

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 15 July, 2021 at 12.00 PM at CBL Head Office. The meeting was presided over by Mr. A.K.M Saif Ullah Kawser, FCA Member Secretary and Focal Point.

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
Members/Representatives of Ethics Committee [Committee on Moral, Ethics and Integrity]			
1	A.K.M Saif Ullah Kawser, FCA	SEVP & Head of ICC	Member Secretary & Focal Point
2	Ms. Sayeeda Sajed	EVP & Head of Customer Experience	Member
3	Ms. Parul Das	EVP & Head of Finance	Alternate Information Providing Officer
4	Ms. Nishat Anwar	EVP & Head of HRD	Member
5	Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection	Alternative Member Secretary and Focal Point
6	Syed Hasnain Mamun	FVP & Head of Organization Development & HR Strategy	Observer
7	Mamun Rahman	FVP & Head of Compliance & Monitoring	Member
08	Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
09	Kazi Reshad Mahboob	VP & Head of Grievance Management	Observer
10	Md. Mahboob Alam	VP & Head of Payments & Back Office Systems	Representative
11	Md Babul Hossain	SAVP & Procurement & Contract Management	Observer
Members of NIS Implementation Cell			
12	Md. Shohel Alam	AVP & Senior Manager, Compliance-ICC	Member
13	Nafiz Ishtiaqur Rahman	SEO & Manager, Compliance-ICC	Observer
14	Md. Shafikul Islam	SEO & Manager, Compliance-ICC	Observer
15	Reza Fauzul Kabir	SEO & Manager, Corporate Affairs	Representative

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 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from April - 2021 to June -2021.
2. Review draft NIS work plan 2021-2022.
3. Miscellaneous
4. **Agendum 01:** Review of 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from April - 2021 to June -2021.

The 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from April 2021 to June-2021 was presented in the meeting. The Committee noted the key discussion points from the implementation status of the work plan and adopted the following resolutions:

1. **Review of 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from April - 2021 to June -2021:**
 - A. **Reference Clause No.2.4 for the Financial Year 2020-2021:** The Committee discussed regarding the training on “Ethics in Banking”. Mr. Syed Hasnain Mamun, FVP & Head of Organization Development & HR Strategy has explained in details regarding the target and achievement of the same. After discussion Mr. A.K.M Saif Ullah Kawser advised to Mr. Syed Hasnain Mamun to increase 20% (Twenty percent) of the number of participant for training on “Ethics in Banking for next financial year i.e. 2021-2022 for implement the work plan 2021-2022.
 - B. **Reference Clause No.5.2 for the Financial Year 2020-2021:** The Committee discussed the status of online complain resolved. HOC&M has highlight the details status of the complaint and committee has been upset the performance of complain status. As such, Kazi Reshad Mahboob explained that some complain were related to external stakeholders like as Bangladesh Bank and others for that reason more time has been consumed for resolved some times. After discussed committee advised that complain status may be classified two ways such as 01.Complain which is relate to external factors.02. Complain which is relate to internal factors and internal complain may be solved 100% within the months/short times.
 - C. **Reference Clause No. 10.1 (Integrity Award):** The Committee discussed regarding the Integrity Award of the same. After discussion committee advised Mr. Syed Hasnain Mamun, Head of Organization Development & HR Strategy for implement the same within 31-12-2021. As such he informed that we have already collected the nomination of Branch officials from Branch Banking division and it will be implement within deadline. After that Mr. A.K.M Saif Ullah Kawser advised to Ms. Sayeeda Sajed for include/tagged the R&R (Reward & Recognition) with integrity Award for implement the same and also advised Mr. Mamun Rahman for work with Mr. Mr. Syed Hasnain Mamun for implement the work plan-2021-2022 regarding the integrity Award.
2. **Review draft NIS work plan 2021-2022:**
 - D. **Reference Clause No.3.2 for the Financial Year 2021-2022:** The committee discussed regarding the publication slogan in website against the corruption. After discussion committee advised to publish in website regarding the selected Rhyme which published Newspaper Publication in every Quarter.
 - E. **Reference Clause No.3.4 for the Financial Year 2021-2022:** The committee discussed regarding the equalization of gender. After discussed committee informed that we are maintaining the gender equalization all cases.
 - F. **Reference Clause No.3.5 for the Financial Year 2021-2022:** The committee discussed regarding the publish report against administrative action has been taken against the corrupted officers. After discussion Mr. A.K.M Saif Ullah Kawser advised to Mr. Mamun Rahman work with Mr. Mr. Syed Hasnain Mamun for implement the same and collect clarification for Bangladesh Bank if require.



Agendum 03: Miscellaneous.

At the end, Mr. A.K.M Saif Ullah Kawser, FCA, Member Secretary & Focal Point gave thanks to all members/representatives/ Observers of the CBL Committee on Moral, Ethics and Integrity and NIS Implementation Cell for attending in the meeting and expected their co-operation for implementing the national integrity strategy in the bank and expect to attend the members of ethics committee for attractive the meeting and also advised the followings:

- Publish attendance of members after every ethics committee meeting for notify the Management Committee.
- Convener of the committee will be appointed after discuss with MD.
- Budget has been fixed Tk. 500000 (Five lac) for NIS work plan 2021-2022 after discussed with committee for implement the national integrity and strategy of the Bank.

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

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

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