

REGISTRATION FORM

We would like to register for the following Workshop on
Disciplinary Procedures

No.	Name of participant (s)	E-mail
1.		
2.		
3.		
4.		

Name of person In-Charge: _____

Designation : _____

E-mail : _____

Company : _____

Address : _____

Tel : _____ Fax: _____

Signature : _____ Date: _____

COURSE FEE

(Please tick ✓ where applicable)

MEF/SCCI Members – RM680 per participant payable to
Malaysian Employers Federation

MEF/SCCI Members – RM780 per participant payable to
MEF Academy Sdn Bhd

Attached is our cheque no. _____ for RM: _____

Please forward Registration Form and Course Fee to:

Mr John Chua

Sarawak Chamber of Commerce & Industry

Lot 4.12B, Level 4, Wisma Satok, Jalan Satok, 93400 Kuching

Tel: 082-237148 Fax: 082-237186 E-mail: scci@cdc.net.my

WORKSHOP ON DISCIPLINARY PROCEDURES



Date: 20 – 21 March 2007

Time: 9.00 a.m. – 4.30 p.m.

**Venue: Hotel Grand Continental,
Kuching**



MEF ACADEMY SDN BHD

3A06-3A07, Block A, Phileo Damansara II, Off

Jalan Damansara

46350 Petaling Jaya, SELANGOR

Tel: 03-79557778 Fax: 03-79556808

<http://www.mef.org.my>



SARAWAK CHAMBER OF COMMERCE & INDUSTRY

Lot 4-12B, Level 4, Wisma Satok, Jalan Satok

93400 Kuching, SARAWAK

Tel: 082-237148 Fax: 082-237186

E-mail: scci@cdc.net.my

<http://www.scci.org.my>

DISCIPLINARY PROCEDURES

OBJECTIVES

This programme is designed to familiarise participants on the procedures that need to be followed in enforcing discipline in the place of employment. The course will include lectures, case studies and mock domestic inquiries. Participants upon completion of this course would be able to draft charges, prosecute at domestic inquiries or conduct a domestic inquiry.

TOPICS

- Principles of natural justice
- Duties and obligations of an employer/worker
- Misconduct
- Condonation
- Due Inquiry
- Breach of contract
- Handling workers with excessive leave, absenteeism, malingering
- Dealing with poor performance
- Termination on breach of contract under Chapter IV Section 11A, 12, 13, 14, 14A of Sarawak Labour Ordinance.
- Case studies & mock domestic inquiry
- Domestic inquiry procedures
 - Preliminary investigations
 - Role and functions of Prosecuting officers/ investigating officers
 - Selection of inquiry panel
 - Role of inquiry officer
 - Examination-in-chief
 - Cross examination
 - Re-examination
 - Evidence Act
 - Findings and Decision
 - Punishment
 - Industrial Court guidelines

WHO SHOULD

All those involved in handling personnel and industrial relations functions.

TRAINER PROFILE

M.Vivekanandan is a General Manager with Malaysian Employers Federation. He has extensive experience representing employers in Industrial and Labour Court for the past 12 years. Prior to his attachment to the Malaysian Employers Federation, he had served the Department of Labour the Department of Industrial Relations (H.Q) holding various positions. He was involved in the administration and enforcement of labour laws for 25 years.

COURSE FEES

RM780 per participant, inclusive of seminar materials, refreshments and lunch. Discount of RM100 for MEF/SCCI members.

For MEF/SCCI members, kindly make your cheque(s) payable to

Malaysian Employers Federation.

For non-members, cheque(s) should be made payable to

MEF Academy Sdn Bhd.

For enquiries please contact: Mr John Chua
Sarawak Chamber of Commerce & Industry (SCCI)
Kuching.

☎ Tel: 082-237148 📠 Fax: 082-237186