

## ● Ethics Officer's April 2008 Monthly Report

### Summary

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This report provides a general update on the progress and activities for the Ethics Office for April 2008.

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Officer worked with the General Manager's office and Legal Counsel to create policy regarding sponsorships at Solar Cup. A policy recommendation has been drafted.
2. The Ethics Officer and Ethics Educator are continuing construction of the first on-line training module regarding gifts and discounts.
3. The Ethics Officer researched policies on relationships in the workplace and created a draft policy regarding romantic and sexual relationships between supervisors and subordinates. It has been reviewed by the Legal Department and was discussed at the operating policy group meeting. The H-03 policy is being reviewed for other possible revisions.
4. The Ethics Educator represented Metropolitan's Ethics Office as an invited judge at the annual Ethics Fortnight competition hosted by Loyola Marymount University on April 11, 2008.
5. The Ethics Educator was the invited speaker and addressed Metropolitan employees on a Colorado River Employee Inspection Trip on April 17, 2008.
6. The Ethics Office staff conducted Day 1 employee orientations for 10 new hires and Day 2 orientation for 13 employees.
7. The Ethics Office Web site logged 1,156 visitors from April 1-30, 2008.

#### Logged Questions and Matters of Concern

1. **January 22, 2008 – Issue: Director Staff Concerns**  
A concern was received regarding director involvement with business outreach. The Intake Committee convened February 26, 2008 to review the matter and the matter was forwarded to the Inquiry & Review Committee. The matter is currently under investigation. (275)  
Disposition: Pending
2. **February 5, 2008 – Issue: Contractor Relations**  
An employee expressed concern that a subcontractor was involved in the Metropolitan invoice review of the employing primary contractor. Other concerns were raised regarding invoices. The matter was reviewed by the Intake Committee on February 27 and is under investigation. The matter was investigated and it was found that there were no irregularities and that appropriate supervision was in place. (277)  
Disposition: Closed
3. **March 13, 2008 – Issue: Safety Issues and Sanitation**  
An employee brought concerns to the Ethics Office regarding the need for hazardous waste training, after believing that his concerns were not addressed through proper channels. The matter has been referred to management and the Legal Department with a request for a report back to the Ethics Office. The employee met with a representative from the Legal Department and a remedy is in process. (282)  
Disposition: Pending

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4. **April 17, 2008 – Issue: Falsification of Company Records**  
The Ethics Office was copied on a concern sent to Human Resources regarding an employee's timekeeping. Human Resources reviewed the matter and found no misconduct. (283)  
Disposition: Closed
5. **April 17, 2008 – Issue: Contractor Relations**  
A contractor contacted the Ethics Office and various other Metropolitan officers regarding perceived unfairness in the handling of a bid. As the contractor did not think he/she was receiving appropriate responses, the matter was referred to the Contracting Service Manager, who initiated contact. (284)  
Disposition: Closed
6. **April 21, 2008 – Issue: Employee Relations**  
An employee met with the Ethics Officer to discuss difficulties he/she was experiencing with a co-worker. He/she felt that the direct supervisor did not treat the concern seriously. The employee was referred to Employee Relations. The Employee Relations representative met with the employee and manager. (285)  
Disposition: Closed
7. **April 27, 2008 – Issue: Customer Relations**  
A member of the public e-mailed the Ethics Office regarding what he/she considered to be discourteous behavior and violation of traffic rules by an employee operating a Metropolitan vehicle. The employee's supervisor discussed the matter with the employee and reminded the employee that he/she must observe speed limits and always drive in a safe and courteous manner. The member of the public was notified by the Ethics Office that the matter has been addressed. (286)  
Disposition: Closed