



FACE TO FACE PROGRAMME

DOMESTIC INQUIRY

STATUTORY REQUIREMENT PROCESS & PROCEDURES

INTRODUCTION

In the context of human resource management, a domestic inquiry is a process to search for the truth, facts or events relating to an allegation of misconduct by an employer against an employee or group of employees. It is an internal investigation by the employer.

DATE:

**30 & 31 January
2023**

TIME:

9.00am -5.00pm

Venue:

**Training Room,
Hartamas HQ**

DURATION

- Two Days / 14 hours

OBJECTIVES

- Learn what misconduct is.
- Understand importance of Statutory Provisions in relation to misconduct.
- Learn procedural requirements with regard to Domestic Inquiry (D.I.)
- Learn how to conduct and document a D.I.
- Understand how / when a D.I. is considered defective.

COURSE HIGHLIGHTS

- Simple and easy to understand and execute.
- Clear delivery of process/ procedure of subject matter.
- Sample formats / form for ease of reference.
- Importance of compliance to avoid expensive litigation.

METHODOLOGY

- Face to Face.
- Multimedia Presentation.
- Interactive Lectures.
- QUIZ.
- Q & A.
- Mock D.I.

TARGET AUDIENCE

- All Level of Executives and Managerial.



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COURSE OUTLINE:

- DAY 01 -

MODULE 1 : INTRODUCTION

[ACTIVITY 1: TEST YOUR IR APPLICATION SKILLS]

- WHAT IS A DOMESTIC INQUIRY (D.I.?)
- REQUIREMENT FOR A D.I.
- WHEN IS A D.I. NEEDED?
- TERMINATION SIMPLICITER.
- GUIDELINES ON D.I.

MODULE 4 : NOTICE OF INQUIRY

- WHAT IS A NOTICE OF INQUIRY?
- CONTENTS OF NOTICE OF INQUIRY.
- LENGTH OF NOTICE PRIOR TO D.I.
- DELIVERY OF NOTICE OF INQUIRY.

MODULE 2 : MISCONDUCT

- WHAT IS MISCONDUCT?
- TYPES OF MISCONDUCT.
- CATEGORIES OF MISCONDUCT.
- MISCONDUCT AND DISMISSAL.

[ACTIVITY 2 : QUIZ – BAKERY / BANK / CLOSE PROXIMITY]

MODULE 5 : TO-DO-LIST PRIOR TO D.I.

[ACTIVITY 4: CAN AN INVESTIGATOR DOUBLE UP AS PROSECUTOR?]

- APPOINTMENT LETTER OF - D.I. PANEL MEMBERS, SECRETARY, PROSECUTOR, COMPANY WITNESSES.
- PANEL MEMBERS ELIGIBILITY TO SIT ON D.I. PANEL.
- NUMBER OF PANEL MEMBERS.

MODULE 3 : INVESTIGATION

- PURPOSE OF INVESTIGATION.
- SELECTING INVESTIGATOR.
- INVESTIGATING ALLEGED MISCONDUCT.
- SUSPENSION PENDING INQUIRY.
- FRAMING CHARGES.
- SHOW CAUSE LETTER.
- EXPLANATION FORM ACCUSED EMPLOYEE.

[ACTIVITY 3: WHO CAN BE APPOINTED AS INVESTIGATOR?]

- DAY 02 -

MODULE 6 : CONDUCT OF INQUIRY

- PRELIMINARY BRIEFING.
- PLEADINGS OF ACCUSES – GUILTY, NOT GUILTY.
- PRESENTATION OF PROSECUTOR'S CASE.
- PRESENTATION OF ACCUSED EVIDENCE.

MODULE 9 : MOCK D.I.

- CASE STUDY WILL BE PROVIDED

MODULE 7 : PANEL DECISION AND REPORT

- DETERMINATION OF GUILTY OR INNOCENT.
- 5 ISSUES THE PANEL MUST EXAMINE.

MODULE 10 : MISTAKES AND DEFECTIVE D.I.

- 7 SITUATIONS THAT CONTRIBUTE TO A DEFECTIVE D.I.
- 10 MISTAKES AT A D.I.

MODULE 8 : PUNISHMENT

- 3 FINDINGS OF THE PANEL.
- OPTIONS OF PUNISHMENT.

[ACTIVITY 5: CAN THE MANAGEMENT OVERRULE DECISION OF D.I. PANEL?]

TRAINER'S PROFILE



**NUR AMIRAH NAIR
BINTI ABDULLAH**

HR CONSULTANT & TRAINER

- Specialize in guiding employers to understand Malaysian Labour Laws to prevent litigation action by employees.
- Share my knowledge, work experience and hands-on practical experience in managing equitable employer-employee relationship.
- More than 34 years of both public and private sector experience.
- I engage both employers and employees to achieve win-win workplace environment.
- Passionate about training and ensure participants leave feeling fulfilled and better equipped.

QUALIFICATIONS

- Masters in HRM & Industrial Relations, University of New Castle, Australia.
- Bachelor in Social Science, USM, Penang.
- Diploma in Public Relations IPRM.
- Certificate in Personnel Management MIPM.
- HRD Corp - Train - The - Trainer (TTT)



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