



The Domestic Inquiry Procedure, Investigation and Prosecution

26 May 2025 | MISIF Training Room

Overview

A domestic inquiry is an internal investigation process that is launched when an employer needs to determine whether an employee has committed an act of misconduct. The employers have a statutory obligation, under Section 14 of the Employment Act 1955, to conduct a ‘due inquiry’ to ascertain whether an employee is guilty of misconduct before they can dismiss or impose a major punishment on them.

This one-day face to face or virtual program is to ensure that personnel who are tasked to conduct an investigation, inquiry and prosecution are properly equipped with the knowledge to discharge their duties.



Topics Covered

- The Disciplinary Process
- Investigation and Prosecution of Misconduct
- The Charge
- The role of panel members, The Presenting Officer, Inquiry Secretary
- The Procedure at the Inquiry
- The General Rules of Appreciation of Evidence of Witnesses and Findings of Inquiry Panel
- Awarding Punishment
- The records, forms and letters



Who Should Attend

- Supervisors
- Executives
- Managers
- Human Resource Personnel
- Those involved in Domestic Inquiry.



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Program

Time	Module
9:00AM – 10:30AM	<ul style="list-style-type: none">The Disciplinary ProcessInvestigation and Prosecution of Misconduct
10:30AM – 10:45AM	Tea Break
10:45AM – 12:45PM	<ul style="list-style-type: none">The ChargeThe Role of Panel Members, PO and Inquiry Secretary
12:45PM – 1:45PM	Lunch
1:45PM – 3:30PM	<ul style="list-style-type: none">The Procedure at the InquiryThe General Rules of Appreciation of Evidence of Witnesses and Findings of Inquiry Panel
3:30PM – 3:45PM	Tea Break
3:45PM – 4:45PM	<ul style="list-style-type: none">Awarding PunishmentThe Records, Forms and Letters
4:45PM – 5:00PM	Q&A

- Registration Fee: **Member – RM 900; Non Member – RM1,200**
- Confirmation of participation is upon receipt by MISIF of your completed registration form and payment, made payable to **MALAYSIAN IRON AND STEEL INDUSTRY FEDERATION**. Payment can also be made by banking payment to MISIF's account at: **CIMB Bank Berhad** Account No: **8002275287**. Please send a copy of the bank-in slip to MISIF immediately together with the registration form as proof of payment to ajoo@misif.org.my
- No refund will be entertained although participants can be substituted at any time
- The organiser reserves the right to cancel, reschedule, postpone or amend the workshop date/ program etc. as it deems fit
- Registration Deadline: **21 May 2025**

REGISTRATION FORM

1. Name: _____ Designation: _____
Email: _____ Tel: _____ Vegetarian: Yes / No

2. Name: _____ Designation: _____
Email: _____ Tel: _____ Vegetarian: Yes / No

3. Name: _____ Designation: _____
Email: _____ Tel: _____ Vegetarian: Yes / No

Submitted by
Name: _____ Designation: _____
Company: _____ Email: _____
Address: _____

Trainer Profile

An **experienced motivational speaker and trainer**, William Yap has conducted numerous training and team building sessions **nationally and internationally**.

William Yap has a varied and fruitful professional background. He has **experience** in the field of **IT, Business Administration, HR, F&B, Training and Consultancy**.

Today, he is an internationally **successful consultant with a profound understanding** of human behaviour, driving forces to success and the knowledge of ways to master challenges in an organisation.

His training programmes, which always receive satisfaction from clients, **have high success rates** in creating improvements within and beyond the workplace.



WILLIAM YAP

WHAT MAKES WILLIAM'S TRAINING PROGRAMMES UNIQUE?

William's training programmes have transformed mindsets to create high-performing teams, leaders and organisations. They are aimed at cultivating an empowering work culture within an organisation to create efficient, desired outputs.

William's training programmes are unique as they are tailored to align with his client's principles, goals and needs for their organisation. Below shows his unique step as to creating a programme.

1. Seek to understand and listen to client's demands and requirements.
2. Integrate client's goals into Training Programme/ Create specialised Programme.
3. Propose Programme to client.
4. Execute Training.

William's notable communication skills such as empathy, eloquence and entertaining interaction makes up his distinctive engagement with the audience. His programmes are of high standards and instil profoundly inspiring and important messages that make lasting impressions.

With a warm heart and true engagement, William Yap shows the way to real awakening, improvement and lasting success for people and organisations.