

Dated: 12-03-2024

Warning Letter

To,

Name: Syed Mohammad Anas Hasan S/O Syed Rashid Hasan

CNIC #: 42501-4610229-1

E.ID: APD-1625

Designation: Assistant Manager - Admin

Dept.: Administration

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Behaviour

Explanation: It has been brought to our attention that your behavior and conduct have been deemed inappropriate and are not in line with our company's standards of professionalism. Inappropriate behavior in the workplace can take various forms, including but not limited to: • Engaging in behavior that creates a hostile or uncomfortable environment for others • Violating company policies regarding discrimination or workplace conduct Addition to this, you have shown a discriminatory behavior towards an Admin Staff to whom you have not allowed to participate in the Company's Official Event despite his name being finalized as a participant. This type of action creates a discriminatory environment at work place which is against the Company's values. Therefore, this letter serves as a formal strict warning regarding your conduct. We expect immediate improvement in your behavior and adherence to company policies and Code of Conduct. Failure to do so may result in further disciplinary action, up to and including termination of employment. We encourage you to review our company policies and standards of conduct and to seek guidance if you have any questions or concerns. Open communication and a commitment to professionalism are essential for the success of our team.

Issued By: Human Resources

Team Lead: Masood Sabir