



MANAGING DISCIPLINE & DISCIPLINARY PROCEDURE



**FMM
Malacca
Branch**



**April 23, 2024
(Tuesday)**



9.00am – 5.00pm

OBJECTIVES

- Understand the judiciary system in Malaysia and its relevance
- Understand the types of termination
- Understand what is major and minor misconducts,
- Understand proper Domestic Inquiry Procedure

PROGRAMME

- 8.30am Registration
- 9.00am - Meaning Of Discipline
- Disciplinary Actions
- Legal rights of employee in disciplinary matters
- Legal rights of company in maintaining discipline
- 10.30am Morning Break
- 10.45am - Category of Misconduct
- Categories of misconduct
- Grievance Handling
- Types of Termination
- Preliminary Investigation
- Qualities and Duties of Investigating Officer
- 1.00pm Lunch Break
- 2.00pm - What constitute “due inquiry”
- Domestic Inquiry format
- Exparte’ inquiry
- Domestic Inquiry Panel
- 3.00pm Afternoon Break
- 3.15pm - Prosecution
- Decision of Domestic Inquiry
- Punishment
- Writing Report
- 4.30pm Mock Domestic Inquiry/Case Study & Discussion
- 5.00pm End of Programme

SPEAKER PROFILE

Mr. K. Kesavan is currently the Human Resource/Industrial Relations Advisor of the Federation of Malaysian Manufacturers (FMM). He had been conducting public as well in house training programs relating to employment legislations, discipline and misconduct and domestic inquiries. In his current capacity in FMM, he is advising member companies on the compliance and implementation of the various labour legislations, discipline issues. He holds a Masters in Human Resource Management from the Open University of Malaysia

WHO SHOULD ATTEND

The program is designed to meet the needs of Managers and Executives who are appointed to handle discipline, misconduct and domestic inquiry.

Administrative Details

Date : **April 23, 2023 (Tuesday)**

Time : **8.30am – 5.00pm**

Venue : **FMM Malacca Branch**

SBL KHAS Approval no : **10001394009**

Participation Fee

Members : RM486 per participant

**Non - Members : RM594 per participant
(Fee is inclusive of 8% SST)**



FOR SBL-KHAS SCHEME

Attendance of 100% is a MUST. In any case, Employers will be billed in full. SBL-KHAS Grant Approval MUST be forwarded to FMM Malacca Branch at least **3 DAYS BEFORE** the seminar.

CANCELLATION

Must be in writing with reasons. For cancellation 7 working days - no charges. 3 - 6 working days - 50% payment. Less than 3 working days - Full payment and for 'No Show' - Participants will be billed accordingly. **Replacements** are accepted at no additional cost.

REGISTRATION AND REFUND POLICY

Attendance is by prior registration only. Completed Registration forms must be returned to FMM Malacca Branch by **April 16, 2024**.

FMM Malacca Branch reserves the right to **cancel or reschedule** the programme and all efforts will be taken to inform participants of any changes.

PAYMENT

Can be made via e-Payment (EFT) or Cheque in favour of '**FEDERATION OF MALAYSIAN MANUFACTURERS**' & crossed '**Account Payee Only**' should be forwarded to FMM Malacca Branch.

For **REGISTRATION** or **ANY ENQUIRIES**, please contact:

FMM Malacca : Chloe Leong (email: bing_yee@fmm.org.my) / Yvonne Gan (email: siew_kim@fmm.org.my)

REGISTRATION FORM**Managing Discipline and Disciplinary Procedure**

April 23, 2023 (Tuesday)



9.00am - 5.00pm



FMM Malacca Branch

Attn: FMM Malacca Branch (bing_yee@fmm.org.my)

Please register the following participant(s) for the above programme.

No	Name	Designation	NRIC Number	Email	H/P No.
1.					
2.					
3.					

(Please attach a separate list if space is insufficient)

☐

We will be claiming under the SBL-Khas Scheme (MyCOID: 007907X_MELAKA) but **Full Payment** would be made to **Federation of Malaysian Manufacturers** in the event that there are no disbursement from HRD CORP under any circumstances.

☐

We **WILL NOT BE CLAIMING** under the SBL-KHAS Scheme. We Will be **PAYING the Full Course Fees** as Invoiced.

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Fax: _____ Tel: _____