

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 20 January, 2021 at 12.00 am at CBL Head Office. The meeting was presided over by Mr. Mohammad Ahtasamul Hoque, Alternative 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	Sayedda Sajed	EVP & Head of Customer Experience	Member
2	Md. Saiful Amin	EVP & Head of Branches	Member
3	Haseena Jahan Mili	SVP & Head of Operational Risk	Observer
4	Mohammad Ahtasamul Hoque	SVP & Head of Audit & Inspection	Alternative Member Secretary and Focal Point
5	Mohammad Mahamudul Haque	FVP & Head of Financial & Regulatory Reporting	Observer
6	Mamun Rahman	FVP & Head of Compliance & Monitoring	Member
7	Mahbub Ahmed Chowdhury	FVP & Head of Procurement	Member
8	Pabitra Kumar Debnath	FVP & Head of Core Banking Systems	Observer
9	Kazi Reshad Mahboob	VP & Head of Grievance Management	Observer
10	Shahriar Jamil Khan	VP & Head of Brand	Observer
11	Md Babul Hossain	SAVP & Procurement & Contract Management	Observer
Members of NIS Implementation Cell			
12	Md. Shohel Alam	AVP & Senior Manager, Compliance-ICC	Member
13	Ismat Ara	SEO & Manager, Compliance-ICC	Member
14	Reza Fauzul Kabir	SEO & Sponsorship, Partnership & Engagements	Observer
15	Sabiha Sultana	EO & Associate Manager, Compliance-ICC	Observer
16	Mostofa Jamal Chowdhury	EO & Learning & Development	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 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from October 2020 to December 2020.
2. Miscellaneous.
3. **Agendum 01:** Review of 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from October 2020 to December 2020.

The 2nd Quarterly Implementation Report of Annual Work Plan for the Financial Year 2020-2021 i.e. the period from October 2020 to December 2020 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.2.4 for the Financial Year 2020-2021:** The Committee discussed regarding the training on “Ethics in Banking”. After discussion Head of SQ informed that we are arranging training programs regarding “Ethics in Bank” in their “Living the Values” sessions. So it may be included in Annual 2nd Quarterly Implementation Report of Annual Work Plan and accordingly advised to Mr. Mostofa Jamal Chowdhury to provide update information to ICC for the same.
- B. **Reference Clause No. 7.2 (Purchase through e-tender):** Head of Procurement informed that presently performs tender activities through paper tender, which is being regularly published in both newspapers and City Bank’s website. However, the Committee advised Head of Procurement to provide update response regarding the E-tender process upon discussion with Mr. Mohammad Mahbubur Rahman Palash, SVP & Regional Head, and Medium Business.
- C. **Reference Clause No. 10.1 (Integrity Award):** After discussion committee advised Mr. Mostofa Jamal Chowdhury, HRD to discuss with Head of Organization Development & HR Strategy to develop a plan to integrate the integrity Award with the regular R &R (Reward & Recognition) program.

Agendum 02: 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.

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

Mamun Rahman
FVP & Head of Compliance & Monitoring
The City Bank Limited

Mohammad Ahtasamul Hoque
SVP & Head of Audit
Alternative Member Secretary & Focal Point
CBL Committee on Moral, Ethics and Integrity
The City Bank Limited