



- Ethics Officer's February 2011 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for February 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 one employee.
5. The Ethics Office website logged 945 visitors from February 1-28, 2011.

Logged Questions and Matters of Concern

1. **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. The Metropolitan vehicle allegedly did not yield to the member of the public who was merging onto the freeway. The matter was brought to the attention of the supervisor and the supervisor was requested to remind staff of the importance of courtesy on the roads. (517)

Disposition: Closed

2. **February 2, 2011 – Issue: Gifts**

A query was received from an employee regarding whether he/she could attend a free seminar where lunch will be provided. The employee would use annual leave to attend the seminar. The employee was advised that this is acceptable, with supervisor approval for the leave, and reminded to attend as an independent professional and not as a Metropolitan representative. (518)

Disposition: Closed

3. **February 9, 2011 – Issue: Director's Conflict of Interest/Commitment**

An anonymous concern was received regarding the appropriateness of a Metropolitan Director representing Metropolitan in an external capacity. It was found that the Director was appointed by a previous Board Chairman to represent Metropolitan in this capacity. (519)

Disposition: Closed