Domestic Inquiry Procedures and Documentation

Trainer

P. J. Pereira has LLB (Hons) from University of Wolverhampton and Certificate of Legal Practice from University Malaya. He has been admitted to the High Court of Malaya as an Advocate and Solicitor. Served as Fire Officer with the Fire and Rescue Department from 1979 till 1990 and later joined the Prison Department from 1990 till 2002. He has retired from the Government service after 24 years of service.

As an experienced part-time trainer on Safety and Security Management, he also specialised on legal aspect of Labour Law and Industrial Relations.

Introduction

A domestic inquiry must be conducted according to the right procedures. There are multiple roles needed for the domestic inquiry process, such as an investigation officer, prosecuting officer, chairman of the panel and panel members. This training covers the multiple roles in the domestic inquiry process and emphasizes on the right procedures to be followed.

Contents

- Reporting and investigating an alleged act of Misconduct
- Guidelines when extending an Order of Suspension
- Guidelines on preparation and extending the Charge Sheet
- Establishing the role of:
  - Panel of Inquiry / Objection on the grounds of bias
  - Prosecutor and Witness(es)
  - Recorder
  - Punishing Authority / Mitigation before punishing authority
- Submission of Findings by Panel of Inquiry
- Understanding and application of Principles of Natural Justice
- Principle of Substantive Justice
- Examples of defective Domestic Inquiries
- Relevant Industrial Court Awards / Case Law

Objective

At the end of the programme, participants will be able to:

- To enhance understanding of the legal requirements;
- Understand the need to conduct proper Domestic Inquiry
- Learn the roles of the board of inquiry members
- To establish proper procedures and course of action.

Organised by:

FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

In-House Training Available
Who Should Attend

All Human Resource personnel, all department heads, executives, officers, supervisors, whoever needs to be involved as panel members in domestic inquiry procedures.

Administrative Details

Registration:
- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

Payment:
- Cheques made in favour of FMM Institute should be forwarded to the FMM Sabah Representative Office.

Closing Date: 20 April 2013

Cancellation and Refunds:
- Must be in writing with reasons
- 7 days before the course - 100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

Domestic Inquiry Procedures and Documentations
May 7-8, 2013

- Registration Form -

Dear Miss/Madam,
Please register the following participant(s) for the above programme

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Date: May 7-8, 2013 (Tue & Wed)
Time: 8.30am – 4.30pm
Venue: FMM Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai 1
Sulaman Coastal highway
88400 Kota Kinabalu, Sabah

Fee:
- RM 650.00 per pax (FMM member)
- RM 850.00 per pax (Non FMM member)
(Fees include cost materials, lunch and refreshments)

For further enquiries, please contact: Florisa/Nelly
Tel: 088-447 580 Fax: 088-447 570
E-mail: fmmsabah@fmm.org.my / nelly@fmm.org.my / florisa@fmm.org.my

(if space is insufficient, please attach a separate list)