



● Ethics Officer's January Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for January 2013.

Attachments

None

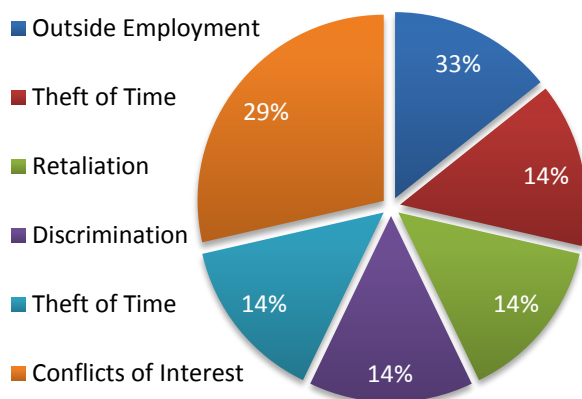
Detailed Report

Activities

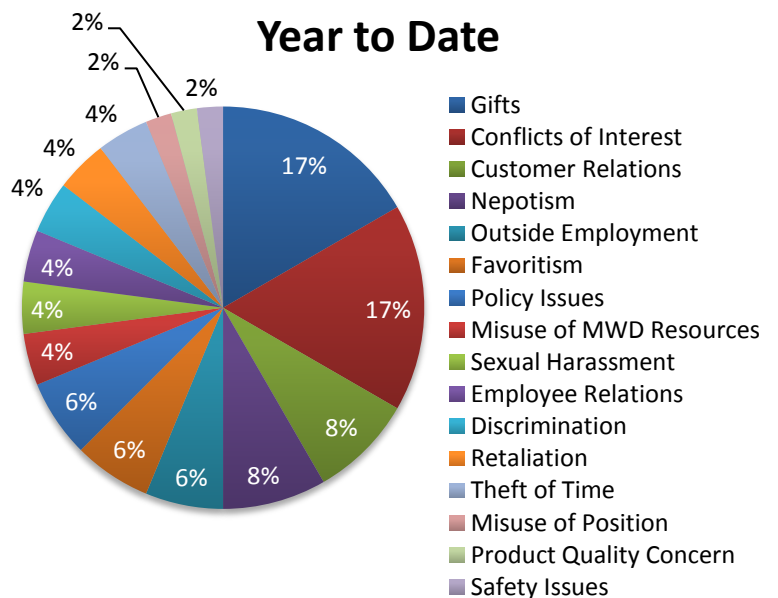
1. A gathering to meet Deena Ghaly, the new Ethics Officer, was held on January 7, 2013 at MWD Headquarters. Directors and employees attended. The Ethics Officer and Ethics Educator also visited Eagle Mountain, Hinds, Iron Mountain, and Gene Camp to meet employees and managers stationed at locations outside of Metropolitan's Headquarters.
2. The Ethics Officer was a guest speaker at the Resource Implementation Section meeting on January 15, 2013.
3. The Ethics Officer was a guest speaker at the Human Resources Group meeting on January 23, 2013.
4. The Ethics Officer attended the MWDOC Water Policy Forum and Dinner – 2013: A Pivotal Year for California Water with a pre-dinner reception in honor of James Blake, former Director of Metropolitan, on January 23, 2013.
5. The Ethics Officer is preparing an overview of the Ethics Office addressing its mandate, its resources, and her recommendations for the Department going forward.
6. The Ethics Educator conducted New Employee Orientation for 16 employees.
7. The Ethics Office website logged 922 visitors from January 1-31, 2013.

Matters Brought to the Attention of the Ethics Office

Ethics Office Matters for January 2013



Ethics Office Matters Year to Date



Type	January 2012	YTD 2012/2013
Ethics Complaints		
<i>Customer Relations</i>		3
<i>Favoritism</i>		3
<i>Nepotism</i>		3
<i>Employee Relations</i>		2
<i>Sexual Harassment</i>		2
<i>Conflict of Interest</i>	1 P	2
<i>Discrimination</i>	1	2
<i>Theft of Time</i>	1 P	2
<i>Misuse of MWD Resources</i>		1
<i>Misuse of Position</i>		1
<i>Policy Issues</i>		1
<i>Product Quality Concerns</i>		1
<i>Retaliation</i>	1 P	1
<i>Safety</i>		1
<i>Total</i>	4	25
<i>P = Pending</i>		
Ethics Advice		
<i>Conflicts of Interest</i>	2	9
<i>Gifts</i>		8
<i>Outside Employment</i>	1	2
<i>Policy Issues</i>	1	2
<i>Theft of Time</i>	1	2
<i>Customer Relations</i>		1
<i>Misuse of MWD Resources</i>		1
<i>Nepotism</i>		1
<i>Total</i>	5	26

Summaries of Queries and Ethics Office Responses

a. **January 3, 2013 – Issue: Outside Employment**

A query was received regarding whether an employee could create a software program with a relative outside of Metropolitan. The employee was referred to Operating Policy H-03, Ethics Policy and was given an explanation of the section relating to Outside Work activities.
Disposition: Closed

b. **January 11, 2013 – Issue: Conflict of Interest**

A query was received regarding whether Metropolitan had ethics rules specifically for contractors. The employee was given Metropolitan’s Partnering manual.
Disposition: Closed

c. **January 16, 2013 – Issue: Theft of Time**

A query was received regarding whether exempt employees are allowed to take a longer lunch period than the allowed 45 minutes. This matter is outside the Ethics Office’s jurisdiction. The employee was advised regarding general District procedures for time keeping for exempt employees and directed to

Human Resources for any additional information.

Disposition: Closed

d. **January 24, 2013 – Issue: Conflict of Interest**

A query was received regarding whether there is a conflict of interest for a Metropolitan employee to participate on an evaluation committee if the employee previously worked for one of the vendors who is submitting a proposal. As long as the employee or his or her immediate family does not have a financial interest in the company who is submitting the proposal, there is no apparent reason why the employee could not serve on an evaluation committee. Notwithstanding, the ethics provisions of the Administrative Code require employees and officials to conduct their duties involving procurement in an unbiased and fair manner. Only the employee knows whether his relationship with his former employer may in any way impact his ability to review its proposal objectively. If he or she is certain that he or she can serve on the evaluation committee objectively, there is no impediment to the employee's participation on the evaluation committee.

Disposition: Closed