



FMM Webinar on *The Right Approach to Handle Misconduct, Domestic Inquiry & Procedure of Labour Court*



September 19, 2023 (Tuesday), 8.30am – 5.00pm via Zoom Online

INTRODUCTION

Human Resource Management is one of the most challenging fields in today's mobile labour market. The proper approach to handle misconduct of employees will determine the productivity and harmonisation of an organisation. The manner to handle misconduct would also reflect the decision of dismissal.

As HR practitioners, you must also understand the procedure in conducting **Domestic Inquiry (DI)** in order to ensure the panel members of DI made an equitable decision. The speaker will highlight on the procedure of handling cases in **Labour Court** and will review some past cases conducted in Court.

OBJECTIVE

- To provide invaluable guide for both employers and employees leading to a good industrial harmony.
- To enable the practitioners to be well versed with the relevant sections of the act, to address or overcome daily situational issues in the most productive way directed towards the common interest of both parties.

SPEAKER

Mr K.Kesavan is the HR/IR Advisor of FMM. He started his career as an Enforcement Officer at Ministry of Domestic Trade and Consumer Affairs in year 1981. He later joined the Department of Industrial Relations as an Industrial Relations Officer in year 1997. He was appointed as the Deputy Director of Enforcement Division of the Department of Labour Peninsular Malaysia in year 2008. Then, he became the Principal Assistant Secretary to the Policy Division (Labour Policy Division) in year 2015 prior to his retirement in year 2017.

**HRDF SBL- Khas Programme No: 10001304871
Training Provider MyCOID: 007907X_PENANG**

PROGRAMME

8.30 am	Registration of participants
9.00 am	How to Define Misconduct and Proper Justification on Major and Minor Misconducts <ul style="list-style-type: none"> • How to specify the degree of misconduct • Examples of misconduct which could result to disciplinary action
10.30 am	Morning break
10.45 am	Proper Disciplinary Procedures and Actions Towards Employees <ul style="list-style-type: none"> • Understand the clause in Section 14 of the Employment Act 1955 • Highlights on Domestic Inquiry Procedure
1.00 pm	Lunch break
2.00 pm	Steps on Filing Case in Labour Court <ul style="list-style-type: none"> • Understand the clause in Section 72 of the Employment Act 1955 • The power of the Director General to inquire into complaints • Procedure for filing a complaint to Labour Office
3.30 pm	Afternoon break
3.45 pm	Exclusive Review on Past Court Cases and Issues
4.45 pm	Q&A Session
5.00 pm	End of Programme



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SBL-KHAS SCHEME

This programme is claimable under SBL-KHAS. FMM will claim the course fee directly from the employer’s account with HRDCorp. However, approval from HRDCorp is required prior to commencement of programme by submission via eTris under Skim Bantuan Latihan (SBL-KHAS).

WHO SHOULD ATTEND

Head of HR Department, Human Resource Managers, Personnel Managers, & Executives

REGISTRATION INFORMATION

	Fee per pax	6% Service Tax	Total
Member	RM550	RM33	RM583
Non member	RM650	RM39	RM689

*The full payment for registration shall be made before September 19, 2023 for **NON HRDCorp CONTRIBUTOR**. Fee is inclusive of softcopy of the webinar materials.*

PAYMENT METHOD

- Cheque payable to:
“FEDERATION OF MALAYSIAN MANUFACTURERS”
- E-Payment: Malayan Banking Berhad
A/C No: 507-406-504-502 (Swift code: MBBEMYKL)

REPLACEMENT/CANCELLATION/NO SHOW

- Cancellation and refund are not allowed
- Replacement is allowed with no additional cost
- No replacement is allowed after September 15, 2023.
- For SBL-Khas Scheme, grant approval must be forwarded to FMM at least 3 days before the webinar date.
- FMM reserves the right to cancel or reschedule the event. All efforts will be taken to inform participants of changes. FMM is not responsible for any costs incurred by participants in the event of cancellation or a reschedule.
- Participants who do not attend the webinar are liable for the full fee

**CLOSING DATE:
SEPTEMBER 12, 2023**

TECHNICAL INFORMATION

- Within 2 – 3 working days after registration, a confirmation email will be sent to participants. Kindly email suguna@fmm.org.my if the participant did not receive any email from FMM.
- Details of the webinar will be emailed to participants 48 hours before the commencement of the session.
- These are automated emails, so participants should check his/her junk mailbox as well.
- Participants may join the session 15 minutes before the starting time.
- FMM will record the webinar for future reference.
- Please **ensure the participant has access to a laptop or computer with a working webcam and microphone as well as a strong internet connection.**

To:
FMM Penang - Ms Rajes at 04 – 3992057/rajeswary_gunnusen@fmm.org.my
FMM Kedah/Perlis – Ms Zai at 04-4403628 / rozainiza@fmm.org.my
FMM Perak – Ms Sherry at 05-548 8660 sherry@fmm.org.my
FMM Selangor & KL – Ms Nadhira Irdina at 03-55692950 / fmmselangor@fmm.org.my
FMM Malacca – Ms Chloe Leong Bing Yee at 06-2831639 / bing_yee@fmm.org.my
FMM Eastern - Owee Wan Hui at 09-5156857/ wanhui@fmm.org.my

Please tick (/) accordingly:
 Claiming for SBL-KHAS
 Non HRDCorp Contributor

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Please register the following participants for the above programme:

No	Name	Designation	Email
1			
2			
3			
4			

Submitted by:

Name: _____

Designation: _____

Company: _____

FMM Membership No: _____

Tel: _____

Fax: _____

Email: _____

Address: _____