



## ● Ethics Officer's August 2011 Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office continues to work with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training.
2. The Ethics Office conducted New Employee Orientations for five employees.
3. The Ethics Office website logged 1,057 visitors from August 1-31, 2011.

#### Matters Brought to the Attention of the Ethics Office

1. **August 12, 2011 – Issue: Customer Relations**

A concern was received from a member of the public through the Hotline regarding a Metropolitan vehicle that was allegedly parked in violation of residential rules. The matter was referred to the appropriate manager. The employee appropriately parked the vehicle at his new residence and will ensure that he follows the Homeowner Association rules. (564)

Disposition: Closed

2. **August 24, 2011 – Issue: Employee Relations**

An anonymous concern was received from an employee regarding the alleged fraudulent activities of another employee. The Legal Department is already aware of the actions alleged in the letter of concern and they are being addressed. (565)

Disposition: Closed

3. **August 24, 2011 – Issue: Nepotism**

A query was received from an employee regarding nepotism. Two employees who are related would work together for a period of two months for training purposes. Both employees would continue to report to their respective managers. This does not violate Metropolitan's nepotism policy. However, management does have the option of reassigning relatives if their working in the same location creates a problem with the workgroup. (566)

Disposition: Closed

4. **August 29, 2011 – Issue: Misuse of Property**

A query was received from an employee regarding the incidental use of office equipment. Metropolitan's electronic mail systems are intended for legitimate, business-related uses. However, the incidental use of office equipment is permissible, provided that such use does not interfere with timely job performance or disrupt Metropolitan's business goals and objectives. The employee was advised that sending out a single email invitation to various employees is likely to be considered incidental usage but the employee's supervisor should make the final call if such an email is permitted and that it is not likely to interfere with getting Metropolitan's work done. (567)

Disposition: Closed

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### 5. August 31, 2011 – Issue: Favoritism

A concern was received from an employee through the Hotline regarding the alleged favoritism of an employee. It is alleged that additional work hours are given to only one employee, when others are also qualified. The matter is under investigation. (568)

Disposition: Pending