

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 12 October 2022 at 2:00 PM at CBL Head Office. The meeting was presided over by Mr. Mohammad Ahtasamul Hoque, SVP and Alternate 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	Mr. Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection-ICC	Alternate Member Secretary and Focal Point
2	Mr. Mamun Rahman	FVP & Head of Compliance & Monitoring	Member
3	Mr. Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
4	Mr. Sanjoy Kumar Das	VP & Head of Organization Development & HR Strategy	Representative
5	Mr. Samiul H. Chowdhury	SAVP & Head of Grievance Management & Process Improvement	Representative
Members of NIS Implementation Cell			
6	Mr. Md. Shohel Alam	AVP & Senior Manager, Compliance-ICC	Member
7	Mr. Reza Fauzul Kabir	SEO	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 1st Quarterly Implementation Report of Annual Work Plan for the Financial Year 2022-2023 or the period from July 2022 to September 2022.
2. Miscellaneous.
3. **Agenda 01: Review of 1st Quarterly Implementation Report of Annual Work Plan for the Financial Year 2022-2023 or the period from July 2022 to September 2022.**

The 1st Quarter Implementation Report of Annual Work Plan for the Financial Year 2022-2023 (July 2022 to September 2022) 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:

1.2) Implementation the decision of Ethics Committee Meeting: The Committee discussed regarding the decision implementation status of Ethics Committee Meeting. As such, Mr.

Mamun Rahman informed that we have already implemented the 12 recommendations out of 13. It is mentionable that the rest 01 will be implemented within the deadline. He also informed that the implementation status was 100% (12/12) within the deadline.

1.5) Develop of work environment: The Committee discussed regarding the same. After discussion HOC&M informed that we have destroyed waste/old/unused documents on 25-11-2021 and our next document destruction process will be completed by October-2022 which is under process.

2.1) Procurement policy 2022-2023 and publication of website: The Committee discussed regarding Procurement policy for the financial year 2022-2023. After discussion Mr. Mahbub Ahmed Chowdhury, FVP & Head of Procurement informed that procurement has completed as per our yearly budget for the year 2021-2022. He also informed that tender notices are published in Bank website during the time of procurement.

3.1) Record service and received comments from stakeholders in Registers during the time of service: The Committee discussed regarding the same. After discussion committee advised Mr. Samiul H. Chowdhury, SAVP & Head of Grievance Management, provide revised reply which should be more specific.

3.4) Complain resolved through online system: The Committee discussed regarding the same. After discussion committee advised Mr. Samiul H. Chowdhury for provide the update status of the complaint status.

4.1) Integrity Award: The Committee discussed regarding the Integrity Award. After discussion Mr. Sanjoy Kumar Das, VP & Head of Organization Development & HR Strategy informed that they are working on integrity award for the year 2021-2022 which will be completed by December-2022.

4.3) Selection and publication of Rhyme: The Committee discussed regarding selection and publication of Rhyme. After discussion, committee advised to select of Rhyme for publication in ethics committee meeting onwards.

Agenda 05: Miscellaneous.

At the end, Mr. Mamun Rahman, FVP & Head of Compliance & Monitoring 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