



● Ethics Officer's October Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The new Ethics Officer, Deena Ghaly, will begin work at Metropolitan on November 19, 2012. The Ethics Office is beginning preparations to ensure a smooth transition by scheduling tours of field facilities and Ethics Office Orientation for Ms. Ghaly.
2. The Interim Ethics Officer attended the 11th Annual Society of Corporate Compliance & Ethics Conference in Las Vegas, Nevada on October 14-17, 2012. This is the premiere national conference for public and private sector ethics officers. Speaker topics include Ethics Office Assessment, Why Good Employees Make Bad Decisions and Organizational Alignment of Ethics Officers.
3. The Ethics Office staff attended a seminar regarding social media for business, entrepreneurs, innovation, and technology which was presented by Metropolitan's Business Outreach Program. The seminar was held at Metropolitan on October 19, 2012.
4. The Ethics Office continues to work collaboratively with the website redesign team to redesign the Ethics website.
5. The Interim Ethics Officer is conducting research to determine the organizational impact of proposed changes to the Nepotism section of Operating Policy H-03 Ethics Policy.
6. The Interim Ethics Officer continues to work with Inspection Trip Managers to include ethics briefings in inspection trip preparations.
7. The Interim Ethics Officer conducted New Employee Orientation for four employees.
8. The Interim Ethics Officer conducted ethics training for new managers on October 30, 2012.
9. The Ethics Office website logged 1,053 visitors from October 1-30, 2012.

Matters Brought to the Attention of the Ethics Office

1. **September 27, 2012 – Issue: Retaliation**
A concern was received from an employee regarding alleged retaliation. The matter was investigated and the matter was found to be without merit. (634)
Disposition: Closed
2. **October 8, 2012 – Issue: Gifts**
A query was received from an employee regarding whether he/she may accept meals and/or giveaways at a conference. Employees are allowed to accept snacks and beverages which are offered to everyone in the normal course of the conference. However, because the meals at this particular conference are from a sole vendor hosting the event, the employee should have Metropolitan pay for the meals. The employee decided not to attend the conference. (635)
Disposition: Closed

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3. **October 9, 2012 – Issue: Nepotism**

A query was received from an employee regarding a possible nepotism violation. Two employees who are related will work for the same supervisor during a predetermined period of time while one employee is undergoing training. The supervisor is not related to either employee. Because this is a temporary work situation, the related employees may work for the same supervisor during the predetermined period of time. (636)

Disposition: Closed

4. **October 12, 2012 – Issue: Theft of Time**

A concern was received from an employee through the hotline regarding alleged theft of time. The employee alleges that an hourly employee is paid for overtime worked. The matter was investigated and it was found that the employee's time was charged appropriately. (637)

Disposition: Closed

5. **October 12, 2012 – Issue: Favoritism**

A concern was received from an employee through the hotline regarding alleged favoritism. The employee alleges that the supervisor is selective in enforcing appropriate dress code requirements. The matter was investigated and the supervisor has clearly stated guidelines regarding dress codes, enforcement and possible exceptions. No act of favoritism was found. (638)

Disposition: Closed

6. **October 26, 2012 – Issue: Safety Issues**

A concern was received from an employee through the hotline regarding alleged safety issues that occurred in 2010 that were allegedly not reported. The matter was investigated and it was found that the incident was reported. (639)

Disposition: Closed