

NBP/CO/HRD/2018/

Date: 16.01.2018

OFFICE ORDER

Re-constitution of Operating Committees of NBP Bangladesh Operations

7. Integrity/Ethics Committee for NBP BD Operations:

Sl. No.	Particulars	Position in the Committee
1.	Country Manager, NBP BD Operations	Member
2.	DGM, Operations, NBP BD Operations	Member
3.	Head of Finance, NBP BD Operations	Member
4.	Head of ICCD, NBP BD Operations	Member
5.	Head of HRD, NBP BD Operations	Focal Point/ Secretary

Terms of Reference

1. Conducting training programs required to enhance efficiency and necessary training schedule to be taken as per discussion of the Ethics Committee meeting.
2. Dissemination overview of integrity and good governance among employees of the bank.
3. Identifying process that can be automated.
4. Implement on effective complaints handling process/speedy disposal of complaints and submission report to higher management.
5. Formulation of code of conduct for employees.
6. Regular review of work plan and collecting information of progress on the NIS activities & fill out the monitoring template/the Ethics Committee to check the progress & discuss countermeasures.
7. Taking steps to resolve/review identified issues as per bank's manual/policy/guideline etc.
8. Necessary steps to be taken/to formulate a guideline for evaluating annual performance of the employees and rewarding among the employees for honesty & integrity.
9. Institutional arrangement/awareness raising/capacity development/reforms of rules & regulations/service manual standardization/transparency & accountability/budget & internal control/monitoring as an Annual Performance agreement (APA) requirement/monitoring as a management tool.

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