

**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 06 April, 2021 at 4.00 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
<b>Members/Representatives of Ethics Committee [Committee on Moral, Ethics and Integrity]</b>			
1	A.K.M Saif Ullah Kawser, FCA	SEVP & Head of ICC	Member Secretary & Focal Point
2	Sayeeda Sajed	EVP & Head of Customer Experience	Member
3	Ms. Parul Das	EVP & Head of Finance	Alternate Information Providing Officer
4	Md. Saiful Amin	EVP & Head of Branches	Member
5	Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection	Alternative Member Secretary and Focal Point
6	Md. Mustafizur Rahman	SVP & Head of Alternate Delivery Channels	Member
7	Farhad Aziz	FVP & Head of GAD	Member
8	Syed Hasnain Mamun	FVP & Head of Organization Development & HR Strategy	Observer
9	Mamun Rahman	FVP & Head of Compliance & Monitoring	Member
10	Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
11	Md. Shaheen Ferdous	FVP & Head of Project Management Office	Observer
12	Kazi Reshad Mahboob	VP & Head of Grievance Management	Observer
13	Ahmed Rokibur Rahman	VP & Head of IT Governance	Observer
14	Md Babul Hossain	SAVP & Procurement & Contract Management	Observer
<b>Members of NIS Implementation Cell</b>			
15	Md. Shohel Alam	AVP & Senior 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 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from January - 2021 to March -2021.
2. Miscellaneous.
3. **Agendum 01:** Review of 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from January - 2021 to March -2021.

The 3<sup>rd</sup> Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from January 2021 to April 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:

- A. **Reference Clause No.5.2 for the Financial Year 2020-2021:** The Committee discussed the status of online complain resolved. After discussion Mr. A.K.M Saif Ullah Kawser advised to Ms. Sayeeda Sajed, Head of Customer Experience for provide the update status of compliance which will be covered whole quarter of the same. It is mentionable that committee has been upset the performance of complain status.
- B. **Reference Clause No. 7.2 (Purchase through e-tender):** The Committee discussed regarding the development of e-tender process of the same. After discussion committee advised to HO Procurement for submit a deadline for implement of the same and advised IT division for submit a dummy e-tender process as soon as possible. As such, Mr. Md. Shaheen Ferdous, FVP, IT requested to Mr. Mahbub Ahmed Chowdhury, Head of Procurement for send a requisition mail for implement of the same.
- 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 and Mr. Md. Saiful Amin, EVP & Head of Branch to find out a way for implement the same within 30-06-2021. As such Mr. Mohammad Ahtasamul Hoque, Alternative Member Secretary and Focal Point explained the process of previous integrity Award which already implements the Branch Managers level for the year 2018-2019. The Committee also advised to Mr. A.K.M Saif Ullah Kawser, Member Secretary & Focal Point and Mr. Syed Hasnain Mamun for discuss with Managing Director as soon as possible for implement the same within deadline.
- D. **Reference Clause No. 11.1 (Development of work environment):** The committee discussed regarding the development of work environment in COVID-19 situation. After discussion Mr. Farhad Aziz, FVP & Head of GAD informed that we are using plastic protection specially in cash area for protection of the same.

**Agendum 02: Miscellaneous.**

At the end, Mr. A.K.M Saif Ullah Kawser, FCA, Member Secretary & Focal Point 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