

# FROM MISCONDUCT TO INVESTIGATION

Spotting Red Flags Early



MALAYSIA HR FORUM ACADEMY,  
MENARA PKNS PETALING JAYA

RM 2,600

100% HRDC Claimable



## **MODULE OVERVIEW**

This intensive two-day program equips HR professionals with the tools to navigate Malaysian employment law and workplace discipline. By identifying behavioral "Red Flags" early, participants learn to prevent minor issues from escalating into costly cases. The course covers the legal frameworks of the Employment Act 1955 and the Industrial Relations Act 1967 to help draft airtight policies that protect the organization.

## **TARGETED PARTICIPANTS**

HR Assistants | HR Executives | Junior HR Officers

## **LEARNING OBJECTIVES**

- Understand the legal basis and importance of having clear HR policies and SOPs.
- Draft or revise workplace policies that align with the Employment Act 1955 and IR Act 1967.
- Recognise how poor policy enforcement leads to misconduct, grievances, and domestic inquiries.
- Apply a systematic approach to managing workplace discipline before escalation.
- Build a documentation trail that supports fairness and compliance.

## **METHOD OF TRAINING**

- Interactive lectures with real Malaysian case studies
- Group activities and policy drafting exercises
- Sample templates for disciplinary letters, policies, and warning memos
- Quizzes and reflection activities for retention

## **LEARNING OUTCOME**

By the end of this program, participants will be able to:

- Navigate the legal landscape of the Employment Act 1955 and relevant legal provisions with confidence.
- Draft airtight HR policies and SOPs that minimize legal loopholes.
- Identify behavioral "Red Flags" before they escalate into costly Industrial Court cases.
- Execute a progressive disciplinary process with proper documentation.
- Defend company decisions through a clear, objective evidence trail.

## CONTENT DAY 1 | 9 AM - 5 PM

### Module 1: Welcome & Icebreaker: The Role of HR in Corporate Governance

- Why HR is the "Guardian of Corporate Governance."
- Company policies: Protecting the organisation vs. protecting the employee: Finding the balance.

### Module 2: The Legal Framework

- Recent amendments to the Employment Act and their impact on policy.
- Statutory requirements under the Employment Act 1955, the Industrial Relations Act 1967, and other relevant legislation.

### Module 3: Essential HR Policies

- Discussion on essential clauses (e.g. leave, attendance, working hours, code of conduct, harassment, performance, confidentiality) to be used as a shield, or a sword when required.

### Module 4: Drafting Workshop

- Writing for clarity: Eliminating ambiguity, Structure of a good policy; tone, clarity, consistency.
- Understanding when to use Policy, Procedure, Standard Operating Procedure, or Memo.

## CONTENT DAY 2 | 9 AM - 5 PM

### Module 5: Policy "Roll Out" and Change Management

- How to "roll out" new policies without damaging morale.
- Employee buy-in, Communication channels, Sign-off.

### Module 6: Identifying Red Flags & Early Intervention

- Identifying "Quiet Quitting" and communication channels.
- Early intervention measures: Counselling and Employee Assistance Programs (EAP)s

### Module 7: Progressive Discipline & Documentation

- Understanding and application of progressive discipline.
- Verbal/written warnings, PIPs, records keeping, documentation templates

### Module 8: Case Study & Discussion

- Real-life Malaysian IR cases where missing/unclear policies caused disputes
- Participants identify policy gaps in their organisation and propose corrective steps

## **OUR TRAINER**



### **TOH SIEW PAT**

Toh Siew Pat is a seasoned HR and Legal Compliance Trainer with over 40 years of career experience, including 29 years in senior HR leadership roles and 14 years in the Royal Malaysian Police. He holds an LL.B (Hons.) from the University of London and is a Maxwell Certified Leadership Coach, Trainer & Consultant.

Toh's expertise spans industrial relations, disciplinary management, domestic inquiry, employment law, HR compliance, and anti-corruption practices. As a former Head of HR & Admin at SWM Environment, and having held senior HR roles in The Lion Group, MOL.com Berhad, and more, he brings deep operational insight and legal knowledge to his training sessions.

Now a freelance HRDC-accredited trainer, Toh has conducted impactful programmes for corporate leaders, HR managers, and public-sector professionals.

#### **Key Training Areas**

- Domestic Inquiry & Disciplinary Management
- Employment Act & Amendments
- Anti-Bribery & Anti-Corruption (ABAC)
- Sexual Harassment & Workplace Misconduct
- HR for Non-HR Managers
- Managing Difficult Employees
- Leadership & Managerial Skills Development

#### **Credentials & Experience:**

- LL.B (Hons.), University of London (1993)
- Maxwell Certified Trainer & Coach (2019)
- Former Police Inspector, Royal Malaysian Police (1977–1991)
- Head of HR & Admin – SWM Environment Sdn. Bhd. (2006–2020)
- Over 20 years of senior corporate HR leadership experience