



## **PROGRAMME OUTLINE for “Handling Misconduct with Effective Disciplinary Management and Domestic Inquiry”**

**HRD Corp Programme Number : 10001679471**

### **DAY 1**

**9.00am to 10.30am**

#### **Module 1: Introduction to Employee Grievances**

- Definition and types of employee grievances
- Legal and ethical considerations
- Importance of addressing grievances promptly
- The consequences of ignoring employee grievances
- Grievance Policy and Procedure
- Guideline for conducting a grievance hearing

**10.30am to 10.45am**

**Morning Break**

**10.45am to 12.30pm**

#### **Module 2: Legal Framework and Compliance**

- Overview of relevant employment laws and regulations (according to latest amendments 2022)
- Understanding employee rights and employer obligations
- Discrimination, harassment, and retaliation issues

**12.30pm to 1.30pm**

**Lunch Break**

**1.30pm to 3.30pm**

#### **Module 3: Type of Misconduct**

- To identify the type of misconduct (major / minor):
  1. Tardiness
  2. Poor or inefficient job performance
  3. Absence without approval
  4. Absence before or after PH
  5. Absence from the workplace
  6. Excessive MC
  7. Malingering
  8. Disobedience
  9. Insubordination
  10. Sexual Harassment



11. Corruption
12. Fraud / Cheating
13. Breach of Trust
14. Leak of Trade Secrets

- Ways of handling misconduct
- Documentation Process
- Role-playing exercises and simulations

**3.30pm to 3.45pm**  
**Afternoon Break**

**3.45pm to 5.00pm**

#### **Module 4: Differentiation of Harassment**

- Identify type of work harassment
- Time limit to file a complaint
- Example of workplace harassment
- Policy

#### **DAY 2**

**9.00am to 10.30am**

#### **Module 5: Disciplinary & Dismissal**

- Types of terminations: voluntary vs. involuntary
- Conducting fair and respectful terminations
- Inquiry suspension pay
- Dismissal during notice period
- Providing support to affected employees
- Managing emotions during disciplinary actions and terminations

**10.30am to 10.45am**  
**Morning Break**

**10.45am to 12.30pm**

#### **Module 6: Domestic Inquiry in Malaysian Contents**

- Investigation Techniques
- Concept of Misconduct



- Criminal Misconduct
- Issuance of Show Cause Letter
- Suspension

**12.30pm to 1.30pm**

**Lunch Break**

**1.30pm to 3.15pm**

## **Module 7: Handling Disciplinary Hearing**

- Roles of committees
- General guidelines for the chairperson
- Employee refuses / fails to attend a disciplinary hearing
- Disciplinary hearings that are criminal offences
- Dismissal without due inquiry
- Inquiry suspension pay
- Dismissal during the notice period – criminal offences
- Panel Decision Methodology
- The Penalty/ Consequences

**3.15pm to 3.30pm**

**Afternoon Break**

**3.30pm to 5.00pm**

## **Module 8: Mock session of Domestic Inquiry and conclusion**