



● Ethics Officer's January 2012 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for January 2012.

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 training is on schedule for completion and will be available to Directors and Officers of Metropolitan by February 2012.
2. Operating Policy H-03, Ethics Policy, was distributed to employees for their required annual review. The response rate was 48 percent by the end of the month.
3. The Ethics Office staff conducted New Employee Orientation for eight employees.
4. The Ethics Office website logged 891 visitors from January 1-31, 2012.

Matters Brought to the Attention of the Ethics Office

1. **January 24, 2012 – Issue: Gifts**
A query was received from an employee regarding whether employees may accept gifts from a vendor. The employee was advised to return the gift and explain that per Administrative Code section 7130, Metropolitan employees are prohibited from accepting gifts for performing Metropolitan work. (589)
Disposition: Closed
2. **January 25, 2012 – Issue: Employee Relations**
A query was received from an employee regarding a communication issue with his/her manager. After discussion with the employee, it was suggested that the employee work with the HR mediation process to foster better communication with his/her manager. (590)
Disposition: Closed
3. **January 31, 2012 – Issue: Employee Conflicts of Interest/Commitment**
A query was received from an employee regarding a potential conflict of commitment with the employee's board membership of a potential Metropolitan contractor. Discussion with the employee, supervisor, and contract management resulted in alternatives that would avoid any appearance of competing fiduciary responsibilities. (591)
Disposition: Closed