

MINUTES OF INTEGRITY BUILDING COMMITTEE MEETING

Meeting held: 30.10.2022

Sl. No.	Agenda	Discussions	Responsibilities Conferred	Decisions
1	<i>Integrity award</i>	Award already been awarded and also to be continued in next years to come in accordance	HRD, Committee Chairman, Top Management	Award new rules to be followed
2	<i>Integrity Poem</i>	Integrity poem to be published on quarterly basis on newspaper also has to submit the same to BB as proof.	PRD	Will continue to publish as required by BB
3	<i>CMMS entry</i>	Entry in the Corporate Memory Management Service (CMMS) is required to be given as per regulatory requirement against the banker who has committed any financial crime in their respective bank. Matter has raised to HRD.	HRD	HRD will retrieve password and shall report officer in accordance
4	<i>Training</i>	Training to be conduct with presence of branch official	HRD & Ethics Committee	Training formation (material) to be submit to chairman/HRD by 25 th November 2022
5	<i>Citizen Charter</i>	Citizen Charter circular BRPD-17 dated: 10.10.2022 has been discussed before the committee in brief	Ethics Committee	1. 04 members Citizen Charter Review committee to be formed. Members will be Mr. Zahid Hossain, Mr. Md. Rashed Akter, Mr. Zubayed Uf Rahman & Ashrafal Alam. Review committee details will be displayed in Bank's website. 2. Take necessary advice from the Bangladesh bank or follow other models of peer bank to form Citizen Charter. 3. Training Module to be prepared.
6	<i>Whistle Blowing Policy</i>	Whistle blowing policy to be formulated for the betterment of the financial sector.		On next meeting operation parts shall be discussed.



5	Miscellaneous	<ul style="list-style-type: none"> • Update on IIS work plan 2022-23 • Thanks to reconstructed Ethics Committee member 	Ethics Committee	Meeting concluded with thanks
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Md. Zahid Hossain

Deputy Managing Director (Chairman)

