



ETHICS OFFICER'S BUSINESS PLAN FOR FISCAL YEAR 2008/09

Ethics Office Mission - The Metropolitan Water District of Southern California is committed to the fulfillment of its mission in an ethical fashion. Ethical practice includes two levels: (1) compliance, in which parties follow relevant laws, rules, regulations and policies and (2) ethically ideal behavior, in which parties strive to embody the spirit behind the rules and to incorporate Metropolitan's core values (integrity, stewardship, open communication, diversity, leadership, and teamwork) in their daily work life. The Ethics Office provides leadership through enforcement of ethics-related laws, rules, and mandates, through educating Directors, staff and contractors about ethics as relevant to their work, and through enhancement of the ethical culture of Metropolitan.

Goal No. 1

State Mandates and Agency Expectations: Address questions and expressions of concern in a timely fashion, initiate committee reviews as needed, note patterns of activity, provide mandated training, recommend policy adjustments, and file all required reports.

Activities:

- Log, investigate, respond, track, and report on inquiries, expressions of concern and complaints.
- Refine intake and tracking process for more efficient and complete recordkeeping.
- Utilize external investigators and counsel as appropriate.
- Recommend revisions to Metropolitan's Administrative Code, Human Resources Operating Policy, and general procedures that relate to Metropolitan ethics policies, as needed.
- Review Senate and Assembly bills relating to ethics for their impact on Metropolitan; collaborate with the Legal Department to recommend board action relating to bills.
- Provide periodic reporting on business plan, budget, and activities to Board of Directors.
- Work cooperatively with General Manager, General Counsel and General Auditor to resolve issues and build ethical culture.
- Provide formal opinions relating to Metropolitan ethics policies proactively or as requested by Directors or executive staff.
- Collaborate with General Manager's Office and General Counsel's Office to file state-mandated reports.

Goal No. 2

Workshops and Training Materials: Provide ethics education in a variety of venues.

Activities:

- Provide Directors and employees face to face and asynchronous ethics education.
- Use Pre and Post-test measures for employee training and new employee orientation to track outcomes and patterns of awareness.
- Provide contractor ethics education.
- Develop on-line ethics training modules for Directors and employees.
- Write Eye on Ethics columns for print and on-line publication of People Interactive.

- Continue to develop ethics library through purchase of books, journals, and audiovisual materials and to encourage Director and employee use.

Goal No. 3

Ethics Office Visibility: Promote ethics program visibility throughout Metropolitan.

Activities:

- Visit each facility at least annually for formal and informal training and consultation.
- Update Ethics Office Web site, Member Agency Web site and Board of Directors Web site, as needed.
- Use IntraMet to alert employees to new ethics materials.
- Distribute poster series and other Ethics Office information throughout Metropolitan.
- Participate in local, regional, and national ethics associations.

Goal No. 4

Member Agencies: Be a resource for member agencies.

Activities:

- Invite member agencies to ethics workshops and events.
- Provide materials and assistance to support member agency ethics programs.
- Share on-line training modules and other materials through member agency Web site.

Goal No. 5

Ethics Office Staff Development: Encourage staff development with the goal of optimum service for Metropolitan.

Activities:

- Require each staff member to have at least one in-house and one external training each year.

Goal No. 6

Strategic Planning and Program Review: Assess program and develop future plans.

Activities:

- Implement performance measures.
- Engage in program review of Ethics Office.