



**June 10-11, 2026 (Wednesday-Thursday)**  
**8.45 am – 5.00 pm** **FMM Institute, Perak**

Misconduct is a wrongful act with intention on the part of the employee. It relates to conduct which is inconsistent with the discharge of the employee’s duties and also includes error and omission. Misconduct when reported remains an allegation until proven. The Company has to prove the misconduct on a balance of probabilities. In order to ensure disciplinary action is carried out properly, it is of utmost importance that the Domestic Inquiry (D.I) is properly conducted.

### **COURSE CONTENTS**

- Time limit for employee to make complaints under Industrial Relations Act 1967
- Who may represent employer for conciliation proceedings?
- Who may represent employer in Industrial Courts?
- Maximum compensation
- Dismissal without notice
- Dismissal with notice
- Constructive Dismissal

### **MODULE 5: OTHER TERMINATION**

- Notice period for Termination/lay-off
- Situations for termination
- Situations for giving notice
- Frustration of contracts
- Expiry of fixed term contracts
- Termination of probationers

### **MODULE 6: TERMINATION BENEFITS**

- Notice period
- Gratuity payments
- Termination benefits under the law

### **MODULE 7: LEGAL ASPECTS OF HANDLING MISCONDUCT, CONDUCTING DOMESTIC INQUIRIES AND TERMINATION OF EMPLOYMENT**

- Disciplinary action
- Company policy
- Relevant aspects of Employment Act & Industrial Relations Act
- Legal precedents set by Industrial court awards
- Code of conduct for Industrial Harmony

### **MODULE 1: MISCONDUCT**

- What is Misconduct?
- What is Misconduct in Employment?
- Classification of Misconduct – Minor/Major Misconduct

### **MODULE 2: THE DOMESTIC INQUIRY PANEL**

- Who sits on the panel?
- How to select the right panel
- Who selects the panel?
- The roles of panel members
- How many should be on the panel
- Rights of employer and employee

### **MODULE 3: CONDUCTING THE DOMESTIC INQUIRY PROPER**

- Seating arrangement of panel members and others
- Carrying Out the Domestic Inquiry: do’s and don’ts
- The process of the Inquiry
- Starting and ending the Inquiry
- Roles of chairman and panel members
- Roles of prosecutor, witnesses and accused
- Common pitfalls

### **MODULE 4: UNFAIR DISMISSALS & CONSTRUCTIVE DISMISSALS**

## **OBJECTIVES**

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

- Identify types of misconduct.
- Understand what is a Domestic Inquiry (DI)
- Learn how to conduct a DI
- Understand the importance of proper conduct of DI
- Learn points that must be remembered at the DI
- Understand what constitutes a defective DI

## **WHO SHOULD ATTEND**

CEO, HR Manager, HR Executive, HR Assistant, Personal Assistant, Secretary, Line Managers / Executives, Supervisors, Other Non-HR Managers and Executives.

## **TRAINING METHODOLOGY**

Presentations, case study, interactive discussions, workshops, role-play

## TRAINER

**DR PONMALAR A/P BUDDATI SANNAGY** is a PSMB Certified Trainer and a Business Coach with over 20 years of training experience. Dr Ponmalar holds a Bachelor of Arts (Hons), (UKM), a Master's in Business Administration, UUM and a Doctorate in Business Administration, UUM. She is also a member of Malaysian Association of Training Providers (MATPRO), Certified Practitioner of Neuro-Linguistic Programming (ABNLP), Certified KPI Professional & Practitioner (KPI Institute), Certified Sujok Acupressure Therapist and PSMB Approved Mentor for SMEs (FIRE Programme). Ms Ponmalar has held prominent position in various MNCs in Malaysia as a Senior Production Executive, Training Executive, Quality Control Executive and Head of HR and Training Department

**Register in Groups & Enjoy More Savings!**

- 2-4 participants: 10% discount
- 5-7 participants: 15% discount
- 8-9 participants: 20% discount

**DR PONMALAR** has conducted many courses which includes Train The Trainer, Strategic Performance Management, Strategic Thinking and Planning, Quality Control, Scenario Planning, full spectrum of HRM, Employment Act, IR, Organizational Behaviour, Transformational Leadership, Strategic Leadership, Problem Solving & Decision Making, Critical Thinking, Customer Service, Change Management, Communication, Presentation Skills, Team Building, Marketing, Purchasing & Negotiation Skills, Business English & Business Writing and other management programmes. Some of Dr Ponmalar's notable clients for Public and In-House programmes are Boustead Petroleum Marketing, GITN, Maxcare Success, Power & Motion Control, Petronas Chemicals MTBE, God Coin Sarawak, Sri Datai Construction, Datasonic Technologies, Malaysian Diagnostics Corporatio, Langkawi Cruise, Star Cruises Shipping Agency, Ilden Electronics Malaysia, , Labuan Liberty Port Management, Idaman Pharma, KPJ Selangor Specialist Hospital, TNB Janamanjung, Jobstreet.com Shared Services, Sabah Tourism Board, KUB Malaysia and many others. She has also coached and trained employees from Asian countries such as Singapore, India, Thailand, Vietnam, Laos, Myanmar, Brunei, Maldives, Mauritius, Cambodia, Middle East (Oman) and Indonesia.

## COURSE DETAILS

Date **June 10-11, 2026 (Wednesday-Thursday)**  
 Time **8.45am - 5.00pm**  
 Venue **FMM Institute Perak**  
**No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**  
 Medium of Instruction **English**  
 CPD **14 hours**  
 Fees  **Members RM1,134.00/pax**  
 **Non-Members RM1,296.00/pax**  
*(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**    ▪ MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

### CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged  
 ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

**Closing Date: JUNE 3, 2026**

~ Registration Form ~

# HOW TO CONDUCT AN EFFECTIVE DOMESTIC INQUIRY

FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and 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**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:
Company:	Tel: <span style="float: right;">Fax:</span>
Address:	
Email:	FMM Membership No