



FMM INSTITUTE SABAH BRANCH 199901000527 (475427-W)
Centre for Professional Development



MANAGING DISCIPLINE, MISCONDUCT & DOMESTIC INQUIRY

OCT 28-29, 2025 (TUE-WED)

**FMM SABAH, ALAMESRA PLAZA
PERMAI, SULAMAN COASTAL HIGHWAY**

WHAT YOU WILL LEARN?

- Understand the principles of workplace discipline and why it matters.
- Identify different forms of employee misconduct and the appropriate actions to take.
- Apply step by step procedures for managing disciplinary cases in compliance with employment law.
- Prepare and conduct domestic inquiries fairly, transparently and professionally.
- Document disciplinary processes effectively to support decisions and avoid disputes.
- Build confidence in handling sensitive employee issues with consistency and fairness.

INTRODUCTION

Handling misconduct and disciplinary issues requires fairness, consistency and compliance with the law. This programme equips participants with the skills to manage misconduct cases effectively and to conduct domestic inquiries in a proper and professional manner.

MEMBER PRICE: RM864.00

NON-MEMBER PRICE: RM1,026.00

CONTACT US

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REGISTRATION FORM

MANAGING DISCIPLINE, MISCONDUCT & DOMESTIC INQUIRY

Time: 9.00 am - 5.00 pm

Venue: FMM Sabah Branch
No. 143, 1st Floor, Block Q, Lorong Plaza
Permai 1, Alamesra Plaza Permai
88400 Kota Kinabalu, Sabah

Please register the following participant
for the above program.

(To be completed in BLOCK LETTERS)

Date:

October 28-29, 2025

Registration due date: 23 Oct 2025

Please tick accordingly: ☒

Fees: ☐ FMM Member: RM864 per pax

☐ Non Member: RM1,026 per pax
(Fees is inclusive of 8% SST, certificate, training notes & meals)

NO.	NAME	DESIGNATION	NATIONALITY	NRIC	EMAIL
1					
2					
3					
4					
5					

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

We hereby confirmed that (please tick accordingly):

- ☐ We will be claiming under SBL-KHAS Scheme. Full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- ☐ We will NOT BE CLAIMING from HRD Corp. Payment will be made to FMM Institute by bank transfer to MAYBANK Account No. [5-100-1303-8421]

Submitted by:

Name:	Designation:	H/P No:
Email:	Tel:	Fax:
Company	FMM Membership No:	MyCOLD:
Address:	Company Stamp & Signature	Date:

Terms and Conditions

- Registration is on a first-come first-served basis.
- All cancellations must be made in writing.
- Cancellation received 7 – 13 working days before the start of the class is subject to a cancellation fee of 50% of the training fees.
- Cancellation received within 6 working days before the start of the class is subject to a cancellation fee of 100% of the training fees.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training fees are payable**. However, replacement can be accepted at no additional cost.
- The FMM Institute reserves the right to change the speaker, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes.