



● Ethics Officer's September 2012 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The AB 1234 Ethics Training Workshop was held on September 10, 2012 at Metropolitan. Fifteen Directors and 23 officers of Metropolitan attended the Workshop.
2. The Ethics Office continues to work collaboratively with the website redesign team to redesign the Ethics website.
3. The Interim Ethics Officer continues to work with the Legal Department regarding changes to the Nepotism section of Operating Policy H-03 Ethics Policy.
4. The Interim Ethics Officer continues to work with the EEO Office regarding changes to Operating Policies H-13, Sexual Harassment Prohibition and H-07, Equal Employment Opportunity.
5. The Interim Ethics Officer continues to work with Inspection Trip Managers to include ethics briefings in inspection trip preparations.
6. The Interim Ethics Officer conducted New Employee Orientation for eight employees.
7. The Ethics Office website logged 914 visitors from September 1-30, 2012.

Matters Brought to the Attention of the Ethics Office

1. **September 7, 2012 – Issue: Sexual Harassment**
A concern was received from an employee through the hotline regarding alleged sexual harassment. The matter was referred to Equal Employment Opportunity Investigations. (625)
Disposition: Closed
2. **September 10, 2012 – Issue: Conflict of Interest/Commitment (Employee)**
A query was received from an employee regarding whether it is permissible for Metropolitan to provide a letter of recommendation to a consultant. Such letters may be provided, however, the recommendation should be specific regarding the project/work performed. (626)
Disposition: Closed
3. **September 11, 2012 – Issue: Gifts**
A query was received from an employee regarding whether he/she could accept an invitation to attend a Grand Opening of a vendor's facilities which includes tickets to a recreational event. Employees are permitted to attend the open house but are not permitted to accept tickets to a recreational event. Food and general refreshments are allowed so long as they are available to all attendees/general public and are offered as part of the open house. (627)
Disposition: Closed

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4. **September 13, 2012 – Issue: Employee Relations**

A concern was received from an employee regarding the employee's working relationship with his/her supervisor. It was alleged that the supervisor sent the employee a disciplinary letter. The letter was reviewed and it was found that sections of the letter may have been misinterpreted by the employee. (628)

Disposition: Closed

5. **September 17, 2012 – Issue: Customer Relations**

A concern was received from a member of the public regarding trees being cut on Metropolitan property. The matter was referred to External Affairs for response. (629)

Disposition: Closed

6. **September 17, 2012 – Issue: Policy Issues**

A query was received from a member of the public requesting a copy of Metropolitan's lobbying rules. A copy of Administrative Code section 6330 was sent to the member of the public. (630)

Disposition: Closed

7. **September 18, 2012 – Issue: Customer Relations**

A concern was received from a member of the public regarding trees being cut on Metropolitan property. The matter was referred to External Affairs for response. (631)

Disposition: Closed

8. **September 18, 2012 – Issue: Favoritism**

A concern was received from an employee through the hotline regarding the alleged favoritism by a manager. The matter was investigated. Employees will be offered overtime on a rotational basis. However, if special skills or knowledge is required, management may deviate from this schedule. (632)

Disposition: Closed

9. **September 25, 2012 – Issue: Outside Employment**

A query was received from an employee regarding possible outside employment. The employee would serve as an advisor for a company located outside of the United States. The employee was advised that all work performed must remain wholly within the scope of the regional office and remains entirely separate from existing Metropolitan interests. The employee will perform all work on the employee's own time. The employee may perform work for the outside company. (633)

Disposition: Closed

10. **September 27, 2012 – Issue: Retaliation**

A concern was received from an employee regarding alleged retaliation. The matter is being investigated. (634)

Disposition: Pending