



- Ethics Officer's April 2010 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for April 2010.

Attachments

None

Detailed Report

Activities

1. The Metropolitan Employee Ethics Manual has been vetted for policy changes and will be revised next fiscal year. The Ethics Manual for Contractors has been vetted for policy changes and does not require revision at this time.
2. The Ethics Educator visited the Eagle Rock facility on April 7, 2010.
3. The Ethics Educator conducted ethics orientation for Metropolitan's New Manager Orientation Program on April 7, 2010.
4. A new online training module designed to facilitate decisions regarding the use of Metropolitan equipment and resources has been posted to the Intranet.
5. The Sexual Harassment prevention online training for Directors is in production.
6. The Ethics Office, with assistance of staff from various offices, has reviewed changes regarding vendor access and approved charities list and has made recommendations to the Chief Administrative Officer.
7. The Ethics Office staff conducted Day 1 orientation for one employee.
8. The Ethics Office Web site logged 926 visitors from April 1-30, 2010.

Logged Questions and Matters of Concern

1. March 28, 2010 – Issue: Director Staff Concerns
A concern was received from an employee regarding the alleged actions of a Director. The matter was reviewed by the Intake Committee for Director Concerns on April 12, 2010 and was determined to be a managerial rather than an ethics issue. The matter was referred to the appropriate Department. (463)
Disposition: Closed
2. April 6, 2010 – Issue: Employee Relations
A query was received from employees regarding the Cargill settlement. The matter was forwarded to the Legal Department. Human Resources and/or the Legal Department will meet with the employees and answer their questions. (465)
Disposition: Closed
3. April 9, 2010 – Issue: Conflict of Interest
An anonymous query was received regarding whether a conflict of interest exists for an employee whose spouse has a contract with Metropolitan. The matter was reviewed prior to the making of the contract and reviewed again in response to this query. There is no policy violation. (466)
Disposition: Closed

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4. April 19, 2010 – Issue: Conflict of Interest

A query was received from an employee regarding whether a gift of lunch would result in a conflict of interest for the employee serving on an evaluation panel which included an RFP from that contractor. Employees who have received gifts from potential contractors should not serve on evaluation teams evaluating those RFPs. In addition, employees should not accept gifts, including meals, from contractors. (467)

Disposition: Closed

5. April 29, 2010 – Issue: Gifts

A query was received from an employee regarding whether it is permissible for employees to give coworkers gift cards. Gifts of appreciation between employees are permitted. (468)

Disposition: Closed