



# Ethics Office Monthly Report

**MAY 2024**

## **EDUCATION**

Continued to provide ethics training to employees including sessions at the Soto Street location. Since initiating new live trainings last December, the Ethics Office has trained 1337 employees.

At the Ethics, Organization & Personnel Committee, staff provided a focused presentation to directors about the purpose and elements of the contractor code of conduct.

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

## **ONGOING STAFF TRAINING**

Staff attended online training by the Society of Corporate Compliance and Ethics titled “Encouraging, Managing, and Integrating Employee Reporting” and online trainings by the Association of Workplace Investigators on investigating fraud and new EEOC guidelines.

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

## **INVESTIGATIONS**

Received two complaints involving the following allegations:

- A manager misused their authority for personal gain.
- Off-duty employee misconduct.

## **ADVICE AND INVESTIGATIVE DATA**

Advice Matters	20
Compliance Assistance	78
Complaints Received	2
Investigations Opened	0
Pending Investigations	6

### **COMPLAINTS MAY BE FILED AT:**

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

**ETHICS OFFICE**  
(213) 217-5832  
[ethicsoffice@mdwh2o.com](mailto:ethicsoffice@mdwh2o.com)