



● Ethics Officer's October 2011 Monthly Report

Summary

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

Attachments

None

Detailed Report

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. The overall design, content, and audio have been created and the online training is scheduled for completion in January 2012.
2. The Ethics Educator has accepted an invitation to judge the first Southern California Regional Ethics Bowl which will take place at the University of Southern California on December 3, 2011.
3. The Ethics Office staff conducted New Employee Orientations for five employees.
4. The Ethics Office website logged 1,009 visitors from October 1-31, 2011.

Matters Brought to the Attention of the Ethics Office

1. **October 5, 2011 – Issue: Misuse of MWD Resources**
A concern was received from an employee regarding the potential misuse of Metropolitan vehicles. The employee would like management to maintain more control over the use of Metropolitan vehicles. The employee was concerned that he/she may be falsely accused of misusing a Metropolitan vehicle. The matter was discussed with management and it was found that proper controls were in place. (576)
Disposition: Closed
2. **October 24, 2011 – Issue: Nepotism**
A query was received from an employee regarding whether a supervisor can approve the procedural process of discipline for a relative. The related supervisor is two supervisory levels above the related employee in question. Alternative approval methods were found. (577)
Disposition: Closed
3. **October 26, 2011 – Issue: Outside Employment**
A query was received from an employee regarding possible outside employment. The company does not have any current or pending contracts with Metropolitan, the employee will perform all work on his/her own time using his/her own resources. Further, the employee's manager has been informed of the employee's intention to work outside of Metropolitan and has no objections. The employee may engage in the requested outside employment. (578)
Disposition: Closed
4. **October 27, 2011 – Issue: Nepotism**
A query was received from an employee regarding clarification of Operating Policy H-03, Nepotism. The employee inquired whether an employee may work in a facility where a relative also works. Both employees will have different supervisors. It is permissible for both related employees to work in the same facility under different supervisors. (579)
Disposition: Closed