

**Minutes of the Meeting of the Committee on Moral, Ethics and Integrity**

A virtual meeting of the CBL Committee on Moral, Ethics and Integrity (Ethics Committee) was held on 01 September, 2020 at 11:30 am at CBL Head Office. The meeting was presided over by Mr. Md. Abdul Wadud, DMD, Head of Commercial & Medium Business and Convener of the Committee.

The following members of the Committee on Moral, Ethics and Integrity and NIS Implementation Cell attended in the meeting:

Sl.	Name	Designation	Status in the Committee
<b>Members/Representatives of Ethics Committee [Committee on Moral, Ethics and Integrity]</b>			
1	Md. Abdul Wadud	DMD, Head of Commercial and Medium Business	Convener
2	Mohammad Mahbubur Rahman	DMD & Chief Financial Officer	Member
3	A.K.M Saif Ullah Kawser	SEVP & Head of ICC	Member Secretary & Focal Point
4	Sayeeda Sajed	EVP & Head of Customer Experience	Member
5	Nishat Anwar	EVP & Head of HR	Member
6	Md. Saiful Amin	EVP & Head of Branches	Member
7	Mohammed Anisur Rahman	EVP & Head of IT	Member
8	Haseena Jahan Mili	SVP & Head of Operational Risk	Observer
9	Md. Mustafizur Rahman	SVP & Head of Alternate Delivery Channels	Member
10	Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection	Alternative Member Secretary and Focal Point
11	Farhad Aziz	FVP & Head of GAD	Member
12	Mamun Rahman	FVP & Head of Compliance & Monitoring	Member
13	Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
14	Shaila Parveen	FVP & Head of Recruitment & MIS	Member
<b>Members of NIS Implementation Cell</b>			
14	Md. Shohel Alam	AVP & Senior Manager, Compliance-ICC	Member
15	Ismat Ara	SEO & Manager, Compliance-ICC	Member
16	Sabiha Sultana	EO & Associate Manager, Compliance-ICC	Observer

With the permission of the Chair, Mr. Mamun Rahman started the discussion as per placed agenda of the meeting. The resolutions of the meeting are as under:

**Agenda:**

1. Review of proposed Annual Work Plan for Implementation of NIS for the year July 2020 to June 2021.
2. Miscellaneous.

**Agendum 01: Review of proposed Annual Work Plan for Implementation of NIS for the year July 2020 to June 2021**

The proposed Annual Work Plan for Implementation of NIS for the year July 2020 to June 2021 was presented before the Committee in the meeting. The Committee reviewed the key points of the proposed work plan and adopted the following resolution after detailed discussion:

- A. **Reference Clause No. 2.3 & 2.4 for the Financial Year 2020-2021:** Discussion with Ms. Nishat Anwar of HO HR and she proposed that by 2020-2021, 300 employees will be provided job related training in 2020-21 financial year where ‘Ethics in Banking’ will be a part of it. HO ADC suggested arranging the training on ‘Ethics in Banking’ separately alongside job related training.
- B. **Reference Clause No. 4.5:** Self-motivated disclosure of information to be published on the website should be discussed & set of target with the Brand and Communication Division.
- C. **Reference Clause No. 6.5 & 6.6:** The Customer experience team has decided to target 01 (one) project implementation progress inspection and monitoring per quarter and the report to be prepared accordingly. Then the implementation of suggestions provided in the report to be performed on quarterly basis.
- D. **Reference Clause No. 7.2 (Purchase through e-tender):** The Procurement division informed that presently we perform tender activities through paper tender, which is being regularly published in both newspapers and City Bank’s website. The division is working for process development of e-Tendering with the support of IT Division which is expected to be completed by mid-2021. However, the Committee advised to continue last year’s practice of setting target for publication of tender in City Bank’s website in discussion with Head of Procurement
- E. **Reference Clause No. 8.6 (Organizing public hearing):** Currently, Customer Experience team is unable to execute in-person periodic meeting with the customer due to pandemic situation. HOICC suggested if it was possible to have online session with some selective customers. After discussion, Head of Branches expressed his interest to arrange quarterly one session with some selective customers in a branch.
- F. **Reference Clause No. 11.1 (Development of the work environment):** For development of work environment, HRD & GAD agreed to perform the requirement together.
- G. **Reference Clause No. 12.1 (The budget for NIS work plan implementation):** The budget for implementing NIS work plan has been proposed BDT 500,000 (Taka five lacs) by CFO and the committee approved the budget.

#### **Agendum 02: Miscellaneous.**

At the end, Mr. Md. Abdul Wadud, DMD, Head of Commercial & Medium Business and Convener of the committee gave thanks to all members/representatives of the CBL Committee on Moral, Ethics and Integrity and NIS Implementation Cell for attending in the meeting.

As there were no further agenda to discuss, the meeting ended with vote of thanks by the Chair.

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Mamun Rahman  
FVP & Head of Compliance & Monitoring  
The City Bank Limited

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A K M Saif Ullah Kowchar, FCA  
SEVP & Head of ICC  
Member Secretary & Focal Point  
CBL Committee on Moral, Ethics and Integrity  
The City Bank Limited