

MINUTES OF INTEGRITY BUILDING COMMITTEE

Meeting held: 31.10.2023

Sl. No.	Agenda	Discussions	Responsibilities Conferred	Decisions
1	<i>Integrity award</i>	Integrity award to be given in accordance with Bangladesh Bank guideline.	HRD	Meeting Chairman has informed that award giving process is at the final stage, which is declared in coming days.
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.	HRD	HRD has already taken initiative CMMS entry. Dismissal cases of banks has already been reported to Bangladesh Bank through this CMMS portal.
4	<i>Training</i>	Training to be conduct with presence of branch and sub-branch official.	HRD & Ethics Committee	CO&SD has prepared a presentation and shared with RDD. Tentative date for training has been fixed by HRD, which could be on next week.
5	<i>Citizen Charter</i>	Citizen Charter needs to be reviewed time to time.	Ethics Committee	Review has been done recently by CO&SD and updated in website accordingly.
6	<i>Whistle Blowing Policy</i>	Whistle blowing policy to be formulated for the betterment of the financial sector.	ICCD	Policy has been placed for review by ICCD. Aforementioned division will take below steps: 1. Presentation to be given in next month SMT meeting. 2. After getting SMT approval, ICCD will place the policy to the board for final approval.
7	<i>Branch Level NIS committee</i>	Bangladesh Bank audit has raised an observation in few branches to form branch level integrity committee, which will take integrity building initiatives at regular interval.	HRD and CO&SD	It has been decided to form branch level committee with the following person: BM, CSM and RM HRD will take initiative to form this committee at the branch. CO&SD will ensure necessary assistance in this regard.

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8	<i>Miscellaneous</i>	<ul style="list-style-type: none"> • Update on NIS work plan 2023-24 • Thanks to Ethics Committee member 	Ethics Committee	Meeting concluded with thanks
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Md. Zahid Hossain
Deputy Managing Director (Chairman)

