONDUCT THE RIGHT WAY

THIS COURSE IS CLAIMABLE UNDER HRD CORP CLAIMABLE COURSES SCHEME
HRD CORP PROGRAM APPROVAL 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



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:

**SCAN
ME! >>**



<https://tinyurl.com/domestic2025>

REGISTRATION & INQUIRIES:



012-525 9283 (Intan)
019-570 3930 (Hafiz)

admin@quattrounity.com

www.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:



<https://tinyurl.com/domestic2025>

REGISTRATION & INQUIRIES:



012-525 9283 (Intan)

019-570 3930 (Hafiz)

admin@quattrounity.com



www.quattrounity.com

