ROLE OF THE DICIPLINARY COMMITTEE

The roles and responsibilities of the Disciplinary Committee are as follows:

- In the event where acts or practices that are not in compliance with laws, accepted banking practices, the Bank’s Ethical Principles, Personnel Communique or other notices, procedures and communiques, are identified, investigating such acts and practices on its own authority (or requesting such investigation from the Internal Audit Department) and carrying out appropriate administrative sanctions as set out in the Personnel Communique.
- Ensuring that employees are committed to the Bank’s Ethical Principles in their acts and actions; carrying out oversight duties with respect to such commitment; acting as the advocate of the Bank’s Ethical Principles across the Bank and with respect to the employees.
- Taking precautions with respect to all acts and practices that may lead to the Bank’s reputation and image being harmed in view of laws, public opinion and customers; announcing such precautionary measures throughout the Bank.
- Ensuring that appropriate measures are taken by relevant departments to eliminate systematic problems or flaws in work flow processes or general practices, which are observed in the cases that are on its agenda; directing relevant subsidiaries; monitoring the measures taken.

Sanctions Process

The Bank’s Sanctions Process, including the roles and responsibilities, is explained in detail within the Personnel Communiqué and communicated to employees through intranet.

Any individual violating the Bank’s rules or bringing the Bank into disrepute would be subject to disciplinary action regardless of whether their acts resulted in financial loss to the Bank.

The Disciplinary Committee is authorized to give the following penalties, based on the severity of the act committed: Written Notice, Warning, Censure, Aggravated Censure, Aggravated Censure with Loss of Title, Dismissal.

Dismissal is applied in the following cases:
- any violation of the Bank’s Ethical Principles and Ethical Sales Principles,
- abuse of power,
- bringing the Bank into disrepute,
- causing significant financial loss to the Bank,
- committing a criminal activity.