

CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS



COURSE OBJECTIVE



Understand the legal principles governing employee discipline and domestic inquiries.



Distinguish between minor and major misconduct and determine the appropriate disciplinary response.



Conduct workplace investigations in a fair and systematic manner.



Prepare legally compliant disciplinary documents, including Charge Sheets and Notices of Domestic Inquiry.



Conduct domestic inquiries in accordance with the principles of natural justice.



Examine and cross-examine witnesses effectively.



Evaluate evidence objectively and apply the correct standard of proof.



Prepare well-reasoned findings and recommendations.



Reduce the risk of unfair dismissal claims by complying with accepted Industrial Court principles and best practices.

PROGRAM DETAILS



Date : October 14-15, 2026
(Wednesday - Thursday)



Time : 8:30am - 5:00pm



Venue : FMM Johor Branch



Registration Fees : FMM Member - RM1,188.00 /
Non-Member - RM1,350.00
(Inclusive of 8% Service Tax)

SCAN TO REGISTER



<https://forms.gle/3xQSdBQuDNfNtevM8>



For further details, kindly contact
Ms Zura / Ms Nur Fatihah of the
FMM Johor Branch secretariat at
Tel No. **07-3577613** or email at



zuraidahnur@fmm.org.my



nur_fatihah@fmm.org.my

FMM WORKSHOP ON CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS

OCTOBER 14-15, 2026 (WEDNESDAY-THURSDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

REGISTRATION :

1) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

2) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

3) Full Name :

NRIC :	Vegetarian : Yes [] No []
Designation :	
Phone No :	Email :

Submitted by:
Name :

Designation :	
Company Name :	
Company New Registration No :	
FMM Membership No :	
Company Address :	
Phone No :	Email :
TIN No :	SST No :

Please Tick Appropriate Box

We hereby confirmed that :

☐ We will be claiming under **SBL-KHAS SCHEME** and full payment would be made to Federation of Malaysian Manufacturing in the event that no disbursement from HRDC under any circumstances.

☐ We will **NOT** be claiming under SBL-KHAS SCHEME, Enclosed cheque/bank draft, No _____ for RM_____ being payment made for _____ participant(s) made in favour of Federation of Malaysian Manufacturing

PARTICIPATION FEE :

PARTICIPANT	PER PAX	SST (8%)	TOTAL
Member	RM1,100	RM88	RM1,188
Non - Member	RM1,250	RM100	RM1,350

- Registration form must be completed and returned to FMM Johor by **October 7, 2026**
- All confirmed participants should make the full fee before the event.

SBL-KHAS SCHEME - HRDC Claimable Courses:

- **Grant Approval** must be forwarded to FMM Johor at least **3 DAYS BEFORE** the programme date.
- **100% attendance is a must.** Participants who fail to attend, the full fees shall be payable by the company

PAYMENT METHOD :

PAYEE NAME : **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name : **Malayan Banking Berhad**

Account No : **5-01280-05654-2**

Swift Code : **MBBEMYKL**

FMM SST No : **W10-1901-32000108**

FMM TIN No : **C25703742100**

- Cheque/Bank Draft Crossed Account Payee only
- Bank-in Payment : E-Mail Deposit Slip to FMM for Issuance of Official Receipt
- Please write the **Event Name** on the reverse side of the cheque/bank-in slip

REPLACEMENT/CANCELLATION/

NO-SHOW :

- Cancellation must be in writing to FMM. Replacement at no additional cost. *(Must be in Writing with Reasons 7 days before the programme)*
- Non-FMM members **MUST PAY** the full fee before/on the day of the event. Members need to provide a Letter of Undertaking to ensure participation before the event.
- FMM reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes.

FMM WORKSHOP ON CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS

OCTOBER 14-15, 2026 (WEDNESDAY-THURSDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

DAY 1

OCTOBER 14, 2026 (WEDNESDAY)

08:30am – 09:00am	 REGISTRATION OF PARTICIPANTS
09:00am – 09:05am	 WELCOME REMARK BY FMM JOHOR
09:05am – 10:30am	 SESSION 1: UNDERSTANDING EMPLOYMENT MISCONDUCT • Definition of Misconduct • Minor Versus Major Misconduct • Misconduct Warranting Summary Dismissal • Employer's Disciplinary Powers Under Section 14 of the Employment Act 1955 • Progressive Discipline • Principles Established by the Industrial Court
10:30am – 10:45am	 MORNING BREAK
10:45am – 01:00pm	 SESSION 2: DOMESTIC INQUIRY: PURPOSE AND LEGAL REQUIREMENTS • What is a Domestic Inquiry? • Is a Domestic Inquiry Mandatory? • Objectives of a Domestic Inquiry • The principles of Natural Justice • Common Procedural Defects • Consequences of a Defective Inquiry
01:00pm – 02:00pm	 LUNCH
02:00pm – 03:30pm	 SESSION 3: CONDUCTING THE INVESTIGATION • Receiving Complaints • Preliminary Fact-Finding • Investigating Misconduct • Collecting Documentary Evidence • Electronic and CCTV Evidence • Interviewing Witnesses • Recording Witness Statements • Investigation Reports
03:30pm – 03:45pm	 TEA BREAK
03:45pm – 05:00pm	 SESSION 4: SUSPENSION PENDING INVESTIGATION • When Suspension is Appropriate • Suspension with Pay and Without Pay • Legal Considerations • Best Practices
05:00pm	 END PROGRAMME OF DAY 1

DAY 2

OCTOBER 15, 2026 (THURSDAY)

08:30am – 09:00am	 REGISTRATION OF PARTICIPANTS
09:00am – 10:30am	 SESSION 6: CONDUCTING THE DOMESTIC INQUIRY i. Roles and Responsibilities • Role of the Inquiry Panel • Role of the Chairman • Role of the Prosecuting Officer • Role of the Employee's Representative or Union Official • Role of Witnesses • Role of the Recording Secretary
10:30am – 10:45am	 MORNING BREAK
10:45am – 01:00pm	 SESSION 7: CONDUCTING THE HEARING • Opening the Inquiry • Reading the Charges • Employee's Plea • Rules of Procedure • Burden and Standard of Proof • Examination-in-Chief • Cross-Examination • Re-Examination • Panel Questioning • Documentary Evidence • Conducting an Ex Parte Inquiry
01:00pm – 02:00pm	 LUNCH
02:00pm – 03:30pm	 SESSION 8: SUBMISSION AND EVALUATION OF EVIDENCE • Oral Submissions • Written Submissions • Evaluating Witness Credibility • Assessing Documentary Evidence • Determining Findings on the Balance of Probabilities
03:30pm – 03:45pm	 TEA BREAK
03:45pm – 04:30pm	 SESSION 10: MOCK DOMESTIC INQUIRY i. Participants will Participate in a Mock Domestic Inquiry, Including: • Presentation of the Employer's Case • Examination of Witnesses • Cross-Examination • Deliberation by the Inquiry Panel • Preparation of Findings and Recommendations
04:30pm – 05:00pm	 Q & A SESSION
05:00pm	 END PROGRAMME OF DAY 2

FMM WORKSHOP ON CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS

OCTOBER 14-15, 2026 (WEDNESDAY-THURSDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

SPEAKERS

HENG POH SUAN

HRDC Certified Trainer | Training Facilitator and HR/IR Advisor

Mr. Heng Poh Suan brings over **45 years of professional experience in Malaysian labour and industrial relations**, including more than 20 years of training experience. He began his career as a Labour Officer with the Labour Department in 1975 before being transferred to the Industrial Relations Department in 1983, where he served as an Assistant Director until 2001. His extensive government service provided him with strong practical exposure to labour legislation, industrial relations, employment disputes and labour case proceedings.

Since joining the Federation of Malaysian Manufacturers (FMM) in 2005 as a Human Resource/Industrial Relations Advisor, Mr. Heng has advised employers on the compliance and implementation of labour legislation, employee disciplinary matters, employment issues and collective agreements. **He has also represented member companies at labour case hearings and conciliation meetings before the Industrial Relations Department.**

With extensive practitioner and training experience, Mr. Heng has conducted numerous public and in-house training programmes covering the Employment Act 1955, wages, leave, public holidays, overtime, redundancy and retrenchment, misconduct, poor performance, dismissals and domestic inquiry procedures. His experience in both government enforcement and employer advisory roles enables him to provide participants with practical insights into the application of employment legislation and the management of workplace issues.

Core Areas of Expertise:

- * **Employment Act 1955 (EA 1955) Compliance & Application**
- * **Wages & Wage Administration**
- * **Annual Leave, Sick Leave & Hospitalisation Leave**
- * **Maternity & Paternity Leave**
- * **Public Holidays & Holiday Pay**
- * **Overtime, Rest Days & Hours of Work**
- * **Lawful Wage Deductions & Statutory Wage Requirements**
- * **Industrial Relations & Employment Disputes**
- * **Employee Misconduct & Disciplinary Procedures**
- * **Domestic Inquiry & Disciplinary Proceedings**
- * **Dismissal & Conciliation Proceedings**
- * **Redundancy & Retrenchment**
- * **Collective Agreements & Employer-Union Relations**
- * **Labour Law Compliance & Employer Advisory**

As a trainer, Mr. Heng adopts a practical and application-based approach, drawing from his extensive experience in government enforcement, industrial relations practice and employer advisory work. His programmes are designed to help HR practitioners, managers, supervisors and employers understand the practical application of Malaysian employment legislation, identify common compliance issues and manage workplace matters effectively.