

Nov 4th, 2021

Mr. Muhammad Tariq Lodhi,
CNIC # 4320365758827,
UCPO - Saud Abad - 3,
Korangi - Sindh.

Subject: Show Cause Letter on account of Professional Misconduct
Dear Muhammad Tariq Lodhi,

This is with reference to the complaint received dated Nov 4th, 2021 regarding your professional misconduct in your capacity as Union Council Polio Officer (UCPO) at Saud Abad - 3 - Malir K - Korangi.

It has been reported that you are performing your duties in a highly unprofessional manner and involved in immoral activities, harassment of female staff in favour of giving job and misuse of authority. Your dealing and interaction with your female staff members are inappropriate, unprofessional and against the SOPs. An FIR has also been launched against you for the aforementioned allegations dated November 03, 2021.

You are well aware that harassment of staff, in any form, is not acceptable at all and CTC has a zero-tolerance policy for harassment. Your actions are in sheer violations of the SOPs for which you have rendered yourself liable for strict disciplinary actions. The acts committed by you falls under Gross Misconduct and shows your delinquency and disregard of the workplace ethics. Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior and acts.

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior. You are required to reply within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if satisfactory response is not received within stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards

Muhammad Tariq Lodhi

Muhammad Tariq Lodhi
3/11/2021

HR Department
CHIP Training & Consulting

CHIP TRAINING & CONSULTING (PVT) LTD.

CC: Personal File
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