

Dec 10th, 2020

Mr. Aamir Abbas,  
CNIC # 1220130605659,  
UCPO - Gara Baloch,  
Tank - KPK.

Subject: Explanation Letter on account of Insulting behavior towards colleagues.

Dear Aamir Abbas,

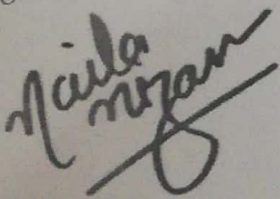
This is with reference to the complaint received dated Dec 10th, 2020 regarding your insulting behavior towards colleagues in your capacity as Union Council Polio Officer (UCPO) at Gara Baloch - Tank - Tank.

It has been reported that your attitude at the field level is not in line with the program SOPs and workplace ethics. You have humiliated and used undignified words to LHW Ms. Kalsoom Razaq at team training of UC Gara Baloch for NID -3 on 21st November 2020. Additionally, you have also enforced her to work in an irrelevant and unknown catchment area. As per policy, insulting behavior towards colleagues falls under gross misconduct. Your actions are violations of the rules of the organization and show your lack of professional approach hence warrants strict action.

Hence, the undersigned hereby calls upon your explanation 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 a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards



Naila Nizam  
Project Manager

CC;  
Personal File.

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