



● Ethics Officer's June 2011 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The Ethics Office is working with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training.
2. A new poster (recycled from previous versions) has been sent to all facilities as a reminder that the Ethics Office is available to employees.
3. Jeff Cable, Ethics Educator, is a newly certified compliance and ethics professional after taking a 32 hour class and a two hour test, provided by the Society of Corporate Compliance and Ethics.
4. The Ethics Officer and Ethics Educator represented the Ethics Office at the Southern California Business Ethics Roundtable on June 29, 2011 at Los Angeles World Airports.
5. The Ethics Educator visited Gene Camp on May 31-June 1, 2011.
6. The Ethics Office sent another reminder to employees who have not acknowledged receipt of the H-03 Operating Policy, increasing employee response to more than 75 percent.
7. The Ethics Office staff conducted New Employee Orientation for 14 employees.
8. The Ethics Office website logged 1,129 visitors from June 1-30, 2011.

Matters Brought to the Attention of the Ethics Office

1. **May 18, 2011 – Issue: Theft of Time / Misuse of Position**
An anonymous concern was received through the Hotline alleging that a manager does not abide by the work schedule and allows subordinates to conduct personal business on company time. The Ethics Officer and manager discussed various tensions in the office. The manager worked with the supervisor to improve communication and consistency. (540)
Disposition: Closed
2. **May 23, 2011 – Issue: Theft of Goods/Services**
An anonymous concern was received from an employee through the Hotline regarding the alleged theft of goods by an employee for his/her own use. An investigation by Security revealed no evidence to confirm credibility of the allegations. However, the caller was requested to bring forward any new information he/she may have to support his/her allegations. (545)
Disposition: Closed
3. **May 23, 2011 – Issue: Theft of Time**
A concern was received from an employee regarding the alleged theft of time by an employee. The manager has approved the employee's vehicle use and the use was found not to be in violation. The Ethics Officer is working with management on ways to address employees' suspicion of one another. (546)
Disposition: Closed

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4. **June 1, 2011 – Issue: Policy Issues**

A concern was received from an employee regarding several alleged policy violations. The employee was offered recommendations for how to address his/her concerns within departmental channels. (547)

Disposition: Closed

5. **June 2, 2011 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding whether he/she could refer a friend to a vendor who contracts with Metropolitan. The employee was advised that it is not an ethics infringement to refer a friend to a vendor. (548)

Disposition: Closed

6. **June 6, 2011 – Issue: Discrimination**

A concern was received from an employee alleging discrimination. The employee was encouraged to contact EEO and the matter was reported by the Ethics Office to the EEO Officer. (549)

Disposition: Closed

7. **June 9, 2011 – Issue: Outside Employment**

A query was received from an employee regarding whether he/she may continue to work on a part time basis for his/her previous employer while working for Metropolitan. As the employee's previous company has a contractual relationship with Metropolitan, the employee may not work for his/her previous employer. (550)

Disposition: Closed

8. **June 17, 2011 – Issue: Workplace Violence Threats**

A concern was received from an employee regarding the alleged threat of harm by another employee. Metropolitan Security was notified, but determined that there was no immediate threat. The Ethics Office has worked with the manager so that the Ethics Office might be used as a resource rather than as a tool to increase tensions. (551)

Disposition: Closed

9. **June 23, 2011 – Issue: Policy Issues**

A query was received from an employee regarding whether or not it is permissible to give away door prizes at a training session. As the tickets are free of charge and every employee who attends the training will receive a ticket, it is not considered a raffle and is permitted. (552)

Disposition: Closed

10. **June 30, 2011 – Issue: Misuse of MWD Resources**

A concern was received from an employee regarding alleged violations of the District Vehicle Use Policy. The matter is being investigated. (553)

Disposition: Pending