

## COUNSELING FORM

Employee Name	Taimoor Uz Zaman	Date	26 June 2020
Job Title	Litigation & Collection Officer	Employee ID	PRO-0069
Department	WC Collections	Supervisor Name	Nouman Ur Rehman

**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
▪ <b>Unsatisfactory Work Performance</b>	▪ Inappropriate Dress Code
▪ Refusal to Perform Assigned Work	▪ Other(specify)

**Description (If applicable):**

Less follow-ups,

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**Corrective Action to be taken:**

What changes will employee make to avoid recurrence?

Valid data and hearing cases have been sent by Sheldon to overcome follow-ups

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Pro Global 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: Taimoor Uz Zaman

Supervisor/Manager Signature: Nouman Ur Rehman

Human Resources Received: Danish Junejo

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

Counseling Session - Louis Logan x Admin console x PROTEGE GLOBAL HRM x PROTEGE GLOBAL HRM x (2) WhatsApp x

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Gmail Search mail

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Counseling Session - Louis Logan - PRO-0069 Inbox

Acknowledged. Thank you, you too! Thank you!

Reply Reply all Forward

**Louis Logan** to Pro, faraz, Sheldon, me 2:23 AM (16 hours ago)

Acknowledged.

Thank you & Stay Safe.

Louis Logan  
Medical Lien Management, Inc.  
Ph: (951) 808-3877 - ext 534  
Direct : (909) 698-8051  
Fax: (951) 707-4565  
Email: [louis.logan@medicallienmgt.com](mailto:louis.logan@medicallienmgt.com)  
Website: [www.medicallienmgt.com](http://www.medicallienmgt.com)

  
Cover. 6 Ft. 20 Sec.  
Stay Safe!

Pro Global HR 2:21 AM (16 hours ago)

to Louis, faraz, Sheldon, me

Dear Louis Logan

PFA: Your counseling session form from session conducted today, 29 June 2020

Kindly Acknowledge the email.

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