



- Ethics Officer's January 2011 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for January 2011.

Attachments

None

Detailed Report

Activities

1. The revision of the employee ethics manual is in process.
2. The Ethics Officer is working with the Legal Department and the General Manager's office on needed policy revisions.
3. The Ethics Officer is working with IT to develop a social media policy.
4. The Ethics Office staff conducted Day 1 orientation for four employees.
5. The Ethics Office website logged 964 visitors from January 1-31, 2011.

Logged Questions and Matters of Concern

1. **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 was investigated by the Human Resources Department in cooperation with the Legal Department. The Ethics Office has been informed that the matter has been resolved. (505)
Disposition: Closed
2. **December 13, 2010 – Issue: Policy Issues / Theft of Goods/Services**
An anonymous concern was received through The Network from an employee regarding employees who are allegedly violating Metropolitan's vehicle use policy and taking Metropolitan property home for private use. The matter was investigated and there was no evidence to support the allegation. (509)
Disposition: Closed
3. **January 4, 2011 – Issue: Conflicts of Interest/Commitment**
A query was received from an employee regarding whether it is permissible to join a colleague's professional network. No violation of policy was found. However, the Ethics Office will work with IT to develop a social media policy. (512)
Disposition: Closed
4. **January 6, 2011 – Issue: Policy Issues**
A query was received from an employee regarding whether a Metropolitan retiree who is now employed by a contractor that Metropolitan employs can perform work for Metropolitan. After review of the matter with the Legal Department and Human Resources, it was determined that the individual should return as a retired annuitant or that Metropolitan should seek the services of another individual who can perform the same work. (513)
Disposition: Closed

Ethics Officer's January 2011 Monthly Report

5. **January 6, 2011 – Issue: Gifts**

A query was received from an employee regarding whether it is permissible to accept the cost of the registration fee of a conference from the organizers of the conference. After review of the matter, it was determined that Metropolitan should pay the fair market cost of the conference. The conference is by invitation only and anything of value received by the employee should be considered a gift. (514)

Disposition: Closed

6. **January 10, 2011 – Issue: Gifts**

A query was received from an employee regarding whether or not to accept sporting event tickets from a vendor that has connections with Metropolitan. The Metropolitan Administrative Code prohibits Metropolitan employees from accepting gifts for work done on behalf of Metropolitan. (515)

Disposition: Closed

7. **January 13, 2011 – Issue: Nepotism**

A query was received from an employee regarding whether there is a conflict of interest if a Metropolitan employee's child is hired by a contractor of Metropolitan. There is no violation of Metropolitan's Nepotism Policy as the employee is not supervising his/her child nor does the child and the employee have the same supervisor. The Metropolitan employee also does not have responsibility over selecting the contractor and does not have responsibility over the contractor. (516)

Disposition: Closed

8. **January 24, 2011 – Issue: Customer Relations**

A concern was received from a member of the public regarding a Metropolitan employee who was allegedly driving discourteously. It is alleged that the Metropolitan vehicle allegedly did not yield to the member of the public who was merging onto the freeway. The matter is currently under investigation. (517)

Disposition: Pending