

- Ethics Officer's December 2007 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for December 2007.

Attachments

None

Detailed Report

Activities

1. The Ethics Officer constructed an Institution Ethics page for the Ethics Office Web site to provide links to Metropolitan sites that relate to sustainability, stewardship and corporate social responsibility.
2. The Ethics Officer and Ethics Educator began construction of the first on-line training module regarding gifts and discounts.
3. The Ethics Officer researched policies on relationships in the workplace and created a draft policy regarding romantic and sexual relationships between supervisors and subordinates. It has been reviewed by the Legal Department and will be discussed at an upcoming operating policy group meeting.
4. The Ethics Educator made a facility visit to Gene Camp.
5. The Ethics Office staff conducted Day 1 employee orientations for 7 new hires and Day 2 orientation for 8 employees.
6. The Ethics Office Web site logged 849 visitors from December 1-31, 2007.

Logged Questions and Matters of Concern

1. **December 3, 2007 – Issue: Outside Employment**
A new employee requested permission to continue his/her consulting. As the consulting is done on the employee's own time and does not involve contractors, member agencies or any entity that can be expected to do business with Metropolitan in the foreseeable future, the employee may continue the consulting.
Disposition: Closed
2. **December 4, 2007 – Issue: Gifts**
An employee received a gift basket from a contractor. As this was a holiday token and not "action related to the conduct of Metropolitan's business," such gifts are allowed if they are shared among employees and thus a gift to the agency rather than to an individual. A memorandum to all employees from the General Manager, Ethics Officer and General Counsel as a reminder about limitations on gift acceptance was emailed to all employees on December 4, 2007.
Disposition: Closed
3. **December 6, 2007 – Issue: Misuse of Resources**
A manager asked for clarification regarding Metropolitan's policy of employees receiving personal packages at the workplace. That clarification is included in the employee's holiday memorandum.
Disposition: Closed
4. **December 10, 2007 – Issue: Policy Issues**
An employee asked if he/she would be eligible for review of landscaping plans for a private home by Metropolitan through the California Friendly Program. As that is a program that is part of a Metropolitan grant, employees are not eligible for the service.
Disposition: Closed

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5. **December 11, 2007 - Issue: Policy Issues**

An anonymous written concern was received. He/she/they objected to the sectarian references in invocations at the opening of Board of Directors' meetings. The person expressing concern asked that the matter be passed to the General Counsel for action. The written concern was forwarded to the Legal Department.

Disposition: Closed

6. **December 13, 2007 – Issue: Favoritism**

An employee expressed concern that work at a facility is not being “evenly distributed.” Clarification was requested from the facility supervisor.

Disposition: Pending

7. **December 17, 2007 – Issue: Outside Employment**

An employee would like to accept a consulting position from a very large company that has a contract with Metropolitan. The employee would be consulting on a project out of the country and not involved in any way with the section of the company that contracts with Metropolitan. This matter is under consideration.

Disposition: Pending