

PUBLIC TRAINING

MISCONDUCTS IN EMPLOYMENT (INCLUDING IN FLEXIBLE WORK ARRANGEMENTS)



21 - 22 MAY 2026



ROYALE CHULAN DAMANSARA

OVERVIEW

The training programme is designed to equip HR professionals, managers, and employers with essential knowledge and practical skills to effectively handle workplace misconduct while ensuring compliance with Malaysian labour laws. This intensive workshop covers the legal framework, disciplinary processes, and domestic inquiry (DI) procedures. Participants will gain insights into the Employment Act 1955, types of misconduct (minor, major, absenteeism, criminal offenses, and private misconduct), disciplinary actions, and best practices in conducting domestic inquiries. The training also includes interactive sessions, role-playing exercises, and case studies to enhance understanding and application.

OBJECTIVES

- Know how to manage misconducts
- Avoid high cost of litigation
- Successfully arrest conflicts at workplace
- Be able to apply the law and guidelines on Domestic Inquiry
- Be able to conduct Domestic Inquiry effectively
- Be able to apply the Principles of Natural Justice



METHOD

Hands-on Practical Labs, Case Studies & Business Simulation, Group Discussions & Presentations, Lecture & Demonstration



FOR WHOM

HR leaders/Managers, HR Business Partners, Senior HR Generalists, HRIS Analysts, Talent Acquisition leads,



DURATION

2-days Training

REGISTRATION FEE

RM2,600 NET/
PAX

HRDC CLAIMABLE



03-2382 0800 / 012-565 3364



enquiry@q3solutions.com.my



www.q3solutions.com.my

COURSE OUTLINES

DAY 1

Module 1 - Introduction

- Employment Act 1955 on Misconduct
- What is Misconduct?
- Minor Misconducts / Major Misconducts

Module 2 - Punishments

- Punishments for Minor Misconducts
- Punishments for Major Misconducts
- Mitigating Factors

Module 3 - Absenteeism

- What is absenteeism?
- Lateness
- Pattern of absenteeism
- Continuous absence of more than 2 days
- Malingering (Feigning Sickness)
- Excessive Sick Leave
- Refuse overtime work.
- Leaving WhatsApp chat group

Module 4 - Private Misconduct

- What is Private Misconduct (PM)?
- Immoral Acts

Module 5 - Criminal Misconducts

- Theft
- Threat & Assault
- Fighting in Company Premises
- Dishonesty / Fraud
- False CV

Module 6 - Other Misconducts

- Theft
- Threat & Assault
- Fighting in Company Premises
- Dishonesty / Fraud
- False CV

Module 7 - Performance

- Poor Performance

COURSE OUTLINES

DAY 2

Module 1 - Introduction

- Statutory provision on Discipline
- Rules of Natural Justice
- Scope of Due Inquiry / Domestic Inquiry

Module 2 - Stages of Disciplinary Process & DI Proceedings

- Activities Prior to DI
- Stages of Disciplinary Process in Brief
- Appointment of Panel Members (Can they decline Appointment)?

Module 3 - The DI Proceedings

- DO's and Don'ts at DI
- What do Panel Members look for?
- Who are the 'players' in a DI
- What is Evidence, Fact?
- Notes of Inquiry (How to present?)
- Industrial Court Guidelines for Panel members, etc.
- Appellate Courts on Domestic Inquiry

Module 4 - Post DI

- Writing the DI report (sample)
- Decision and Recommendations of DI Panel.
- Can Management Overrule the decision?

Module 5 - Role Play (Mock DI)

Module 6 - Outcome of DI

- DI Findings and Report by Panels
- Industrial Court Decisions on Defective Domestic Inquiry.
- Q & A

TRAINER PROFILE

Dr. Selvanathan

PhD. LLB (Hons) UK, DIP. (HRM) UK

Dr. Selvanathan is a seasoned expert with over 25 years of experience in Human Resource and Industrial Relations Management. A former three-term panel member of the Industrial Court, he has extensive expertise in industrial and Labour Court cases. He chaired the Occupational Safety & Health Sub-Committee of the Malacca branch of the Federation of Malaysian Manufacturers for a decade and is HRDC-certified, having completed the 'Train the Trainer' and NIOSH Safety Officers Certification programs. An authority on Malaysian Labour Laws, Dr. Selva contributed to key amendments in the Employment Act, Industrial Relations Act, and Trade Union Act. He has supported organizations in implementing HR policies, wage systems, KPIs, handbooks, and managing misconducts effectively.

**Questions &
Queries met with
Quality Solutions**

Contact Information



+603-2382 0800 (Office)

www.q3solutions.com.my

19-2, Jalan PJU 5/9, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor



REGISTRATION FORM

TRAINING : Misconducts in Employment (Including in Flexible Work Arrangements)

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

- Kindly make payment to our account number as stated, payable to **Q3 Management Solutions Sdn Bhd.**
- Please email or WhatsApp us the payment proof and complete registration form.
- 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.
- 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.
- 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

Payable to:

Q3 MANAGEMENT SOLUTIONS SDN BHD

+603- 2382 0800 (Office)

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19-2, Jalan PJU 5/9, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor

SBL KHAS SCHEME
(HRD CORP REGISTERED EMPLOYERS)

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