



● Ethics Officer's May 2012 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The Interim Ethics Officer is working with the Legal Department regarding changes to the Nepotism section of Operating Policy H-03 Ethics Policy.
2. The Interim Ethics Officer conducted New Employee Orientation for two employees.
3. The Ethics Office website logged 1,475 visitors from May 1-31, 2012.

Matters Brought to the Attention of the Ethics Office

1. **May 1, 2012 – Issue: Gifts**

A query was received from an employee regarding how to handle the receipt of a gift from the public. The employee did not accept the gift and was counseled on the various ways to handle the matter in the future. The employee wrote a letter to management documenting the incident as Metropolitan employees are prohibited from accepting gifts for performing Metropolitan work. The employee forwarded a copy of the letter to the Ethics Office. (605)

Disposition: Closed

2. **May 2, 2012 – Issue: Safety**

A concern was received from an employee regarding whether Metropolitan was meeting the requirements outlined in a job hazard analysis. As management is handling the matter, the employee was advised to bring any ethical issues that remained after the conclusion of the matter. (606)

Disposition: Closed

3. **May 2, 2012 – Issue: Misuse of MWD Resources**

A query was received from an employee regarding whether employees are allowed to use district property/equipment to share their unsolicited religious and/or life philosophy with other employees. The matter was reviewed and found to be inappropriate. (607)

Disposition: Closed

4. **May 2, 2012 – Issue: Nepotism**

A query was received from an employee regarding whether it is nepotism if a manager supervised a brother-in-law. Per Operating Policy H-03, Ethics Policy, “relative(s)” or “related employee” shall mean a spouse, domestic partner, child, parent, parent-in-law, brother, sister, stepparent, stepchild, grandparent or grandchild of a Metropolitan employee. Child-in-law means son-in-law or daughter-in-law. Brother-in-law is not listed and is allowed. (608)

Disposition: Closed

5. **May 8, 2012 – Issue: Employee Relations**

An anonymous concern was received through the hotline regarding the possibility that an applicant for a Metropolitan position may not receive fair and unbiased treatment during the selection process. The matter was reviewed and found to be without merit. (609)

Disposition: Closed

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6. **May 16, 2012 – Issue: Discrimination**

A concern was received from an employee regarding the alleged inappropriate ethnic comments made by a vendor. The matter was referred to the EEO office. (610)

Disposition: Closed