



11/20/2018

# **Communication on Progress 2018**

Mutual Trust Bank Limited



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# STATEMENT OF CONTINUED SUPPORT BY THE CEO



মিউচুয়াল ট্রাস্ট ব্যাংক লিমিটেড  
**Mutual Trust Bank Ltd.**

*you can bank on us*

November 20, 2018

**H.E. António Guterres**  
**Secretary-General**  
**United Nations**  
**New York, NY 10017**  
**USA**

Dear **Mr. Secretary-General**,

**LETTER OF COMMITMENT**

Please accept the best compliments from Mutual Trust Bank Limited (MTB).

I am pleased to reaffirm that Mutual Trust Bank Limited (MTB) supports the ten principles of the Global Compact. With this communication, we express our intent to move on those principles within our spheres of impact. We are committed to making the Global Compact and its principles a part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects, which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals (SDGs).

The Annual submission of a Communication on Progress (COP) that describes our company's efforts to implement the ten principles is on the way to be uploaded at the UNGC website. The COP includes a description of practical actions (i.e., disclosure of any relevant policies, procedures, activities) that the company has taken (or plans to undertake) to implement the Global Compact Principles in each of the four areas (Human Rights, Labor, Environment and Anti-Corruption) and a measurement of outcomes (i.e., the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

In accordance to the declarations above, we are going to publish the Sustainability Report for the year 2017.

Thank you.

Yours sincerely,

**ANIS A. KHAN**  
**MANAGING DIRECTOR & CEO**

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# DESCRIPTION OF ACTIONS

## HUMAN RIGHTS

MTB, which does not have direct experience of human rights violation, is fully committed to upholding the principles of human rights through its business activities.

MTB has a written company policy that confirms its commitment to respecting and supporting Human Rights.

Through rigorous due diligence, we pledge to avoid infringing the rights of others, and to take steps to avoid negative human rights impacts resulting from our work. We will adhere to international human rights standards in our activities and our relationships. This includes taking steps towards respect, protection and fulfilment for such rights as freedom of association and collective bargaining; the effective elimination of child labor and modern slavery; the elimination of all forms of racial and gender discrimination; and the realization of a workplace which positively empowers its employees and people of the broader world without discrimination on the basis of sexual orientation, physical ability, or mental illness.

Beyond these basic commitments, we intend to implement measures, which positively contribute to the realization of human rights, in particular through the creation of a diverse, inclusive and accessible workplace.

## LABOR

MTB actively continues to seek opportunities to develop the profile and of its female team members on the world stage and, where necessary, disrupt convention to achieve this goal. A recent example is that Mutual Trust Bank Limited (MTB) has recently been awarded the ADB Gender Champion Award as part of Asian Development Bank's Trade Finance Program (TFP) 2018.

MTB has its own "Anti-Harassment Policy" for the betterment of the workplace. MTB has had no reported incidents of labor rights violations.

MTB does not condone, nor will it tolerate harassment or discrimination on account of race, age, sex, religion, national origin, sexual orientation, or disability of any employee by another person in the workplace. An employee who experiences a harassing or discriminating situation should, if at all possible, express his/her disapproval with the person(s) involved. If he/she does not feel comfortable approaching the individual(s), the employee should first contact his or her supervisor and/or the Anti-Harassment Committee. If any evidence (verbal or written) is found by the

Committee, the person(s) directly involved with the harassment or bullying, provocation, in any form, will be suspended immediately pending inquiry.

MTB's HR policy promote equal opportunities, equal wages, adherence to labor laws and standards of Bangladesh.

## ENVIRONMENT

MTB has low environmental impact in its day-to-day operations. It has however implemented a number of measures to mitigate the effects of its office operation.

Solar Power and rain water harvesting systems are installed on the roof top of MTB Tower. MTB Centre is partially powered by solar energy. Eco-friendly carpets, a carpet made of natural fibers without any chemical treatments, are used in both the building premises. Total environment is designed in a way that can reduce energy consumption significantly. MTB has installed 09 (nine) solar powered branches and 09 (nine) solar powered ATMs which save energy consumption significantly compared to other conventional banking outlets.

The bank has an exclusive and very effective intranet system, called as M-Net which is one of the best solutions for internal communication, information sharing, employee education and electronic recording process. It has features like e-notice board, online leave management facility, e-dispatch, and e-attendance for the employees. All the Bangladesh Bank (BB) and MTB circulars are instantly circulated through i-mail. Most of the communications within the bank has become absolutely online. Electronic communication substantially reduces paper consumption thereby reduce deforestation.

The MTB is also seeking to support positive environmental change elsewhere in the world through its business operations.

## ANTI-CORRUPTION

MTB is fundamentally designed as a transparent and trustworthy means of transaction hub.

It is MTB's policy to pursue all its business transactions in an honest and ethical manner. In doing business anywhere in the country, neither MTB nor any person associated with it may offer, pay, promise, authorize or receive any bribe, kickback or illicit payment.

MTB has a zero-tolerance policy for corruption, bribery and extortion. We actively promote awareness about anticorruption practices amongst our public sector clients.

Our goals over the next year are to continue to provide education for all staff and relevant clients about corruption, as well as what to do if one should encounter it.

# MEASUREMENT OF OUTCOMES

MTB encourages a workplace with appropriate, ethical conduct, and recognizes the right for complaints to be made about the conduct of our people. MTB will take all reasonable steps to protect those involved in a complaint from any victimization. Complaints will be managed confidentially, discreetly and courteously, and all records pertaining to complaints will be held in confidence.

With the appropriate government support in place, the MTB can help to create an environment where entrepreneurship and business flourish and the growth of micro, small and medium sized enterprises drive employment, prosperity and social advancement.

We aim to use the following criteria to measure our progress on sustainability goals:

- Ensuring that our office equipment and stationery (including lighting and paper products) are sourced sustainably
- Ensuring that suppliers (such as website hosting providers and office providers) meet sustainability standards relevant to their various operations
- Ensuring that our transport arrangements are sustainable where possible.
- Participation in anti-corruption dialogues and events
- Raising awareness of corruption and probity issues through training, social media and stakeholder engagement
- Assisting clients to achieve transparent and accountable probity processes