



Employment Act 1955 & Masterclass On Domestic Inquiry (Di)



Staying compliant with the latest legal framework and avoiding costly Labor Office disputes.



Day 1: The Employment Act 1955 (2022/2023 Amendments)

Module 1: Scope and Applicability

- The New Landscape: Who is covered under the Act post-2023 amendments?
- Contract of Service vs. Contract for Service: Avoiding the "Freelancer vs. Employee" trap.
- Terms and Conditions: Essential clauses every employment contract must have.

Module 2: Hours of Work, Leave, and Wages

- Working Hours: Managing the 45-hour work week and the right to request Flexible Working Arrangements (FWA).
- Leave Entitlements: Latest updates on Sick Leave, Hospitalization, Maternity (98 days), and Paternity (7 days) leave.
- Wages & OT: Correct calculation of "Ordinary Rate of Pay" (ORP) and overtime for rest days/public holidays.

Module 3: Termination and Due Process

- Termination with Notice vs. Without Notice: Section 12, 13, and 14.
- Constructive Dismissal: What actions by the employer lead to unintended legal suits.
- Force Majeure & Retrenchment: Legal requirements for layoffs (PK Form).



Day 2: Masterclass on Domestic Inquiry (DI)

Focus: A hands-on simulation to master the art of dismissing fairly and legally.



Module 4: Misconduct and the Pre-DI Stage

- Defining Misconduct: Minor vs. Major misconduct.
- The Investigation: How to gather evidence, interview witnesses, and issue a "Show Cause Letter."
- Suspension: The legalities of suspension with half-pay (Section 14).

Module 5: The DI Panel and Procedure

- Roles & Responsibilities: Who should be the Chairman, the Secretary, and the Prosecutor? (Avoiding "Prosecutor-Judge" bias).
- The Rule of Natural Justice: Ensuring a fair hearing to survive Industrial Court challenges.
- Drafting the Notice of Inquiry: Specificity in charges to prevent technical loopholes.

Module 6: Simulation Lab (The DI Mock Trial)

- Live Practical: Participants are split into roles (Chairman, Accused, Witness).
- Evidence Handling: How to introduce documents and cross-examine the accused.
- The Verdict: Deliberating the findings and recommending the appropriate punishment (Warning vs. Dismissal).



Learning Outcomes

- **Legal Confidence:** Fully understand the latest EA 1955 amendments to protect the company.
- **Procedural Accuracy:** Conduct a Domestic Inquiry that is "Industrial Court proof."
- **Risk Mitigation:** Reduce the risk of paying heavy compensation for "Unfair Dismissal."

Investment:

Individual

RM2,299

Early Bird

RM1,840

**BUNDLE
(MIN.3 PAX)**

RM1,380



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