

DISCIPLINARY PROCEDURES

(INCLUDING DOMESTIC INQUIRY)

Objective

This programme is designed to familiarise participants on the correct approach in enforcing discipline in the employment work place. It will include lecture, case studies and mock domestic inquiries. Upon completion of this programme, participants would be able to draft show cause letters, charges, and conduct a domestic inquiry.

Target Audience

All those who are involving in handling industrial relations functions and also who may be asked to be the Investigating Officer.

Topics Covered

- Principles of natural justice
- Duties/obligations of an employee
- Misconduct
- Due Inquiry
- Breach of contract
- Handling workers with excessive medical leave, absenteeism.
- Dealing with poor performance
- Termination on breach of contract under Section 15(2) EA 1955
- Case studies
- Mock domestic inquiry
- Domestic inquiry procedures:
 - Preliminary investigations
 - Role of Investigating Officer/Prosecuting Officer
 - Selection of Inquiry panel
 - Cross examination
 - Findings and decision
 - Punishment
 - Industrial Court guideline

Facilitator
Sajni Dharamdass

Duration : 2 days