Timeline

Policy Central
October 12-16

EthicsPoint
October 26-30
What is Policy Central?

New tool to help the Met Council manage its library of policies and procedures.

- Policy Central makes it easy for employees to find, browse, and favorite Met Council policies and procedures.
- When a policy gets updated, we can send an email to staff.
- We can require that employees go into the system to read and acknowledge the updated policy.
- For staff involved in developing policies and procedures, Policy Central allows for a streamlined and centralized process to update, review, approve, and publish all policies and procedures.
Improvements you will see!

• Standardized new templates
  – Every policy and procedure now include a point of contact if you have questions.

• New naming and numbering conventions to help you find the policies you need more easily.

• Plain language reviews by Communications staff

• Updating current policies and procedures
Background - EthicsPoint

• There was not a central case management system.

• There wasn't an easy way for staff to report issues anonymously.

• Initial site and case management tools set up in January and February.

• Testing took place from March to August with case management going live in September and hotline, intake form going live October.
What is EthicsPoint?

- Another way to report suspected fraud, unethical conduct or violations of Met Council policy and procedure.

- Reports can be made anytime via web or telephone.
  - Anonymous reporting available.

- Follow up using report key and password

- Allow us to identify issues.
Council-wide Communications Plan

- MetNet Homepage Announcement
- Internal Newsletters (The Wire, ES Updates, Transit Insights, HR Connect)
- Presentations to Division and Department Senior Teams
- Talking Points for Managers
  - Present at staff meeting
  - draft email to employees
  - 5-minute demo
- Employee Groups
Questions & Contact

**EthicsPoint**
Matt LaTour (651-602-1174)
Julia Quehl (651-602-1462)

**Policy Central**
Katie Driscoll (612-964-6850)