

**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 25<sup>th</sup> March 2019 at 05:00 pm at CBL Head Office. The meeting was presided over by Mr. Md. Abdul Wadud, DMD, Head of Commercial & Trade Business and CAMLCO 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	Mr. Md. Abdul Wadud	DMD, Head of Commercial & Trade Business and CAMLCO	Convener
2	Mr. Kazi Azizur Rahman	DMD & CIO	Member
3	Mr. Mohammad Mahbubur Rahman	DMD & CFO	Information Providing Officer
4	Mr. Md. Zabid Iqbal	SEVP & CRO	Member
5	Ms. Parul Das	EVP & Head of Finance	Alternate Information Providing Officer
6	Mr. Shafayat Ullah	EVP & Head of Legal	Member
7	Ms. Nishat Anwar	EVP & Head of HR	Member
8	Mr. Mohammad Ahtasamul Hoque	FVP & Head of Monitoring & Compliance, ICC	Alternate Member Secretary and Focal Point
9	Mr. Taher Ali	SAVP	Representative
<b>Members of NIS Implementation Cell</b>			
10	Mr. Md. Shohel Alam	SEO & Manager, Compliance-ICC	Member
<b>Observers</b>			
11	Mr. Mohammed Anisur Rahman	EVP & Head of IT	Observer
12	Mr. Md. Babul Hossain	SAVP, Procurement & Contract Mgt. and Acting Head of Procurement	Observer

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

**Agenda:**

1. Review of 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2018-2019 or the period from January 2019 to March 2019.
2. Miscellaneous.

**Agenda 01: Review of 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2018-2019 or the period from January 2019 to March 2019.**

The 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2018-2019 or the period from January 2019 to March 2019 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:

- ১.৪ উত্তম চর্চার (Best Practice) তালিকা প্রণয়ন করে বাংলাদেশ ব্যাংকে প্রেরণ:** The Committee was informed that bank's list of best practices was defined in the year 2010, those were updated in the year 2013. An updated list of best practices (do's and don'ts), which were incorporated under the recently launched i-Case Program were also sent to Bangladesh Bank with the 2<sup>nd</sup> Quarterly Implementation Report of the Annual Work Plan. The Committee advised to also send bank's 5 values to Bangladesh Bank.

- ৩.১ **জাতীয় দৈনিকে তজ্জাচার বিষয়ক ছড়া প্রচার:** The Committee was informed that after publishing a Rhyme in the newspaper, the same has been circulated among all CBL employees through e-mail with a brief introduction for the purpose of increasing employee awareness on national integrity strategy, which started from last quarter. The Committee advised to continue the same on regular basis.
- ৪.৩ **দুদকে স্থাপিত হটলাইন নম্বর ১০৬ (টোল ফ্রি) স্ব স্ব তথ্য বাতায়নে সংযুক্তকরণ এবং তা কর্মকর্তা-কর্মচারীদেরকে অবহিতকরণ:** The Committee was informed that the ACC Toll Free No. (106) has already been included in ICC Page at click.thecitybank.com. The Committee advised to prepare a draft e-mail for circulating among all CBL employees for increasing awareness of the same.
- ৫.৪ **ই-টেন্ডার/ই-জিপি-এর মাধ্যমে ক্রয় কার্য সম্পাদন:** Mr. Md. Babul Hossain, SAVP, Procurement & Contract Mgt. and Acting Head of Procurement informed that there is no further development regarding signing of SLA with Bangladesh Bank for E-Tender process.
- ৭.১ **Procurement Policy & Procedure of CBL অনুযায়ী ক্রয়-পরিকল্পনা ২০১৮-১৯ প্রণয়ন:** The Mr. Md. Babul Hossain informed that Procurement Division already prepared Annual Purchase Plan to ensure appropriate budgetary allocation.
- ৭.৪ **আঞ্চলিক কার্যালয়/ শাখা পরিদর্শন/আকস্মিক পরিদর্শন:** The committee advised Customer Experience Division to discuss with the branch employees to increase their awareness on the exchange of Mutilated and torn notes at the counters of the branches.

#### **Agenda 02: Miscellaneous-1: Revision of CBL Committee on Moral, Ethics and Integrity**

The Committee reviewed the scope of work of itself and decided to make the following revision in the CBL Committee on Moral, Ethics and Integrity:

1. Removal of Member: The Committee decided to discard the membership of Head of Service Delivery (or Representative) from the Committee.
2. Addition of Members: The Committee decided to include Head of Customer Experience (or Representative), Head of Alternate Delivery Channels (or Representative) and Head of Procurement (or Representative) as members of the Committee.

#### **Agenda 02: Miscellaneous-2: Intimation of New Focal Point and Alternate Focal Point of The City Bank Ltd. to Bangladesh Bank**

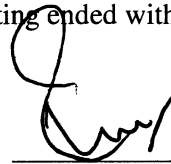
The Committee also discussed that new Head of ICC will be joining the bank from 1<sup>st</sup> April 2019. Therefore, the Committee advised to intimate about the New Focal Point and the Alternate Focal Point to Bangladesh Bank as early as possible.

At the end, Mr. Md. Abdul Wadud, DMD, Head of Commercial & Trade Business and CAMLCO 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. All members expressed their satisfaction and assured that they will provide all support.

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



Mohammad Ahtasamul Hoque  
First Vice President  
Head of Monitoring & Compliance, ICC  
Alternate Member Secretary & Focal Point  
CBL Committee on Moral, Ethics and Integrity  
The City Bank Limited



Md. Abdul Wadud  
Deputy Managing Director  
Head of Commercial & Trade Business & CAMLCO  
Convener  
CBL Committee on Moral, Ethics and Integrity  
The City Bank Limited