



Ethics Office Monthly Report

FEBRUARY 2023

EDUCATION

Provided two ethics orientation sessions to new employees.

COMPLIANCE

Assisted employees with Assuming Office and Leaving Office Form 700 filings, including 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 three current employees and 21 former employees; obtained compliance from three current employees and 12 former employees.

ADVICE

Addressed 10 advice matters involving: conflicts of interest, outside employment, financial disclosure, gifts, and other ethics-related topics.

INVESTIGATIONS

Responded to five complaints involving:

- Unauthorized release of confidential records.
- Misuse of authority for personal gain.
- Sexual harassment and/or discrimination.

Referred EEO-related complaints to the EEO Office.

ADVICE AND INVESTIGATIVE DATA

Advice Matters	10
Compliance Assistance	91
Complaints Received	5
Investigations Opened	0
Pending Investigations	4