

## COUNSELING FORM

<b>Employee Name</b>	Ahsan Malik	<b>Date</b>	14 July 2020
<b>Job Title</b>	Litigation & Collection Officer	<b>Employee ID</b>	APD-0128
<b>Department</b>	WC Collections	<b>Supervisor Name</b>	Ayesha Sharf

**This Counselling form has been issued because of the following reasons:**

▪ Violation of Policies or Procedures	▪ Misuse of Company Property
▪ Disruptive behavior/Teamwork	▪ Attendance/Absenteeism
▪ Violence in the Workplace	▪ Falsification of Documents/Records
▪ Unsatisfactory Work Performance	▪ Inappropriate Dress Code
▪ Refusal to Perform Assigned Work	▪ Other(specify)

**Description (If applicable):**

He is working on files back to back, he has a lot of files on AR he has not worked on as an inactive data.

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**Corrective Action to be taken:**

What changes will employee make to avoid recurrence?

Work on his inactive data, he has to use email formats, he has to use training portals and seek help to bring up negotiation to a better level.

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Appedology Pvt Ltd reserves the right to begin the performance improvement process at any level and failure to correct your performance may lead to further strict action.

**Employee Signature:** Ahsan Malik

**Supervisor/Manager Signature:** Muhammad Mujtaba Khan

**Human Resources Received:** Danish Junejo

**Note:** This is a computer generated form and does not require a signature.



Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

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**Counseling form - Ahsan Malik - 0128**

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**Jake Harris** <jake.harris@medicallienmgt.com>

Sat, Aug 15, 2020 at 1:42 AM

To: Danish Junejo &lt;danish.junejo@appedology.com&gt;

Cc: Jake Harris &lt;ahsan.malik@appedology.com&gt;, Faraz Manzoor &lt;faraz.manzoor@appedology.com&gt;, Charlotte Martinez &lt;charlotte.martinez@medicallienmgt.com&gt;, Inam Sajjad &lt;inam.sajjad@appedology.com&gt;, Appedology HR &lt;hr@appedology.com&gt;

Acknowledged.

Thank you.

On Fri, Aug 14, 2020 at 1:41 PM Danish Junejo &lt;danish.junejo@appedology.com&gt; wrote:

Dear **Ahsan Malik A.K.A Jake Harris**

PFA: Your counseling session form from session conducted today 14 AUG 2020

Kindly Acknowledge the email.

Regards,

**Danish Junejo**

Organizational Development Executive

**Appedology (PVT)LTD****Email:** [danish.junejo@appedology.com](mailto:danish.junejo@appedology.com)**Cell:** +92 335 221 3670