



● Ethics Officer's December Monthly Report

Summary

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

Attachments

None

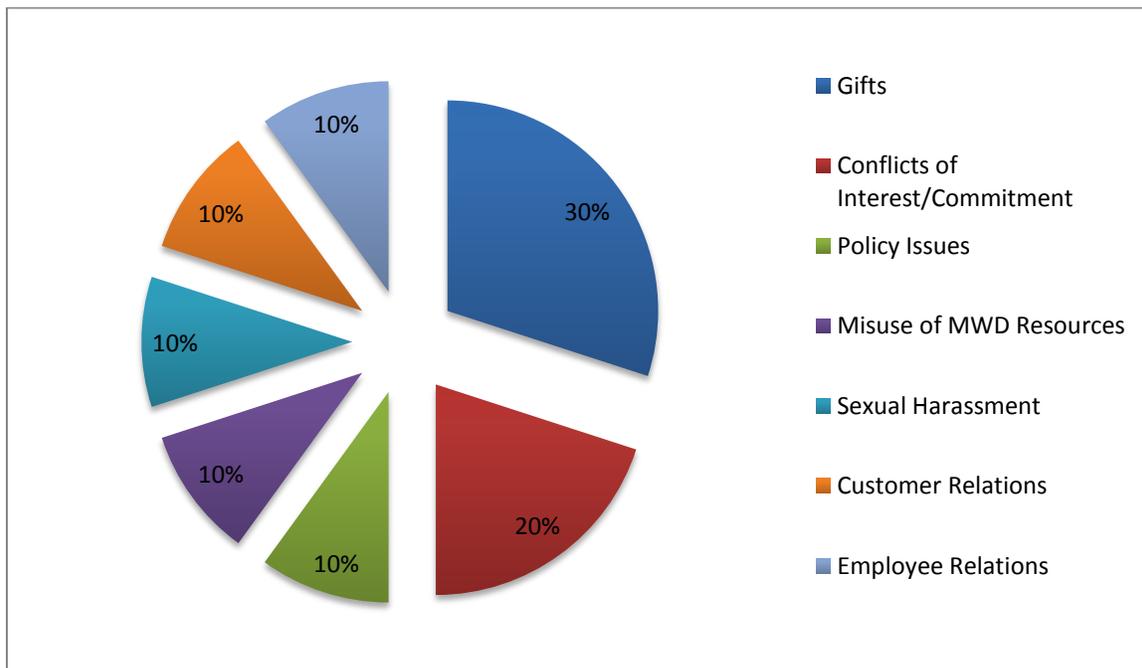
Detailed Report

Activities

1. A gathering to meet and greet Deena Ghaly, the new Ethics Officer, is scheduled for Monday, January 7, 2013. All directors and employees have been invited. Field visits are being scheduled to meet employees stationed at locations outside of Metropolitan's Headquarters.
2. A new poster (recycled from previous versions) has been sent to all facilities as a reminder that the Ethics Office is available to all.
3. The Ethics Educator conducted New Employee Orientation for eight employees.
4. The Ethics Office website logged 960 visitors from December 1-31, 2012.

Matters Brought to the Attention of the Ethics Office

1. Ethics Office Matters for December 2012



Ethics Officer's December Monthly Report

2. Matters by Type

	December 2012
Ethics Complaints	
<i>Conflict of Interest/Commitment</i>	1
<i>Customer Relations</i>	1
<i>Employee Relations</i>	1
<i>Misuse of MWD Resources</i>	1
<i>Policy Issue</i>	1
<i>Sexual Harassment</i>	1
Ethics Advice	
<i>Conflicts of Interest/Commitment</i>	1
<i>Gifts</i>	3

3. Summaries of Queries and Ethics Office Responses

a. **November 30, 2012 – Issue: Conflicts of Interest/Commitment**

A query was received regarding whether there is a conflict of interest if he or she engaged in various outside activities while employed by Metropolitan. The matter was researched and it was found that there is no conflict of interest; however, the employee was reminded of several points to avoid potential ethics-related violations. (644)

Disposition: Closed

b. **December 6, 2012 – Issue: Gifts**

A query was received regarding whether a Metropolitan Director could accept event tickets from a member agency. The Metropolitan Director cannot accept said tickets pursuant to Administrative Code section 7130, subsection (b).

Disposition: Closed

c. **December 12, 2012 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding whether Metropolitan could award a contract to a company whose president is the relative of a Metropolitan employee. As long as the relative had no part in the selection of the contractor, will not participate in the administration of the contract, and all standard established procedures were followed in the award of this contract, Metropolitan's ethics provisions are not implicated.

Disposition: Closed

d. **December 13, 2012 – Issue: Gifts**

A query was received regarding whether a Metropolitan Director could purchase event tickets from a member agency. The Metropolitan Director may purchase the event tickets as long as the director pays the face (normal) value for the tickets.

Disposition: Closed

e. **December 20, 2012 – Issue: Gifts**

A query was received regarding whether an employee could accept a gift from a contractor which was addressed personally to him or her. The employee was advised to return the gift to the contractor with a letter explaining that Metropolitan employees cannot accept gifts for doing Metropolitan work (Administrative Code section 7130).

Disposition: Closed