

• Ethics Officer's January 2009 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for January 2009.

Attachments

None

Detailed Report

Activities

1. The Ethics Officer continues to contact Member Agency General Managers to gather information regarding their ethics programs and processes and to offer assistance if desired.
2. The Ethics Officer is in the process of revising Operating Policy H-03 Ethics Policy – Involvement in Community or Political Activities with External Affairs and the Legal Department.
3. The Ethics Officer is working with General Counsel to revise the Administrative Code regarding Ethics Office investigation and enforcement processes.
4. The Ethics Educator visited our Eagle Rock facility and gave an Ethics Office presentation to 16 employees and managers.
5. The Ethics Office staff conducted Day 1 employee orientation for six new hires.
6. The Ethics Office Web site logged 967 visitors from January 1-31, 2009.

Logged Questions and Matters of Concern

1. **October 9, 2008 – Issue: Policy Issues**
An anonymous concern was received through the hotline that managers were using company vehicles for personal use. The matter was reviewed with the supervisor, who reported no vehicle misuse. The caller provided additional dates of alleged misuse and the supervisor was again asked to investigate the matter. Vehicle use records were reviewed and no violations were found. (318)
Disposition: Closed
2. **November 13, 2008 – Issue: Falsification of Company Records**
An anonymous concern was received through the hotline regarding an employee allegedly falsifying a vanpool document. The reported incidents were investigated and no evidence of falsification of records was found. (327)
Disposition: Closed
3. **December 18, 2008 – Issue: Conflict of Interest/Commitment**
A query was received from an employee regarding offers from a vendor for free training. Clarification regarding contractual terms was requested and provided. The free training is not in violation of the ethics policy. (336)
Disposition: Closed
4. **January 15, 2009 – Issue: Gifts**
A query was received from an employee regarding Metropolitan's gift policy. The employee received a holiday gift from a vendor. The employee was advised to either return the gift or donate the gift to a charitable organization and to send the vendor a letter explaining what was done with the gift and why. The Ethics Office was copied on the letter. (337)
Disposition: Closed

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5. **January 15, 2009 – Issue: Conflicts of Interest/Commitment**

A concern was received from an employee regarding the use of Metropolitan's parking lot as a site for the employee's nonprofit organization to collect e-waste. The employee was advised to submit an application for use of Metropolitan property. (338)

Disposition: Closed

6. **January 16, 2009 – Issue: Conflicts of Interest/Commitment**

A query was received from an employee regarding whether it is a conflict of interest to share a hotel room with a consultant/contractor at a conference. The employee was advised that he/she may share a room but that Metropolitan should pay for half the cost of the room. (339)

Disposition: Closed

7. **January 20, 2009 – Issue: Favoritism**

An anonymous query was received from an employee regarding vendors selling items in the rotunda at Metropolitan headquarters. The matter was discussed with Executive Management; no issue with favoritism was found. (340)

Disposition: Closed

8. **January 29, 2009 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding volunteer work on a neighboring city's "Sustainable Task Force." There is no conflict of interest but the employee was referred to Metropolitan's Operating Policy H-03 relating to community/political activity. (341)

Disposition: Closed