

<b>Jan25Fri</b>	<p><b>FW: Ray &amp; Yasmin Performance Meeting</b>  <a href="#">View on Google Calendar</a></p> <p><b>When</b> Fri Jan 25, 2019  10:30am – 11am  (NZDT)</p> <p><b>Where</b> NZ Board Room - Ray  to call Yasmin</p> <p><b>Who</b> Raymond Walsh*</p>	<p><b>Agenda</b>  Fri Jan 25, 2019  <i>No earlier events</i></p> <p>10:30am FW: Ray &amp;  Yasmin  Performance  Meeting</p> <p><i>No later events</i></p>
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-----Original Appointment-----

**From:** Raymond Walsh  
**Sent:** Thursday, 24 January 2019 10:45 AM  
**To:** Raymond Walsh; Yasmin Smith  
**Subject:** Ray & Yasmin Performance Meeting  
**When:** Friday, 25 January 2019 8:30 AM-9:00 AM (UTC+10:00) Canberra, Melbourne, Sydney.  
**Where:** NZ Board Room - Ray to call Yasmin

Hi Yasmin,

Please see attached a letter outlining a meeting I would like you have with you tomorrow. Please go to the board room in NZ & I will call you.

Can you please sign the attached letter at your earliest convenience & send it back to me via email?

Kind Regards,

**Raymond Walsh**  
Recruitment Team Leader

Level 6, 260 Elizabeth Street  
Sydney NSW 2000  
P: +61 2 8114 9700  
E: [Raymond.Walsh@2evolve.com.au](mailto:Raymond.Walsh@2evolve.com.au)  
[www.2evolve.com.au](http://www.2evolve.com.au)

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Attached letter:

24 January 2019  
Yasmin Smith  
DELIVERED BY EMAIL  
Dear Yasmin,  
Re. Meeting Invite

In light of your performance over the past two and a half weeks, we are requesting a meeting with you.

This meeting is a **disciplinary meeting and counselling or a warning may ensue** if you are unable to offer us a satisfactory explanation for your performance.

Please be advised that you are able to have a support person present for this meeting if you wish. That support person can be a friend, family member, legal advisor or anyone of your choosing. Should you decide to have a support person with you, please advise us by 10.15am on Friday 25 January so we are able to equip the meeting room accordingly.

I will be attending this meeting via phone call and you will be required to participate in this meeting at the 2evolve offices in Auckland. Mel Jenkins will also be present for the meeting via phone call.

The matters I would like to discuss with you are as follows:

- Ability to meet Recruitment Officer KPI's & Activity Expectations
- Failure to follow procedure
- Communication and ability to manage up

We would like to have this meeting at 10.30am on Friday 25 January 2019. Please confirm if this time is suitable by 10.15am on Friday 25 January 2019.

Yours Sincerely,  
Raymond Walsh  
Recruitment Team Leader  
2evolve Pty Ltd

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I acknowledge receipt of this letter & understand the contents of it.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_