



# Ethics Office Monthly Report

**APRIL 2023**

## **EDUCATION**

Provided two ethics orientation sessions to new employees.

## **COMPLIANCE**

Assisted Board members 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.

Monitored the status of past due Assuming Office and Leaving Office Form 700 filings. Sent notices to two current employees and four former employees; obtained compliance from one current employee and two former employees.

## **ADVICE**

Addressed 17 advice matters involving: conflicts of interest, revolving door, financial disclosure, gifts, and other ethics-related topics.

## **INVESTIGATIONS**

Responded to eight complaints involving the following allegations:

- Retaliation
- Race and gender discrimination and/or harassment
- Bullying and/or harassment
- Fraud and/or theft
- Workplace safety

Referred EEO-related complaints to the EEO Office.

## **ETHICS OFFICER FINDING**

After an internal investigation by Ethics Office staff, the Ethics Officer determined that an employee failed to file their Assuming Office Form 700 in violation of Administrative Code section 7118. The finding was forwarded to Human Resources and management for consideration of any appropriate action. The employee has since filed their Form 700.

## **ADVICE AND INVESTIGATIVE DATA**

Advice Matters	17
Compliance Assistance	59
Complaints Received	8
Investigations Opened	0
Pending Investigations	12