



# Ethics Office Monthly Report

**JULY 2023**

## **EDUCATION**

Provided education on an ethics policy at the July meeting of the Ethics, Organization, and Personnel Committee.

Presented an overview of Ethics Office services to new hires at Metropolitan's New Employee Orientation.

## **COMPLIANCE**

Convened first meeting of contracting staff to discuss implementation of new Contractor Code of Conduct.

Reviewed proposed new job descriptions to determine applicable financial disclosure requirements under the Conflict of Interest Code.

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 four current employees and three former employees; obtained compliance from four current employees.

## **ADVICE**

Addressed 18 advice matters involving: conflicts of interest, outside employment, financial disclosure, gifts, and other ethics-

related topics.

## **INVESTIGATIONS**

Received five complaints involving the following allegations:

- An employee bullied/harassed a coworker
- A Metropolitan official holds incompatible offices
- A supervisor retaliated against an employee for reporting a potential workplace violation
- A supervisor retaliated against an employee for filing an EEO complaint
- A Metropolitan official improperly released confidential information

Referred EEO-related complaints to the EEO Office.

## **ADVICE AND INVESTIGATIVE DATA**

Advice Matters	18
Compliance Assistance	36
Complaints Received	5
Investigations Opened	0
Pending Investigations	9