

PUBLIC TRAINING

Misconducts in Employment



19 & 20 NOVEMBER 2025



Training Space,
Q3 Management Solutions,
Dataran Sunway,
Kota Damansara

OVERVIEW

Employee misconduct refers to activity that violates corporate policies, contracts, or laws, which may result in disciplinary action or termination. These issues are principally governed by the Employment Act 1955 and Industrial Relations Act 1967. The programme agenda discusses major trends and recent developments, such as criminalizing workplace harassment under the Penal Code, provisions under Employment Acts, and other contemporary challenges affecting Malaysian workers. This two-day training is for Malaysian HR practitioners and business leaders, with an emphasis on addressing workplace misconduct in today's environment. Participants will gain practical knowledge via real workplace examples, interactive discussions, and analyses of landmark court rulings and recent cases.

LEARNING OUTCOMES

- Describe types of misconduct and relevant legal frameworks under Malaysian law, including recent updates such as harassment as a criminal offence.
- Classify and apply legal justifications for various misconduct types (minor and major) within workplace disciplinary procedures.
- Execute fair and compliant investigations and domestic inquiries, demonstrating accurate documentation to defend against unfair dismissal claims.
- Design and implement effective disciplinary processes and preventive strategies consistent with current Malaysian labour laws and trends.
- Critically evaluate Malaysian Industrial Court case studies to recommend best practices in misconduct prevention, policy development, and employee training.



METHOD

Presentation, Lectures, Group Discussions & Case Studies



FOR WHOM

HR professionals, managers, team leaders, and supervisors across diverse industries



DURATION

2-days Training

REGISTRATION FEE

RM1,999



HRDF CLAIMABLE

COURSE OUTLINES

DAY 1

Introduction

- Overview of agenda and expected learning outcomes.
- Key Trends in Malaysian Employment Landscape.
- The Difference between Misconduct, Negligence & Poor Performance.

Defining Misconduct in Malaysian Employment Law

- Key Definitions: Misconduct, Improper Conduct, Breach of Duty or Discipline.
- Types of Misconducts: Minor vs. Major.
- Legal Framework: Summary dismissal and the “just cause” requirement.

Disciplinary Procedures and Investigations

- Step-by-Step Process: Reporting, initial investigation, show-cause letters.
- Principles of Natural Justice: Right to be heard, unbiased inquiry.
- Importance of records to prove procedural fairness in Industrial Court.

Domestic Inquiry Process

- Legal Requirements Under EA 1955 and IRA 1967.
- Panel setup, witness examination, employee representation.
- Outcomes: Warnings, demotion, suspension, dismissal.
- Understanding Common Errors: Bias, mala fide, inadequate evidence, leading to unfair dismissal claims.

Termination and Legal Risks

- Grounds for Dismissal: Employer’s burden of proof in Misconduct, as opposed to those in Poor Performance and Redundancy.
- Termination Notice Requirements.
- Constructive Dismissal.

DAY 2

Legal Updates on Misconduct and Workplace Harassment

- Penal Code Amendments: Criminalizing workplace bullying and harassment
- Sabah/Sarawak legislative alignments with EA 1955.
- Increased penalties for non-compliance.
- Impact on Company Policies.

Handling Special Cases

- Criminal Misconduct: Responsibility beyond employment scope.
- Groups Protected by Law.
- Managing the Risk of Retaliation.

Case Studies and Industrial Court Insights

- Dismissal upheld for fraud.
- Procedural flaws.
- Contributory Misconduct: Relief adjustments under IRA 1967.

Prevention and Best Practices

- Policy Development, Codes of Conduct, Awareness Program.
- Whistleblower: Fostering ethical culture.
- Compliance audits and HR tools.

Closing

- Participant Q&A and scenario discussion.
- Summary of Learning Outcome.
- Review of Key Takeaways.



TRAINER PROFILE

Badrol-Izam Baharom Senior HR Leader & Industrial Relations Specialist

Badrol Izam is a senior HR and Industrial Relations leader with 25+ years across oil & gas, manufacturing, and hospitality. He headed HR at MMHE Holdings (MISC Group) and was GM HR at Sapura Energy, after regional leadership roles at TechnipFMC. Seconded to PETRONAS for the RAPID project, he oversaw labour relations for 20,000+ site workers. His expertise spans HR business partnering, strategic policy, talent management, and trade union engagement. He holds a degree from Texas A&I University–Kingsville, a Talent Management certification from Penn State, and is a Certified Industrial Relations Manager (MIHRM). A committed coach and trainer, he has delivered programmes for PETRONAS, Technip University, and FMM, and lectures at MIHRM on Employment Law and Dispute Resolution.



REGISTRATION FORM

TRAINING : Misconducts in Employment

COMPANY DETAILS & CONTACT PERSON

Organization :

Date :

Type of Business :

Office No. :

Address :

Contact Person :

Designation :

Contact No. :

E-Mail :

HRD Corp Registered Employer

:

☐

Yes

☐

No

REGISTRATION

Name :

Designation :

Email :

Mobile No. :

(Please provide separate list for more than 3 persons)

* **NOTE** : Please email this form to enquiry@q3solutions.com.my or you can WhatsApp the registration form to us at **+012-565 3364**

PAYMENT / TERMS & CONDITION

1. Kindly make payment to our account number as stated, payable to **Q3 Management Solutions Sdn Bhd.**
2. Please email or WhatsApp us the payment proof and complete registration form.
3. In the event of cancellation less than 14 days before the training, the client shall pay 30% of the total programme fee to Q3 Management Solutions Sdn. Bhd. as a penalty. Written notice of cancellation must be provided.
4. If there are insufficient in the client's HRDC account, the client shall remit the full programme fee directly to Q3 Management Solutions Sdn. Bhd.
5. In the event of a no show on the training date:
 - The client shall remit the full programme fee to Q3 Management Solutions Sdn. Bhd OR
 - For the Certified Sustainability Professional (CSP) Programme only, the client may nominate a replacement participant for the next available session.

Maybank Acc. Number: 5627-6841-5995

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Kota Damansara, 47810 Petaling Jaya,
Selangor**SBL KHAS SCHEME**
(HRD CORP REGISTERED EMPLOYERS)

1. Please apply HRD CORP grant through e-TRIS portal under SBL-KHAS scheme
2. Please find our MyCoID 1203344U at e-TRIS portal.
3. Kindly email or WhatsApp us the grant approval at least 5 days prior to the training.