



Ethics Office Monthly Report

MARCH 2024

EDUCATION

At eight separate events in March, staff provided ethics training to 436 employees, including one session at the Skinner Water Treatment Plant. Since initiating new live trainings last December, the Ethics Office has presented the education content to 935 employees.

At the Ethics, Organization & Personnel Committee, staff provided a focused presentation to directors about common mistakes in completing state-mandated financial disclosure statements.

Staff presented an Ethics Office overview for ten new hires at New Employee Orientations hosted by Human Resources.

ONGOING STAFF TRAINING

Deputy Ethics Officer Dominic Berbeo attended an online training by the Association of Workplace Investigators titled "What Investigators Need to Know About Labor Law."

COMPLIANCE

Assisted directors and employees with their Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included filing for multiple positions, troubleshooting the electronic filing system, and notifications of deadlines.

ADVICE

Addressed 29 advice matters related to the following: conflicts of interest, financial disclosure, gifts, and other ethics-related topics.

INVESTIGATIONS

Received nine complaints involving the following allegations:

- A manager participated in matters in which they have a conflict of interest.
- A manager solicited and received gifts from restricted sources.
- A manager improperly released confidential information and retaliated against employees.
- A manager received gifts from restricted sources and participated in matters in which they had a conflict of interest.
- A manager misused their authority for unauthorized private advantage.
- A manager misused their authority for private advantage in relation to a hiring process.

Referred one complaint to the EEO Office.

COMPLAINTS MAY BE FILED AT:

ANONYMOUS ETHICS HOTLINE (Convercent)
(800) 461-9330
<http://www.mwdethicshotline.net/>

ETHICS OFFICE
(213) 217-5832
ethicsoffice@mwdh2o.com

ADVICE AND INVESTIGATIVE DATA

Advice Matters	29
Compliance Assistance	53
Complaints Received	9
Investigations Opened	1
Pending Investigations	6