



## ● Ethics Officer's March 2012 Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office has completed work with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training. The training will be available to Directors and Officers of Metropolitan after final vetting by the Legal Department.
2. The Interim Ethics Officer is working with the Legal Department regarding changes to Operating Policy H-03 Ethics Policy and Metropolitan's computer policy.
3. The Interim Ethics Officer reviewed the ethics portion of the board letter amending the Administrative Code regarding travel policy and general provisions relating to inspection trips.
4. The Interim Ethics Officer renewed the contract with Syntrio for the upcoming year to provide online sexual harassment and prevention training for directors.
5. The Ethics Office staff conducted New Employee Orientation for one employee.
6. The Ethics Office website logged 992 visitors from March 1-31, 2012.

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

1. **March 7, 2012 – Issue: Gifts**

A query was received from an employee regarding whether he/she could accept a reimbursement for travel expenses from a vendor. Metropolitan employees should submit a Travel Expense Report for business-related expenses. (596)

Disposition: Closed

2. **March 12, 2012 – Issue: Customer Relations**

A concern was received from a member of the public regarding the increase in water costs in San Diego. The matter was referred to the General Manager's office. (597)

Disposition: Closed