



● Ethics Officer's June Monthly Report

Summary

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

Attachments

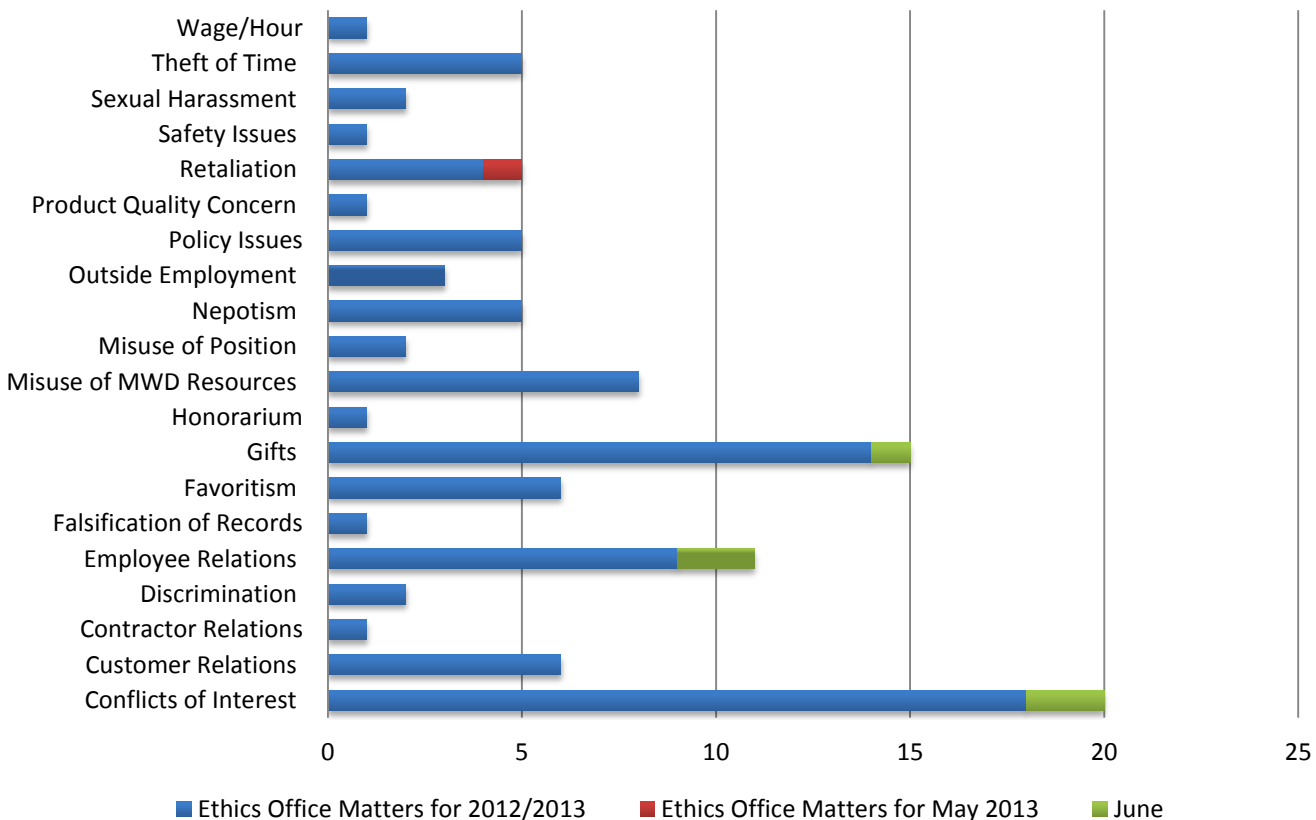
None

Detailed Report

Activities

1. The Ethics Officer presented her business plan for fiscal year 2013/14 to the Audit and Ethics Committee on June 25, 2013.
2. A new poster (recycled from previous versions) has been sent to all facilities as a reminder that the Ethics Office is available to employees.
3. The Ethics Officer conducted New Director Orientation for one Director.
4. The Ethics Educator conducted New Employee Orientation for 15 employees.
5. The Ethics Office website logged 857 visitors from June 1-30, 2013.

Matters Brought to the Attention of the Ethics Office



Type	March 2013	April 2013	May 2013	June 2013	YTD 2012/2013
Ethics Complaints					
<i>Customer Relations</i>					5
<i>Favoritism</i>		1P			5
<i>Nepotism</i>					4
<i>Falsification of Records</i>		1P			
<i>Employee Relations</i>		1P			7
<i>Sexual Harassment</i>					2
<i>Conflict of Interest</i>	1p				2
<i>Discrimination</i>					2
<i>Theft of Time</i>	1P				3
<i>Misuse of MWD Resources</i>					3
<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	1		2
<i>Safety</i>					1
<i>Total</i>					40
<i>P = Pending</i>	2P	6P	1P		
Ethics Advice					
<i>Conflicts of Interest</i>	2P			2	15
<i>Gifts</i>				1	13
<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	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>					44
<i>P = Pending</i>	2P	1P		5	

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. **June 4, 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 attended school with individuals who currently are employed by the vendor 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
5. **June 20, 2013 – Issue: Employee Relations**
A query was received regarding employee promotions. The employee alleges that he or she was promised a promotion by a retired supervisor. The employee was advised to discuss the matter with management.
Disposition: Closed
6. **June 24, 2013 – Issue: Conflict of Interest**
A query was received regarding whether there is a conflict of interest for a consulting firm to submit a proposal for consideration if an officer of the consulting firm is related to a Metropolitan employee. The matter is being researched.
Disposition: Pending
7. **June 24, 2013 – Issue: Gifts**
A query was received regarding whether an employee may accept complimentary tickets to a conference. The matter is being researched.
Disposition: Pending
8. **June 26, 2013 – Issue: Employee Relations**
A query was received regarding whether any ethical issues existed for a manager to discipline an employee for not following instructions. No ethical issues exist.
Disposition: Closed