

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 23 December 2019 at 10:30 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
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	Ms. Sayeeda Sajed	EVP & Head of Customer Experience	Member
3	Mr. Md. Mustafizur Rahman	SVP & Head of Alternate Delivery Channels	Member
4	Mr. Hasan Uddin Ahmed	SVP & Head of Employee Banking	Representative
5	Mr. Mohammad Ahtasamul Hoque	FVP & Head of Audit & Inspection-ICC	Alternate Member Secretary and Focal Point
6	Ms. Shaila Parveen	FVP & Head of Recruitment & MIS	Representative
7	Mr. Mohammad Mahamudul Haque	FVP & Head of Financial & Regulatory Reporting	Representative
8	Mr. Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
9	Mr. Mamun Rahman	FVP & Head of Compliance & Monitoring	Observer
10	Ms. Farzana Hoque	VP & Unit Head- Market Risk	Representative
Members of NIS Implementation Cell			
11	Mr. Md. Shohel Alam	SEO & Manager, Compliance-ICC	Member
12	Ms. Ismat Ara	SEO & Manager, Compliance-ICC	Member
13	Ms. Nehrinn Mustofa	SO & Estate Management-Legal	Representative
14	Ms. Farzana Sultana	SO & Credit Risk-Risk Management	Representative

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

Agenda:

1. Review of 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from October 2019 to December 2019.
2. Miscellaneous.

Agenda 01: Review of 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from October 2019 to December 2019.

The 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 or the period from October 2019 to December 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:

- ৩.১** জাতীয় দৈনিকে শুদ্ধাচার বিষয়ক ছড়া প্রচার: The Committee discussed regarding the Selection of Rhyme for Newspaper Publication for this quarter. After discussion, Mr. Md. Abdul Wadud, Convener of the Committee advised to publish rhyme page no. 60 of ছড়ায় ছড়ায় শুদ্ধাচার।

৬(ক).২ হেল্প ডেস্ক/ ইনফরমেশন ডেস্ক/ ওয়ান স্টপ সার্ভিস ডেস্ক স্থাপন : The Committee discussed about the help desk/information desk/one stop service of the Bank. After discussion, Ms. Sayeeda Sajed confirmed that help desk already established in 40 Branches and 30 Branches will establish within next year. She has also confirmed that one stop service already existed in our all Branches. As such the committee advised to Ms. Shaila Parveen, HRD for provide office order of the same for onward submission to Bangladesh Bank as per NIS guideline.

৬(ক).৪ সেবা প্রার্থীদের জন্য বিশ্রামস্থল/ অপেক্ষা কক্ষ/ বসার স্থান নির্মাণ/ প্রস্তুতকরণ: After discussion, the Committee advised to Ms. Sayeeda Sajed for provide the photo of waiting place for onward submission to Bangladesh Bank as per NIS guideline.

১০.১ শুদ্ধাচার পুরস্কার প্রদান: After discussion, the Committee advised that award will be fixed financial year instead of calendar year as per BRPD Circular no.29 dated 04-12-2019 of Bangladesh Bank.

১০.২ ২০১৮-১৯ অর্থবছরে শুদ্ধাচার পুরস্কারপ্রাপ্তদের তালিকা ওয়েবসাইটে প্রকাশ: Mr. Md. Shohel Alam, SEO, Compliance-ICC confirmed that Particulars of Award Winners has been published in Bank website then Mr. Mohammad Ahtasamul Hoque, Alternate Member Secretary and Focal Point viewed the web site to Ethics Committee. After discussion, Mr. Md. Abdul Wadud, Convener of the Committee advised to publish the picture of the Winners with particulars in Bank website.

১২.২ নির্ধারিত সময়ে ত্রৈমাসিক পরিবীক্ষণ প্রতিবেদন সংশ্লিষ্ট দপ্তর/সংস্থায় দাখিল ও স্ব স্ব ওয়েবসাইটে আপলোডকরণ: After discussion, the Committee informed that 1st Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 already published bank's website. It is mentionable that 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2019-2020 will publish banks website after finalize the same.

2. 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 and expected their co-operation for implementing the national integrity strategy in the bank and expect that Members of Ethics Committee attendance will increase instead of representative.

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
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