



● Ethics Officer's May Monthly Report

Summary

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

Attachments

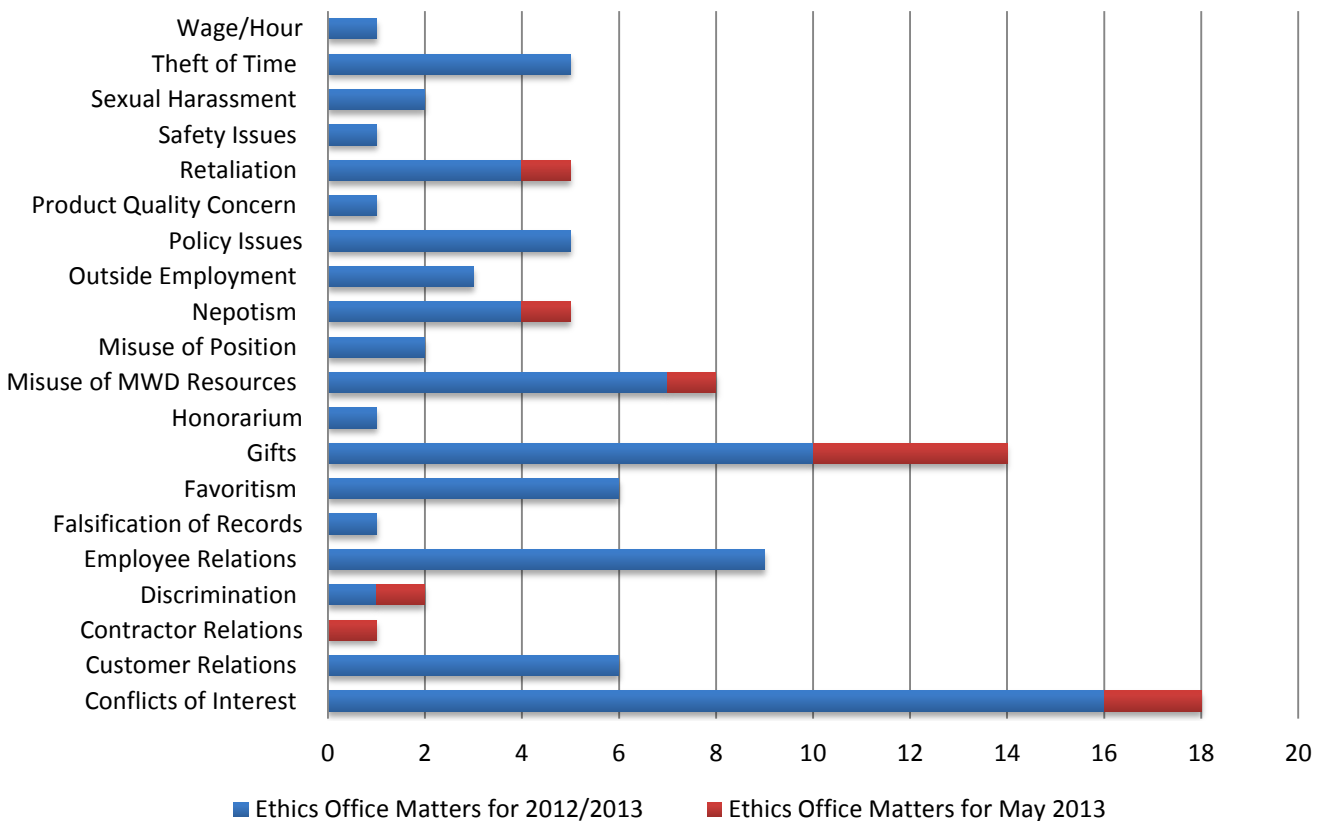
None

Detailed Report

Activities

1. The Ethics Officer gave a presentation to the Audit and Ethics Committee regarding an overview of the Ethics Office, its responsibilities, structure and priorities at the committee meeting on May 28, 2013.
2. The Ethics Officer was a guest speaker at the Asian American Employees Organization brown bag event on May 21, 2013.
3. The Ethics Officer was a guest speaker at the all managers' meeting for the Business Technology Group on May 29, 2013.
4. The Ethics Educator conducted New Employee Orientation for 12 employees.
5. The Ethics Office website logged 847 visitors from May 1-31, 2013.

Matters Brought to the Attention of the Ethics Office



Type	March 2013	April 2013	May 2013	YTD 2012/2013
Ethics Complaints				
<i>Customer Relations</i>				5
<i>Favoritism</i>		1P		5
<i>Nepotism</i>			1	3
<i>Falsification of Records</i>		1P		
<i>Employee Relations</i>	1p	1P		6
<i>Sexual Harassment</i>				2
<i>Conflict of Interest</i>	1p			2
<i>Discrimination</i>			1	1
<i>Theft of Time</i>	1P			3
<i>Misuse of MWD Resources</i>			1	2
<i>Misuse of Position</i>		1P		1
<i>Policy Issues</i>		1P		1
<i>Product Quality Concerns</i>				1
<i>Wage/Hour</i>				1
<i>Retaliation</i>		1P	1P	2
<i>Safety</i>				1
<i>Total</i>			3	37
<i>P = Pending</i>	3P	6P	1P	
Ethics Advice				
<i>Conflicts of Interest</i>	2P		2	13
<i>Gifts</i>			4	9
<i>Outside Employment</i>				3
<i>Policy Issues</i>		1P		2
<i>Theft of Time</i>				1
<i>Customer Relations</i>				1
<i>Employee Relations</i>				2
<i>Misuse of MWD Funds</i>				1
<i>Misuse of MWD Resources</i>				3
<i>Contractor Relations</i>			1	
<i>Nepotism</i>				1
<i>Honorarium</i>				1
<i>Total</i>			7	37
<i>P = Pending</i>	2P	1P		

Summaries of Queries and Ethics Office Responses

1. **March 14, 2013 – Issue: Potential Conflict of Interest**

A query was received regarding whether a Metropolitan Director can vote on Metropolitan affiliated projects where the Director has disclosed a conflict of interest.
Disposition: Pending

2. **March 27, 2013 – Issue: Potential Conflict of Interest**

A query was received regarding whether there is a conflict of interest for the spouse of a Metropolitan employee to enter into a contract with Metropolitan.
Disposition: Pending

3. **April 12, 2013 – Issue: Policy Issues**
A query was received regarding whether a conflict of interest statement for RFPs/RFQs should be modified.
Disposition: Pending
4. **May 2, 2013 – Issue: Contractor Relations**
A query was received regarding whether Metropolitan may provide lunch for vendors who are asked to make a presentation to Metropolitan employees at Metropolitan during the lunch period. Metropolitan may provide lunch to the presenting vendors.
Disposition: Closed
5. **May 8, 2013 – Issue: Gifts**
A query was received regarding whether an employee may accept a gift from a coworker. A coworker received a gift from a vendor and gave the gift to a co-worker. Both employees do not file 700 Forms. The coworker may keep the gift.
Disposition: Closed
6. **May 13, 2013 – Issue: Gifts**
A query was received regarding whether an employee may attend an event which is open to anyone interested in attending. There is no admission fee but the event includes breakfast and lunch for all attendees. The employee may attend the event and receive the breakfast and lunch which is included in the event package. However, as the employee is a Form 700 filer, the employee may have to declare the meals' value on his or her Form 700.
Disposition: Closed
7. **May 16, 2013 – Issue: Conflict of Interest**
A query was received regarding whether there is a conflict of interest for an officer of a nonprofit organization who is also a Metropolitan employee to write a proposal on behalf of the non-profit organization to possibly receive a sponsorship from Metropolitan. There is no conflict of interest for the employee/officer to write the proposal as long as he or she does not participate in Metropolitan's review of applications.
Disposition: Closed
8. **May 16, 2013 – Issue: Gifts**
A query was received regarding whether an item is reportable on an employee's Form 700. The matter was referred to the Legal Department.
Disposition: Closed
9. **May 16, 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 and there are no other factors that could negatively impact the employee's objectivity, the employee may serve on the evaluation committee.
Disposition: Closed
10. **May 30, 2013 – Issue: Gifts**
A query was received regarding whether an employee may attend an event which includes a complimentary dinner. The employee is not designated to submit an annual financial disclosure form pursuant to the state's Political Reform Act. The employee is subject to Metropolitan's internal gift provisions, which include Administrative Code Section 7130(b). That provision prohibits any Metropolitan employee from accepting a gift "for any action related to the conduct of Metropolitan's business." As long as the dinner is not being offered in exchange for the employee's performance of any Metropolitan-related duty, the employee's acceptance does not constitute a violation.
Disposition: Closed