

Policy for ‘Integrity Award’



United Commercial Bank Limited

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1. Introduction

Government of the People's Republic of Bangladesh formulated National Integrity Strategy (NIS) named as '**Sonar Bangla: National Integrity Strategy (NIS) of Bangladesh**' duly approved by the Cabinet Division in its meeting of October 18, 2012 in order to prevent corruption and promote integrity. A 'National Integrity Advisory Council' headed by the Honourable Prime Minister and an 'Executive Committee' of the council led by the Finance Minister have been established for the implementation of this strategy. In each Ministry/Division, an 'Ethics Committee' and an 'Integrity Focal Point' have also been nominated for ensuring the properly and effectively implementation of NIS.

In alignment to the '**Commitment for Golden Bengal: National Integrity Strategy (NIS) of Bangladesh**', all the scheduled banks in Bangladesh have been instructed by Bangladesh Bank to ensure the implementation of NIS to prevent corruption and to enhance integrity in their respective jurisdictions. Accordingly, '**Integrity Awards**' have also been introduced for honouring and rewarding Officials/Employees/Support Staff in the Government, civil society as well as private sector for their outstanding contributions for prevention of corruptions and promotion of integrity.

This '**Policy for Integrity Award**' of United Commercial Bank Limited (UCB) has been formulated for recognizing and rewarding the employees of UCB. This is prepared in line with Policy for "Integrity Award" of Bangladesh Bank circulated vide BRPD Circular No-8 dated August 8, 2018.

2. Objective of the Policy

The objective of the policy is to encourage the employees of the Bank to abide by the code of conduct of the Bank and National Integrity Strategy Bangladesh to prevent corruption and promote integrity as well as uphold the ethical standard through rewarding the outstanding achiever(s) at least once in each year.

3. Jurisdiction of the Policy

This policy will be applicable for all permanent and contractual (including peon, messenger, guards etc.) employees of the Bank as stated hereunder:

- i. **Category – A:** Senior Executive Vice President to Chief Executive Officer
- ii. **Category – B:** First Vice President to Executive Vice President
- iii. **Category – C:** Vice President and below officials of the Bank (including officials working in cash department)

- iv. **Category – D:** Head of Branches (Will not be eligible in any other category)
- v. **Category – E:** Other Staffs (Peons, Messengers, Guards etc.)

4. Award Evaluation Process

The procedure of recommending and selecting the officers and staffs for ‘Integrity Award’ will be made based on the defined indicators and procedures mentioned in this policy. The assessment will be made on the following 20 different indicators of 100 marks:

SL	Indicators	Number	Mark obtained
1.	Professional knowledge and skills/competencies	5	
2.	Demonstration of honesty	5	
3.	Reliability/dependability and dutifulness	5	
4.	Discipline	5	
5.	Conducts/behaviours with colleagues	5	
6.	Conducts/behaviours with customers/service takers	5	
7.	Respectfulness to the code of conducts of the organization	5	
8.	Capability of coordination/ leadership	5	
9.	Proficiency in information technology	5	
10.	Occupational, Health and Environmental Security Awareness	5	
11.	Commitment/loyalty to the organization	5	
12.	Innovation and creativity practice	5	
13.	Activeness/Agility in implementing of Annual Budget/Target/Action Plan	5	
14.	Use of social media	5	
15.	Protecting the privacy/confidentiality of information	5	
16.	Presentation skills / any other special activities	5	
17.	Interest in modernization/innovation/transformation of the organization	5	
18.	Cooperation in resolving/managing complaints	5	
19.	Interest in relevant laws and regulations and compliance aptitudes	5	
20.	Other activities as defined/assigned by the authorities	5	
	Total	100	

5. Reward Eligibility Criteria

An officer/staff must fulfil the following eligibility criteria for taking in to consideration for the ‘Integrity Award’ that will be given in **every calendar year**:

- a. At least 3 (three) years of consecutive work (from date of joining in UCB) experiences.
- b. The best officer/staff for the award will be selected based on the total number obtained in the assessment indicators.
- c. An officer/staff must obtain minimum 80 marks to be eligible for the awards.
- d. Officer/staff obtained the highest marks will be eligible for the award.
- e. Selection will be made through lottery if number of officers/staffs obtain same marks.

- f. An officer/staff who would receive Integrity Award in one calendar year would not be eligible for this award in the next consecutive 3 (three) calendar years.

6. Selection Committee for Integrity Award

Composition of selection committee for the Integrity Award is as under:

a. Category – A:

A selection committee comprise of the chairman of Board of Directors and other 2 (two) member (nominated by the Board) will select an official among all officials as described in category -A

b. Category – B, C, D & E:

A selection committee comprise of the Managing Director of the Bank and AMD/DMD/Head of HR will select an official / staff from each category (i e , B,C,D and E) among all as described in 3(ii),3(iv), and 3 (v) of this policy

- c.** Selection Committees will select one officer/staff from each category.

- d.** Board approval must be obtained prior to giving the awards to selected officers/staffs.

7. Integrity Award Value

Every selected officer/staff will get a certificate signed by the Chairman of Board (for category 1) and signed by the MD and CEO (for category B,C,D and E) and one month's basic salary (basic salary of 31st December of the previous year) at a minimum.

8. Author and Issue

Managing Director and CEO of the Bank is the author of this document.

9. Amendment Authority

It may be necessary to amend the 'Policy for Integrity Award' from time to time to keep it relevant with the regulatory directives and internal needs. Any amendment to this Policy will require the approval of the Board of Directors.

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