



● Ethics Officer's December 2011 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for December 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 represented the Ethics Office as an invited judge at the first Southern California Regional Ethics Bowl held at the University of Southern California on December 3, 2011. The winning teams will represent Southern California in the Sixteenth Intercollegiate Ethics Board on March 1, 2012 in Cincinnati, Ohio.
3. The Ethics Office staff conducted New Employee Orientation for two employees.
4. The Ethics Office website logged 1,114 visitors from December 1-31, 2011.

Matters Brought to the Attention of the Ethics Office

1. **December 2, 2011 – Issue: Customer Relations**

A concern was received from a member of the public regarding a citation he/she received at Diamond Valley Lake. The member of the public emailed his/her concern to several employees at Metropolitan. The Ethics Office was advised from the General Manager's office that Real Property Development and Management will respond to the member of the public's concern. A response was sent to the member of the public on December 6, 2011. (584)
Disposition: Closed

2. **December 6, 2011 – Issue: Employee Relations**

A query was received from an employee regarding whether a Metropolitan manager or employee may voice record a work-related meeting with or without the participant(s)'s knowledge. Ethically, the voice recording should not be done without the participant(s)'s knowledge or consent. (585)
Disposition: Closed

3. **December 8, 2011 – Issue: Gifts**

A query was received from an employee regarding whether employees may accept gift cards from a vendor. The employee was advised to return the gift card and explain that per Administrative Code section 7130, Metropolitan employees are prohibited from accepting gifts for performing Metropolitan work. (586)
Disposition: Closed

4. **December 12, 2011 – Issue: Gifts**

A query was received from an employee regarding whether raffle drawings may be held at Metropolitan. The employee was advised that they could not charge money for a chance to win a prize. However, a drawing where donations are accepted but not required is allowable. (587)
Disposition: Closed

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5. December 20, 2011 – Issue: Gifts

A query was received from an employee regarding whether employees may accept gift cards from a vendor. The employee was advised to return the gift card and explain that per Administrative Code section 7130, Metropolitan employees are prohibited from accepting gifts for performing Metropolitan work. (588)
Disposition: Closed