

# Port of Seattle Workplace Responsibility Program

## Status Report

November 30, 2009

# Ethics Compliance Program Schedule

Phase I	Phase II	Phase III
<b>Research/Drafting</b>	<b>Outreach</b>	<b>Finalization</b>
<b>April 15 – June 15</b>	<b>June 15 – Sept 15</b>	<b>Sept 15 – December 1</b>
Complete Drafts	Internal Engagement	Complete Training Plan & Curriculum
<ul style="list-style-type: none"><li>• Statement of Values</li><li>• Code of Conduct</li></ul>	<ul style="list-style-type: none"><li>• Employees ~ Statement of Values</li><li>• Port Management ~ Code of Conduct</li></ul>	Complete Communications Plan
Complete Policy Refresh	External Targeted Outreach	Complete Internal Reorganization to Align With New Compliance Structure
Develop Compliance Options	<ul style="list-style-type: none"><li>• Municipal League</li><li>• Port Ethics Board Members</li><li>• McKay Team</li><li>• SAO</li></ul>	

# Workplace Responsibility Program Development & Outreach

- **Over 20 Core Team Meetings plus numerous subcommittee meetings**
- **External Outreach to Municipal League leaders, SAO, Mike McKay, former and current members of Port Ethics Board**
- **Internal Outreach led by Development & Diversity Council, Executive Team and Davis Wright Tremaine LLC**
- **4 Executive Team Discussions, Joint Sessions with Development & Diversity Council Members**

# Workplace Responsibility

## Statement of Values



# Statement of Values

These core values were developed by Port employees to guide and shape the Port's philosophy and culture. We intend these values to be reflected in all of our business transactions, our community interactions and our workplace.

- **We conduct business with the highest ethical standards.**  
Our business practices reflect integrity, accountability, honesty, fairness and respect at all levels.
- **We honor our commitments to one another, the community and our customers.**  
We provide outstanding service and value to each other, our customers, the citizens of King County and the region we serve.
- **We are capable, high-performing people who appreciate the privilege of public service.**  
We practice open communication, innovation, collaboration and transparency in all interactions.
- **We embrace the richness of a diverse workplace and support employee development.**  
We encourage a healthy and diverse organization which enhances our contributions locally and globally.
- **We are responsible stewards of community resources and the environment.**  
We exercise care and wisdom in the use of both financial and natural resources.

# Code of Conduct Policies

	<b>Former Policy</b>		<b>Code of Conduct Policy</b>
EX-3	Ethics Policy for Port Employees	CC-1	Employee Ethics and Conflicts of Interest
EX-16	Ethics Policy for Port Consultants	CC-2	Consultant Ethics and Conflict of Interest
New	Formerly embedded in EX-3	CC-3	Former Employee Ethics and Conflict of Interest
New	Formerly embedded in EX-3	CC-4	Gifts and Hospitality
Ex-18	Fraud Awareness and Prevention, Loss of Public Funds and Assets	CC-5	Fraud Awareness and Prevention
New	Formerly embedded in EX-18	CC-6	Loss Prevention

# Code of Conduct Policies

	<b>Former Policy</b>		<b>Code of Conduct Policy</b>
ICT-2	Information Technology Appropriate Use	CC-7	Electronic Communications
HR-22	Anti Harassment	CC-8	Anti Harassment
HR-7	Affirmative Action and Equal Opportunity	CC-9	Equal Opportunity
HR-16	Violence in the Workplace	CC-10	Violence in the Workplace
HR-17a HR-17b	Drug Free Workplace Alcohol and Drug Abuse	CC-11	Substance Abuse
HR-9	Employment, Promotion, or Transfer of Close Relatives of Port of Seattle Employees	CC-12	Employment of Relatives
EX-6	Participation in Governmental and Political Activities	CC-13	Political Activities
EX-13	Whistleblower Policy: Reporting of Improper Governmental Action	CC-14	Reporting Complaints

# Workplace Responsibility Training Plan

- Assumes positive employee intent, reinforces expectations of behavior
- Emphasizes leader modeling and employee engagement
- Designed on a Three-year cycle
  - Some areas included every year
  - Every year highlights additional special focus areas
- Uses a range of learning strategies and tools (on-line modules, classroom)
- Curriculum based on realistic workgroup centered case studies and examples
- Uses Learning Management System to track compliance
- Includes Annual Report to document training outcomes, results and milestones

# Workplace Responsibility Communication Plan

- Campaign logo
- Printed handbook
- Updated intranet site, multiple access points
- Posters featuring key ideas
- Easy access to policies, documents
- E-mail touch points and reminders



# Additional Matters

- **Workplace Responsibility Officer reports to General Counsel**
- **Job posted for two weeks in November**
- **Annual Conflict of Interest and Financial Disclosures required**
- **Employee Performance Competencies will include supporting / leading Code of Conduct policies**
- **External Hotline renamed**

# WORKPLACE RESPONSIBILITY PROGRAM PLANNING COMMITTEE

## Core Team

### Linda Strout, Chair

Nancy Blanton	Rosalee Walz	Lawton Humphrey, DWT *
Gary Schmitt	Craig Watson	Michael Reiss, DWT *
Isabel Safora	Joe McWilliams	Elizabeth Leavitt

## Sub-Teams

### Statement of Values

#### **Linda Strout**

POS Development & Diversity Council  
Rosalee Walz  
Nancy Blanton  
Gary Schmitt

### Training Plan

#### **Rosalee Walz**

Annalee Luhman\*\*  
Lawton Humphrey\*  
Gary Schmitt

### Code of Conduct/Policy Refresh

#### **Lawton Humphrey\***

Isabel Safora  
Rosalee Walz  
Matt Breed\*\*

### Communication Plan

#### **Nancy Blanton**

Lawton Humphrey\*  
Vanessa Ressler\*\*

### Compliance Structure

#### **Michael Reiss\***

**Craig Watson**  
Becky Williams\*  
Joe McWilliams  
Joyce Kirangi\*\*

\*Davis Wright Tremaine LLC

\*\*Ad Hoc Member

Bold = Sub-Team Lead or Co-Lead