

COUNSELING FORM

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|----------------------|---------------------------------|------------------------|------------------|
| 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:

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|--|--------------------------------------|
| ▪ 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):

Less follow-ups,

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

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.

