



MB/40/25  
DECEMBER 22, 2025

FMM MALACCA BRANCH SEMINAR ON  
**CONDUCTING A  
DOMESTIC INQUIRY FOR  
EMPLOYMENT  
MISCONDUCTS**  
**1-2 APRIL 2026 (WED - THU)**  
**8:30 AM - 5:00 PM**  
**FMM MALACCA BRANCH**

SBL-KHAS Approval No: 10001642628



### INTRODUCTION

The task of dismissing employees has been made increasingly more difficult over the years due to changes in the concept of natural justice, security of tenure and social justice. The Industrial Relations Act, 1967 had been amended and effective 1.1.2021, all cases of dismissals which are not settled at the IR Department would automatically be referred to the Industrial Court for an award. As such complying with the right procedures to dismiss employees has become more crucial. Wrongful dismissal can be a very expensive affair if the matter ends up at the Industrial Court. Employees view dismissals without proper cause as an abuse of power and unfair labour practice by the management. It can lead to strained employer-employee relationships in the Company. As such the duty of the employer to conduct a proper domestic inquiry before dismissing an employee is expected by the employees as they have become more aware of their rights of being heard before being dismissed.

### OBJECTIVES

- To introduce to the participants the concept and practice of industrial relations in Malaysia.
- To provide participants with a sound knowledge of how to conduct a proper domestic inquiry.



### WHO SHOULD ATTEND ??

This programme is designed to meet the needs of Managers and Executives who may be called upon to become Panel Members whenever there is a need for a domestic inquiry to be carried out against one of their fellow colleagues. It will provide participants with a comprehensive understanding of the relevant legislation and accepted procedures on conducting a domestic inquiry.

### Day 1

- 0830 Registration**  
**0900 Domestic Inquiry Procedures**
- Minor and Major Misconducts
  - Rights to Dismiss Under S14 of The EA, 1955
- 1000 Morning Teabreak**  
**1015 Domestic Inquiry Procedures**
- Domestic Inquiry Defined
  - Need for Domestic Inquiry
  - Rules of Natural Justice
- 1300 Lunch**  
**1400 Domestic Inquiry Procedures**
- Defective Domestic Inquiries
  - Investigation Process
  - Suspending Employee for Investigation
- 1530 Afternoon Teabreak**  
**1545 Domestic Inquiry Procedures**
- Taking Witness Statements
  - Drafting the Charge Sheet
  - Notice of Domestic Inquiry
  - Case Study
- 1700 End of Day 1**

### PROGRAMME OUTLINE

### Day 2

- 0830 Registration**  
**0900 Domestic Inquiry Process**
- Role of Panel Members
  - Role of Prosecutor
  - Roles of Witnesses
  - Role of Union Officials
- 1000 Morning Teabreak**  
**1015 Domestic Inquiry Process**
- Burden and Standard of Proof
  - Procedures and Rules To Be Complied
- 1130 Domestic Inquiry Process**
- Conducting an Ex-parte Domestic Inquiry
  - Examination & Cross Examination
- 1300 Lunch**  
**1400 Domestic Inquiry Process**
- Preparation of Submission
  - Findings and Decisions of Panel Members
- 1530 Afternoon Teabreak**  
**1545 Domestic Inquiry Process**
- Disciplinary Action
  - Mock Domestic Inquiry
- 1700 End of Programme**

### PARTICIPATION FEE :

**MEMBERS:** RM 1,404.00 (per pax)

**NON-MEMBERS:** RM 1,620.00 (per pax)

(Fee includes 8% SST, Course Materials  
and Certificate of Attendance)



## SPEAKER PROFILE

Heng Poh Suan started his career as a Labour Officer in Kuala Kangsar in 1975. At the Labour Department he was enforcing the various Labour Legislations. In 1983 he was transferred to the Industrial Relations Department. He was the Assistant Director of Industrial Relations from 1983 till 2001. He left the Industrial Relations Department in 2002 to join the Malaysian Employers Federation as their Industrial Relations Consultant. In 2005 he joined the Federation of Malaysian Manufacturers as their Human Resource/Industrial Relations Advisor. He had been conducting public as well as in house training programs relating to employment laws, discipline & misconduct and domestic inquiries procedures for member companies. In his capacity as the HR/IR Advisor in FMM, he was advising member companies on the compliance and implementation of the various labour legislations, disciplinary issues as well as issues arising out of their collective agreements with their unions. He left FMM at the end of June 2021 and is currently a HR/IR Consultant and trainer on HR/IR topics.

## 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.

## REGISTRATION AND REFUND POLICY

Attendance is by prior registration only. Completed Registration forms must be returned to FMM Malacca Branch by **25 March 2026**.

## PAYMENT

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

## 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.

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

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

Siti Aina Najiha (email: [siti\\_aina@fmm.org.my](mailto:siti_aina@fmm.org.my)) / Justina Kow (email: [justina@fmm.org.my](mailto:justina@fmm.org.my))

**SBL-KHAS Approval No: 10001642628**

## REGISTRATION FORM

**FMM MALACCA SEMINAR ON "CONDUCTING A DOMESTIC INQUIRY FOR EMPLOYMENT MISCONDUCTS"**



**APRIL 1-2, 2026 (WED - THU)**



**8.30AM - 5.00PM**



**FMM MALACCA BRANCH**

Attn: **FMM Malacca Branch**

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)*

## PLEASE TICK :

☐

I require Vegetarian Meals.

☐

We **will be claiming under the SBL-Khas Scheme (MyCOID: 007907X\_MELAKA)** but Full Payment would be made to Federation of Malaysian Manufacturing 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 : \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_