

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

A meeting of the CBL Committee on Moral, Ethics and Integrity (Ethics Committee) was held on 18 June 2020 through online (using BlueJeansInstaller). 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
Members/Representatives of Ethics Committee [Committee on Moral, Ethics and Integrity]			
1	Mr. Md. Abdul Wadud	DMD, Head of Commercial and Medium Business	Convener
2	Mr. A K M Saif Ullah Kowchar, FCA	SEVP & Head of ICC	Member Secretary and Focal Point
3	Ms. Parul Das	EVP & Head of Finance	Alternate Information Providing Officer
4	Ms. Nishat Anwar	EVP & Head of HR	Member
5	Mr. Md. Safiul Amin	EVP & Head of Branches	Member
6	Ms. Sayeeda Sajed	EVP & Head of Customer Experience	Member
7	Mr. Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection-ICC	Alternate Member Secretary and Focal Point
8	Ms. Haseena Jahan Mili	SVP & Head of Operational Risk Management	Representative
9	Mr. Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
10	Mr. Mamun Rahman	FVP & Head of Compliance & Monitoring	Observer
11	Mr. Kazi Reshad Mahboob	VP & Head of Grievance Management & Process	Observer
12	Mr. Noor Hossain Zakaria	VP & Brand & Communication. Brand & Communications and Corporate Affairs.	Representative
13	Mr. Md. Babul Hossain	SAVP, Procurement & Contract Mgt. and Acting Head of Procurement	Observer
Members of NIS Implementation Cell			
14	Mr. Md. Shohel Alam	AVP, Compliance-ICC	Member
15	Ms. Ismat Ara	SEO & Manager, Compliance-ICC	Member
16	Ms. Sabiha Sultana	EO, 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 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from April 2020 to June 2020.
2. Miscellaneous.

Agenda 01: Review of 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from April 2020 to June 2020.

The 4th Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from April- 2020 to June- 2020 was presented to the Committee in the meeting. The Committee noted the key discussion points from the implementation status of the work plan and adopted the following resolutions: The Committee also advised to prepare 3rd Quarterly Implementation Report for the Financial Year 2019-2020 (January-March 2020) and submit the same to Bangladesh Bank along with the report of current quarter mentioning Covid-19 general holiday as the reason for non-submission on time and discussion with BB Focal Point.

৩.১ জাতীয় দৈনিকে শুদ্ধাচার বিষয়ক ছড়া প্রচার: The Committee selected rhyme of page no. 42 of the book ছড়ায় ছড়ায় শুদ্ধাচার for publication in newspaper in this quarter.

৮.১ স্ব স্ব সেবা প্রদান প্রতিশ্রুতি (সিটিজেনস চার্টার) বাস্তবায়ন এবং ওয়েবসাইটে প্রকাশ: Head of Customer Experience informed in the meeting that Citizen Charter is currently under development and is expected to be completed by this month. The Committee advised to check whether management approval is required or not for publishing the same into bank's website. The Committee also advised that the Charter should be properly drafted and if required, it may be finalized by September 2020 due to ongoing Covid-19 situation.

১০.১ শুদ্ধাচার পুরস্কার প্রদান: The Committee discussed that as per BRPD Circular Letter- No. 29/2019, the integrity award is to be given based on performance of the employees in the financial year of 2019-2020. So the Committee advised HOC&M to get clarification from Bangladesh Bank, whether this award is to be given in current year or in the next financial year 2020-2021.

১০.২ ২০১৮-১৯ অর্থবছরে শুদ্ধাচার পুরস্কারপ্রাপ্তদের তালিকা ওয়েবসাইটে প্রকাশ: Mr. Mamun Rahman informed the committee that as advised in the last meeting, photograph of the winner of the last integrity award has been published in the bank's website and the Committee noted the same

2. Miscellaneous.

After detailed discussion, the committee advised to update the training Deck of ICC on Ethics in Banking by including real life examples of ethical behaviors or incidences of the employees of City Bank and to make the subsequent awareness/training session more interactive, where both facilitators and attendees would share their experiences and thoughts like a group discussion to make them more ethically responsible.

The committee also advised to review the list of members and representatives of the committee for more efficient functioning. Also group e-mail of the committee to be checked to include new HoLegal and any other member if missed.

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 and expected their co-operation for implementing the national integrity strategy in the bank.

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

Mamun Rahman
First Vice President
Head of Compliance & Monitoring
The City Bank Limited

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