

# Domestic Inquiry Documentation & Procedures

AVAILABLE FOR OFFLINE & ONLINE

## OVERVIEW

This module is designed to provide participants with the knowledge and ability to draft management letters, craft effective questions, write accurately the statements by witnesses and accused persons, and prepare the Notice of Inquiry

## OBJECTIVE

- Better understand the basic principle of disciplinary procedures, the requirement of domestic inquiries prior to dismissal and the Law of evidence in an inquiry
- Properly conduct investigation and domestic inquiries in accordance with the Principle of Natural Justice
- Justify the merits of bringing an employee before a Domestic Inquirer
- Prepare better summation of the company's case
- Avoid unnecessary legal suits
- Effectively handle issues and problems arising from employment



If you have any enquiries,  
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