



- Ethics Officer's November 2010 Monthly Report

## Summary

---

This report provides a general update on the progress and activities for the Ethics Office for November 2010.

## Attachments

---

None

## Detailed Report

---

### Activities

1. The Ethics Office worked with management to complete the Annual Report for fiscal year 2009/10 and the SB 60 Annual Report for fiscal year 2009/10.
2. The Harassment and Discrimination Prevention online training for Directors is now available to all Directors through the secured website. Directors will be issued a certificate upon completion of the course. Thirteen Directors have begun or completed the course.
3. The revision of the employee ethics manual is in process.
4. The Ethics Educator visited the Jensen facility on November 2, 2010.
5. The Ethics Educator was an invited speaker at manager meetings on November 14 at Lake Mathews and on November 14, 16, 18 and 23, 2010 at La Verne.
6. The Ethics Office staff conducted Day 1 orientation for four employees.
7. The Ethics Office website logged 1,041 visitors from November 1-30, 2010.

### Logged Questions and Matters of Concern

1. **November 7, 2010 – Issue: Sexual Harassment**

A concern was received from an employee regarding alleged inappropriate contact by another employee. The matter was reviewed, determined that there was no immediate threat, and referred to Employee Employment Relations.

Disposition: Closed

2. **November 9, 2010 – Issue: Customer Relations**

A concern was received from a member of the public regarding Metropolitan's rebate program for residents who save water. The member of the public alleged that he/she did not receive his/her rebate check. After checking with Metropolitan's rebate program staff, it was found that the check was mailed a few days before the letter from the member of the public was received.

Disposition: Closed

3. **November 16, 2010 – Issue: Conflict of Interest**

A query was received from an employee regarding whether there is a conflict of interest if an employee's spouse is granted a construction contract with Metropolitan. The matter was reviewed. There was no conflict of interest. The employee must remain completely separated from the contract of his/her spouse. The employee may not perform any position as decision maker, administrator, or advisor. The employee may not seek to influence any decisions regarding the spouse's contract. The employee must maintain a separate business relationship from that of his/her spouse and may not be an officer, exercise decision making power or hold a significant financial interest in the business.

Disposition: Closed

## Board Report (Ethics Officer's November 2010 Monthly Report)

4. **November 17, 2010 – Issue: Employee Relations**

A concern was received from an employee regarding a change in the employee's work assignment. Changes in work assignments do not violate the Ethics Policy unless the change is a form of retaliation. The matter was reviewed. As no claim of retaliation was made or evidence of retaliation was found, the employee was counseled on ways that he/she might respectfully express the concern to the appropriate manager.

Disposition: Closed

5. **November 18, 2010 – Issue: Policy Issues**

A query was received from an employee regarding participating in a celebratory luncheon provided by contractors. The matter is under review.

Disposition: Pending

6. **November 27, 2010 – Issue: Release of Proprietary or Confidential Information**

A concern was received from an employee regarding the alleged release of personal information. The matter is under investigation.

Disposition: Pending