



## ● Ethics Officer's November Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. Deena Ghaly, the new Ethics Officer, began work at Metropolitan on November 19, 2012.
2. The Ethics Office continues to work collaboratively with the website redesign team to redesign the Ethics website.
3. The Interim Ethics Officer completed facility visits to Eagle Mountain, Gene Camp, Hinds, and Iron Mountain on November 6-8, 2012.
4. The Ethics Educator conducted New Employee Orientation for seven employees.
5. The Ethics Office website logged 1,019 visitors from November 1-30, 2012.

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

1. **November 5, 2012 – Issue: Product Quality Concerns**  
A concern was received from a member of the public regarding fluoridation. The matter was referred to External Affairs. (640)  
Disposition: Closed
2. **November 5, 2012 – Issue: Outside Employment**  
A query was received from an employee regarding whether a current Metropolitan employee may work outside of Metropolitan. The employee would use his or her leave time for the period he or she is performing the outside work. The work is permitted if the employee works on his or her own time, the secondary employer is not performing work for Metropolitan currently, or likely to be under contract with Metropolitan, the employee is not performing a service normally provided by Metropolitan, and the employee does not use anything owned by Metropolitan (i.e. logs, tools/equipment, stationary). See Operating Policy Ethics Policy H-03. (641)  
Disposition: Closed
3. **November 7, 2012 – Issue: Gifts**  
A query was received from an employee regarding whether a team manager and his or her team could accept an invitation to a luncheon offered by a vendor. The employee was advised to decline the invitation and advise the vendor that Metropolitan employees are not allowed to accept gifts from vendors/contractors (Administrative Code section 7130). The employee declined the invitation. (642)  
Disposition: Closed
4. **November 27, 2012 – Issue: Misuse of MWD Resources**  
A query was received from an employee regarding whether an employee could use Metropolitan resources to distribute a memo requesting donations for his or her church. Metropolitan Operating Policy Use of Computer Resources, I-02, allows for incidental use of computer resources, however, the charitable organization must first be approved by the Office of the General Manager. The Ethics Office advised that the best solution would be for the employee to distribute the flyer through his or her personal email. (643)  
Disposition: Closed

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5. **November 30, 2012 – Issue: Conflicts of Interest/Commitment (Employee)**

A query was received from an employee regarding whether there is a conflict of interest if he or she engaged in various outside activities while employed by Metropolitan. The matter is being researched. (644)

Disposition: Pending