



FMM
FEDERATION OF MALAYSIAN
MANUFACTURING

FEDERATION OF MALAYSIAN MANUFACTURING
CO.NO: 196801000309 (7907-X)
(JOHOR BRANCH)
PROGRAMME NO : 10001752616



DECEMBER 15-16, 2026
(TUESDAY-WEDNESDAY)



8:30AM- 05:00PM



FMM JOHOR BRANCH

FMM Workshop on Conducting a Domestic Inquiry for Employment Misconducts

*Handle Employee Misconduct
with Confidence and Compliance!*



OBJECTIVE

- ✓ Understand key legal principles of employee discipline and domestic inquiry.
- ✓ Identify misconduct and apply appropriate disciplinary action.
- ✓ Conduct fair and systematic workplace investigations.
- ✓ Prepare proper disciplinary documents and notices.
- ✓ Conduct domestic inquiries fairly and professionally.
- ✓ Question witnesses and assess evidence effectively.
- ✓ Make sound findings and recommendations.
- ✓ Minimise the risk of unfair dismissal claims.



TRAINER PROFILE

HENG POH SUAN

HRDC Certified Trainer | Training Facilitator and HR/IR Advisor

Mr. Heng Poh Suan has over 45 years of professional experience in Malaysian labour and industrial relations, including more than 20 years of training experience. He began his career with the Labour Department in 1975 and later served with the Industrial Relations Department as an Assistant Director.

Since joining the Federation of Malaysian Manufacturers (FMM) in 2005 as a Human Resource/Industrial Relations Advisor, he has advised employers on labour legislation, employee discipline, employment issues, collective agreements and industrial relations matters.

Mr. Heng has extensive training experience covering the Employment Act 1955, wages, leave, public holidays, overtime, misconduct, poor performance, dismissal, redundancy, retrenchment and domestic inquiry procedures.

With strong government, practitioner and advisory experience, he provides participants with practical insights into employment law compliance and effective workplace management.

*Learn from an experienced
HR/IR practitioner and strengthen
your workplace disciplinary
practices!*



REGISTER NOW

Scan the QR Code to Register

Registration Link:

<https://forms.gle/pXi3kFZ3VAeNsCUh6>

For more information, please contact :

+607-357 7613 (Ms Zura / Ms Fatihah) | zuraidahnur@fmm.org.my / nur_fatihah@fmm.org.my

FMM WORKSHOP ON CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS

DECEMBER 15-16, 2026 (TUESDAY-WEDNESDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

PARTICIPATION FEE :

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

CANCELLATION & REPLACEMENT POLICY:

- Cancellation after issuance of the Confirmation Letter: 50% cancellation fee.
- Cancellation within three (3) days prior to the programme: full programme fee.
- Participant replacement is allowed at no additional cost before HRD Corp grant approval.
- No cancellation or replacement is allowed after HRD Corp grant approval.
- 100% attendance is mandatory. Full programme fee applies for participants who fail to fulfil the required attendance.

DISCLAIMER:

FMM Johor reserves the right to change the facilitator, date and to vary/cancel the programme should unavoidable circumstances arise.

CLOSING DATE: December 8, 2026

PAYMENT METHOD :

1) **HRD CORP GRANT** (SBL - KHAS SCHEME)

- Fund must be sufficient. Fee will be deducted from the employer's HRD Corp contributions.
- No amendment is allowed once the grant is approved.
- The grant approval must be forwarded to FMM at least **three (3) days** prior to the programme.
- Should the grant be rejected, not disbursed or not claimable, the full programme fee will be payable by the employer.

2) **DIRECT PAYMENT TO FMM**

(via Online Banking / Cheque Payee)

- Payee Name :
FEDERATION OF MALAYSIAN MANUFACTURING
- Bank Name Account No. :
Malayan Banking Berhad
- Account No. : **5-01280-05654-2**
- SST Registration No. : **W10-1901-32000108**
- FMM Tin No. : **C25703742100**

**Please provide FMM with the payment slip/advice once payment has been made.*

REGISTRATION FORM

1) Name :
Designation :
E-mail :
NRIC :
Contact :
Vegetarian : Yes { } No { }

2) Name :
Designation :
E-mail :
NRIC :
Contact :
Vegetarian : Yes { } No { }

3) Name :
Designation :
E-mail :
NRIC :
Contact :
Vegetarian : Yes { } No { }

Payment:

Full payment of RM will be made via:-
HRDCorp SBL-KHAS ☐ Online Banking ☐
Cheque ☐

Submitted by:

Name :
Designation :
Company Name :
Business Reg. No :
Phone No :
TIN No :
SST No :
E-mail :
Address :

FMM Member ☐ Non-Member ☐

FMM Member No :

FMM WORKSHOP ON CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS

DECEMBER 15-16, 2026 (TUESDAY-WEDNESDAY) | 8.30AM - 5.00PM | FMM JOHOR BRANCH

PROGRAMME ITINERARY

DAY 1 : DECEMBER 15, 2026 (TUESDAY)

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-04:30pm	Session 4: Suspension Pending Investigation - When suspension is appropriate - Suspension with pay and without pay - Legal considerations - Best practices Session 5: Preparing for the Domestic Inquiry - Drafting the Charge Sheet - Drafting the Notice of Domestic Inquiry - Preparing documentary evidence - Preparing witness lists - Organising the inquiry bundle
04:30pm-05:00pm	Q&A Session
05:00pm	End of Programme Day 1

DAY 2 - DECEMBER 16, 2026 (WEDNESDAY)

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 Session 8: Submission and Evaluation of Evidence - Oral submissions - Written submissions - Evaluating witness credibility - Assessing documentary evidence - Determining findings on the balance of probabilities
01:00pm-02:00pm	Lunch
02:00pm-03:30pm	Session 9: Findings, Decision and Disciplinary Action - Preparing the Inquiry Report - Findings of fact - Recommendations (if Required) - Factors to consider before imposing punishment - Types of disciplinary action - Communicating the decision
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 - Submission by both parties - Deliberation by the Inquiry Panel - Preparation of findings and recommendations
04:30pm-05:00pm	Q&A Session
05:00pm	End of Programme Day 2