

# Monthly Status Report – Enterprise Compliance Activity

July 2023

Presented to  
Risk and Audit Committee  
September 2023

## Purpose

Provide the Risk and Audit Committee with compliance monitoring and oversight analytics to aid in fulfilling their role in overseeing key compliance and ethics activities.

# Executive Summary

This report provides activity regarding four components of the Enterprise Compliance program for the month of July 2023. Those components are Form 700 filings, Personal Trading Monitoring, Ethics Helpline Complaints, and Mandatory Training completion rates.

- Of all the Board and Employee Form 700 filers, 90% were filed timely.
- Of all the Consultant Form 700 filers, 70% were filed timely.
- There were two Personal Trading violations for the month.
- There were 11 ethics complaints received in the month.
- Of the Mandatory Employee Trainings, 99% were completed on time.

Additional details relating to these compliance activities can be found in pages 5 through 15.

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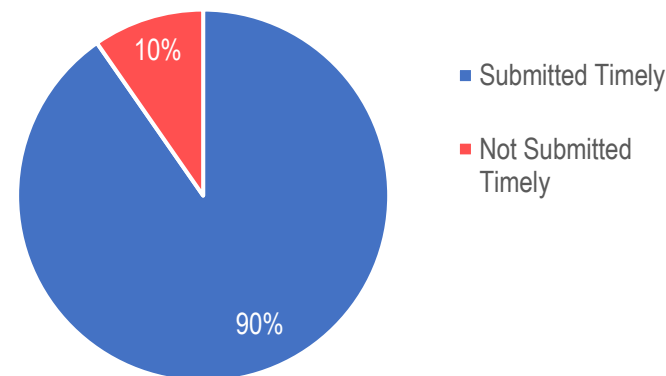
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5	<p><b><u>Board and Employee Form 700 Filings</u></b></p> <ul style="list-style-type: none"> <li>• Filing status of Board Members and employees required to file Statements of Economic Interests – Form 700, mandated by the CalPERS – Conflict of Interest Code</li> </ul>
6	<p><b><u>Consultant Form 700 Filings</u></b></p> <ul style="list-style-type: none"> <li>• Filing status of consultants required to file Statements of Economic Interests – Form 700, mandated by the CalPERS – Conflict of Interest Code</li> </ul>
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## Board & Employee Form 700 Filings

July 2023 Statement Activity (Board & Employee)					
Statement Type	Submitted Timely	Submitted Late	Outstanding	Referred to FPPC	Total
Assuming Office	15	-	-	-	15
Leaving Office	10	1	1	-	12
Amendment	3	-	-	-	3
Annual	-	1	-	-	1
<b>Grand Total</b>	<b>28</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>31</b>

Percent Submitted Timely  
July 2023



### Observations:

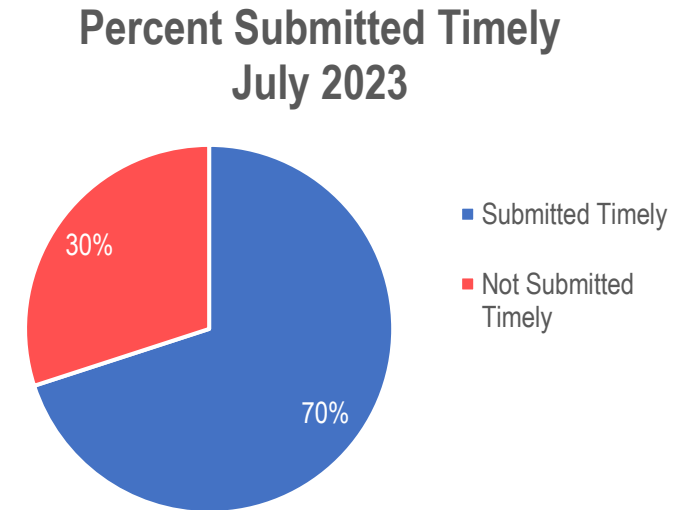
- There were 30 Board and Employee statements submitted in July 2023.
- There was one outstanding Board and Employee statement as of 07/31/2023.

### Notes:

- Monthly statement activity includes all Form 700 statements submitted during the month and all outstanding statements.
- Amendments are due within 30 days of the request date which is a CalPERS initiated deadline.
- See Appendix for related details and definitions.

## Consultant Form 700 Filings

July 2023 Statement Activity (Consultant)					
Statement Type	Submitted Timely	Submitted Late	Outstanding	Referred to FPPC	Total
Assuming Office	10	-	4	-	14
Leaving Office	-	1	1	-	2
Amendment	4	-	-	-	4
<b>Grand Total</b>	<b>14</b>	<b>1</b>	<b>5</b>	<b>-</b>	<b>20</b>



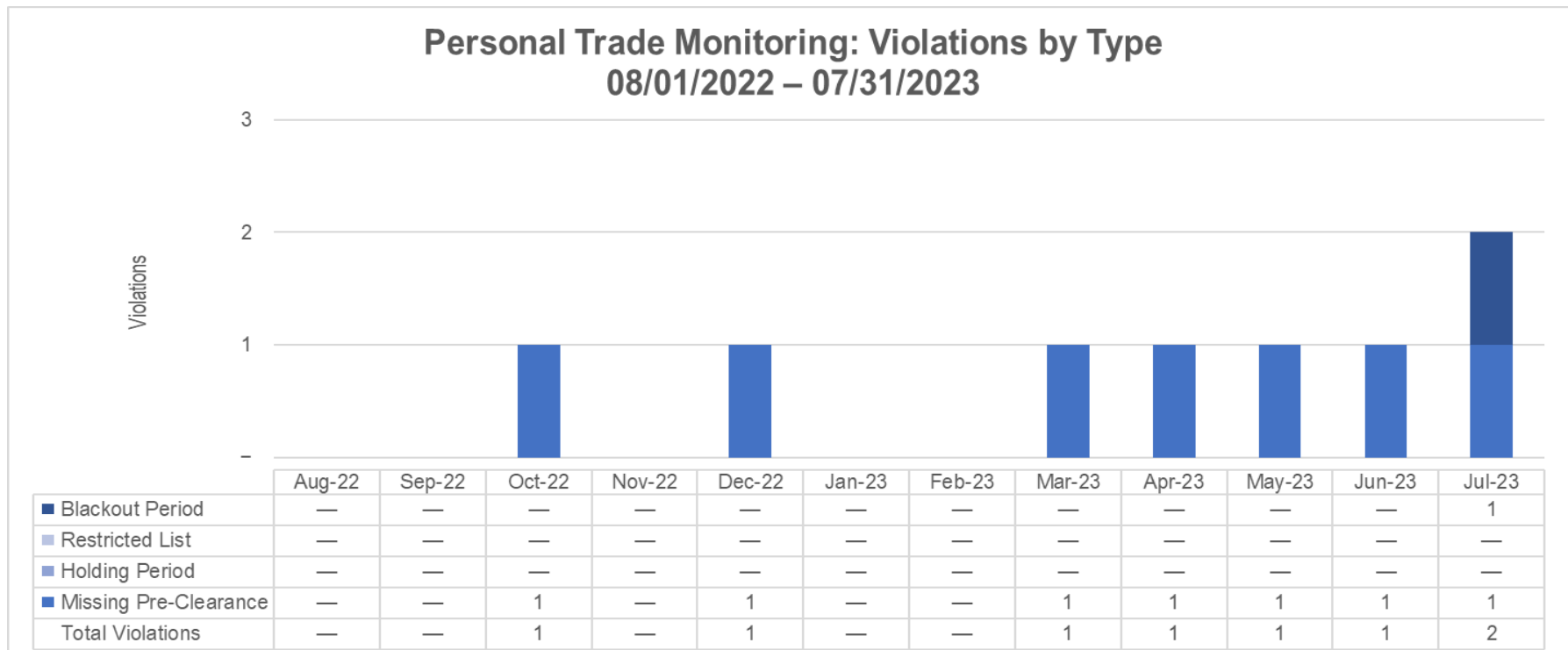
### Observations:

- There were 15 Consultant statements submitted in July 2023.
- There were five outstanding Consultant statements as of 07/31/2023.

### Notes:

- *Monthly statement activity includes all Form 700 statements submitted during the month and all outstanding statements.*
- *Amendments are due within 30 days of the request date which is a CalPERS initiated deadline.*
- *See Appendix for related details and definitions.*

# Personal Trade Monitoring: Violations



**Observation:**

- One Covered Person failed to pre-clear their transaction, resulting in one Missing Pre-clearance violation and one Blackout Period violation.

**Notes:**

- See Appendix for related details.
- Multiple violations can be triggered by a single Covered Person at one time.

## Personal Trade Monitoring: Personal Trading Affirmations

Personal Trading Affirmation / Attestation Filing Report July 2023				
Affirmation Type	Total Due	Submitted Timely	Submitted Late	Outstanding
Initial Personal Trading Affirmations	4	4	-	-
<b>Total</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>-</b>

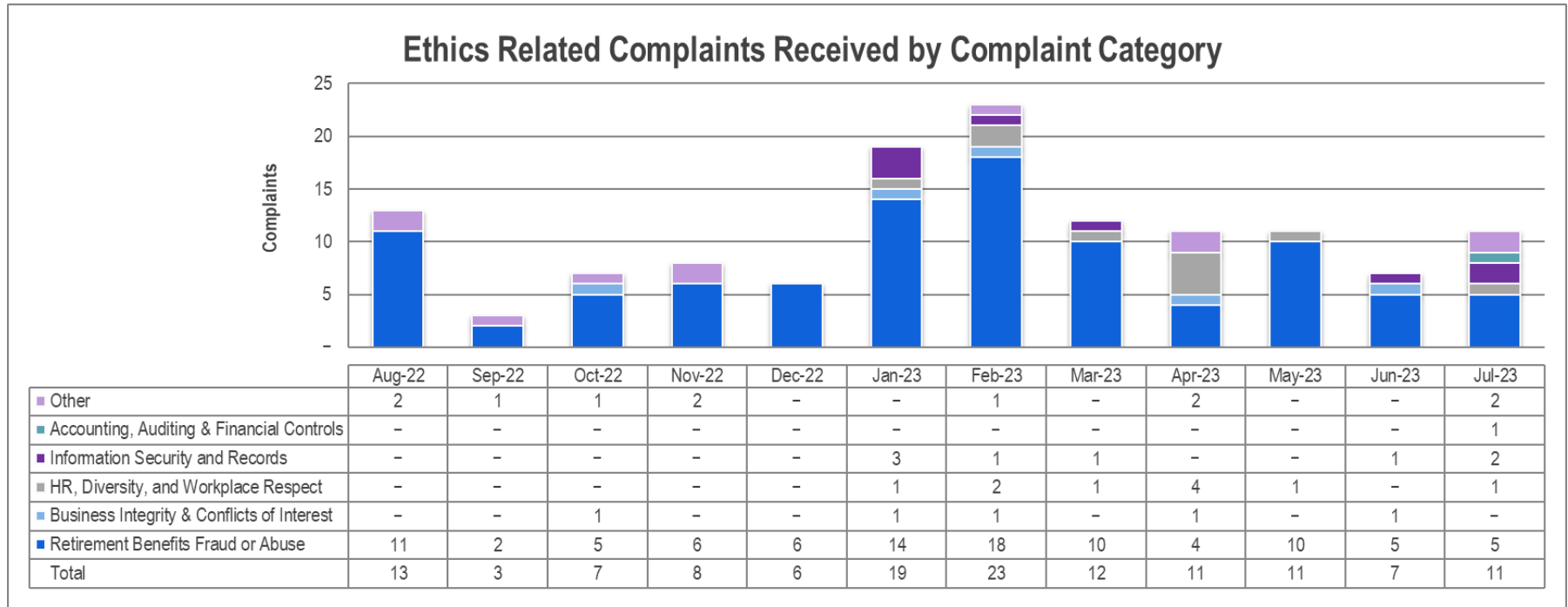
### Observation:

- There were four Initial Personal Trading Affirmations due in July 2023; all affirmations were submitted timely.

*Note:* See Appendix for related details.



# Ethics Helpline: Complaints Received



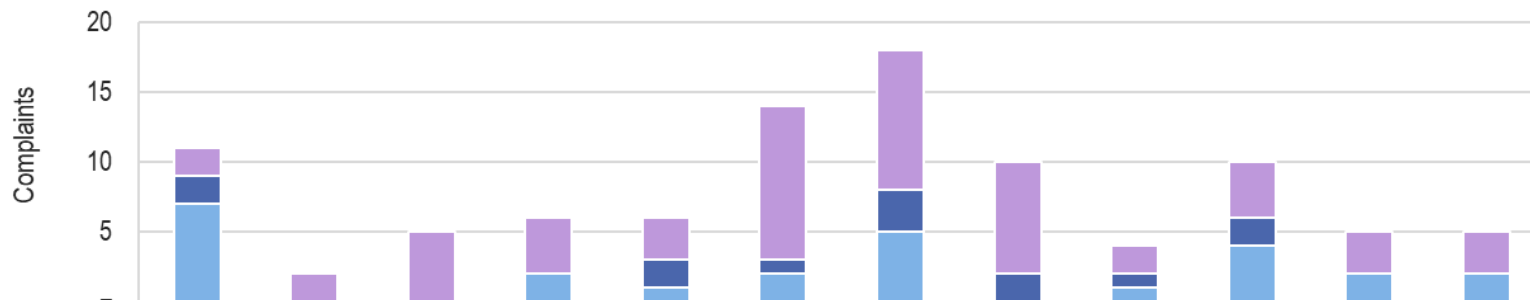
## Observations:

- In July 2023, there were 11 new complaints, an increase from the prior month.
- Of the ethics related complaints received in July 2023, 45% (5 of 11) fell under the Retirement Benefits Fraud or Abuse category.
- There were no non-ethics cases received in July 2023.

**Note:** See Appendix for category descriptions.

## Ethics Helpline: Retirement Benefit Fraud or Abuse (RBFA) 1-Year Trend

**RBFA Complaints Received by Month**  
08/01/2022 – 07/31/2023



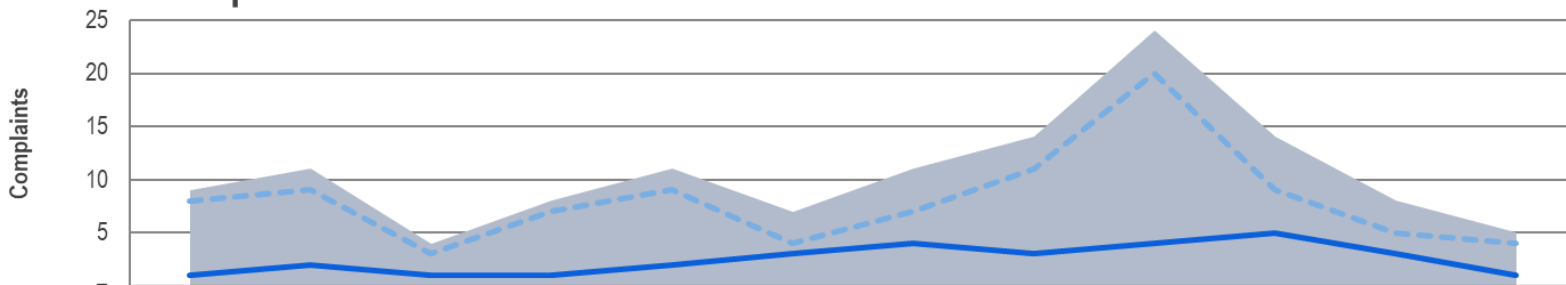
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Public Agency Activities	2	2	5	4	3	11	10	8	2	4	3	3
Pension Spiking	2	-	-	-	2	1	3	2	1	2	-	-
Retired Annuitant	7	-	-	2	1	2	5	-	1	4	2	2
Total	11	2	5	6	6	14	18	10	4	10	5	5

**Observation:**

- The Public Agency Activities subcategory accounted for 60% (3 of 5) of the RBFA complaints received in July 2023.

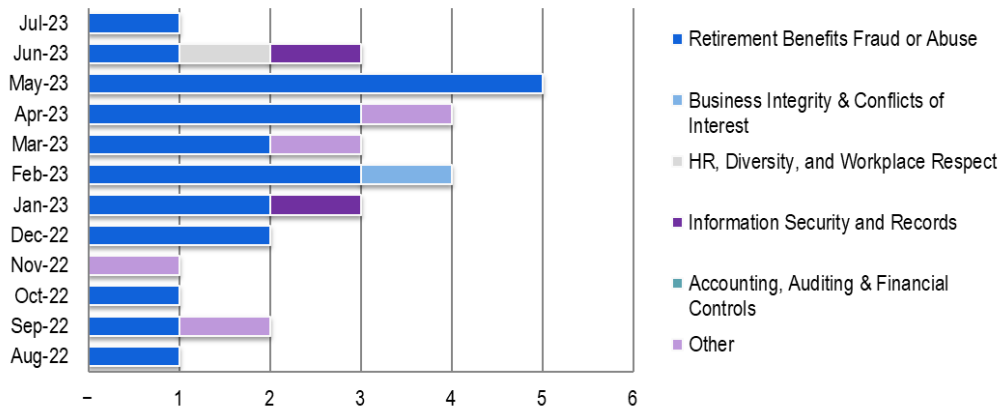
# Ethics Helpline: Complaints Closed

### Complaints Closed: Substantiated vs. Not Substantiated



	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Total	9	11	4	8	11	7	11	14	24	14	8	5
Closed: Substantiated	1	2	1	1	2	3	4	3	4	5	3	1
Closed: Not Substantiated	8	9	3	7	9	4	7	11	20	9	5	4

### Substantiated Complaints by Category



### Observation:

- During the month of July, 80% (4 of 5) of closed complaints were not substantiated.

### Notes:

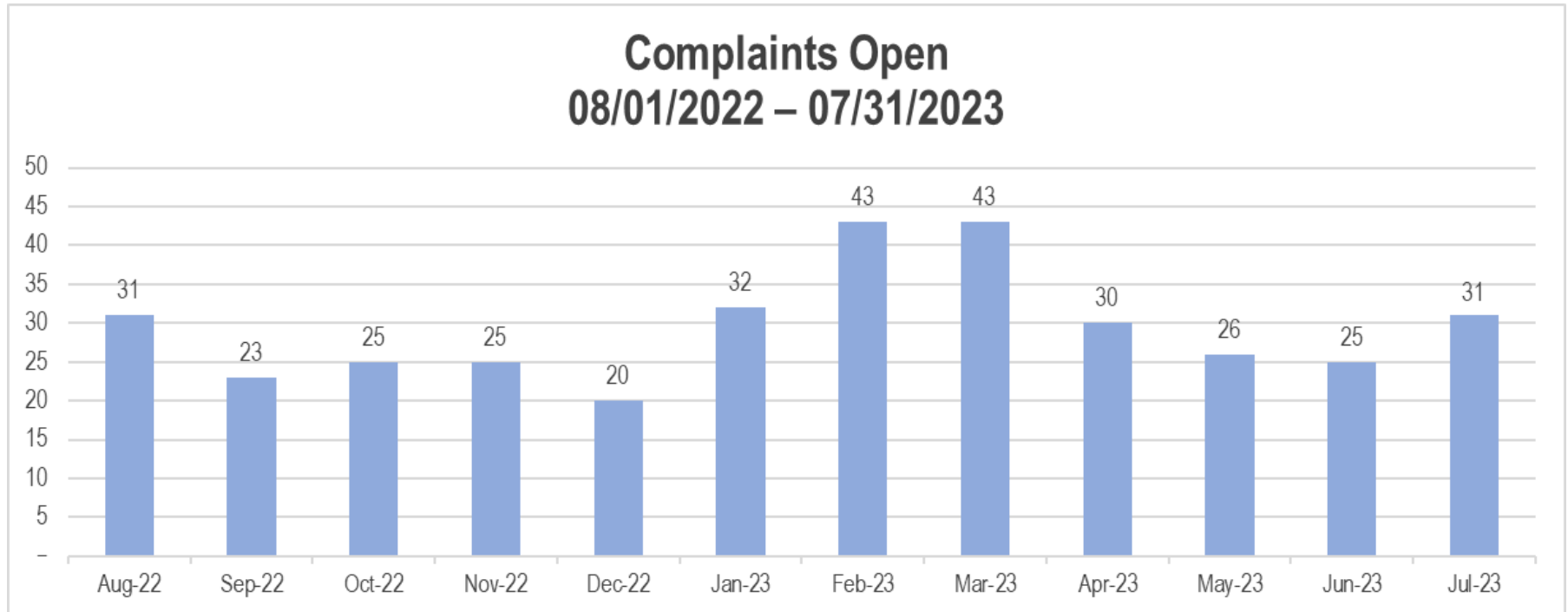
- “Not substantiated” includes complaints that were closed as unsubstantiated, inconclusive, or for insufficient information.
- See Appendix for complaint category definitions and case status definitions.

# Ethics Helpline: Summary of Closed Substantiated Complaints

## Closed Substantiated Complaints 07/01/2023 – 07/31/2023

Case Number	Issue Type	Allegation	Action Taken
2023-1473	Retirement Benefits Fraud or Abuse	The reporting party alleges a retiree is being defrauded of their monthly pension benefit.	Closed: 07/26/2023

## Ethics Helpline: Complaints Open

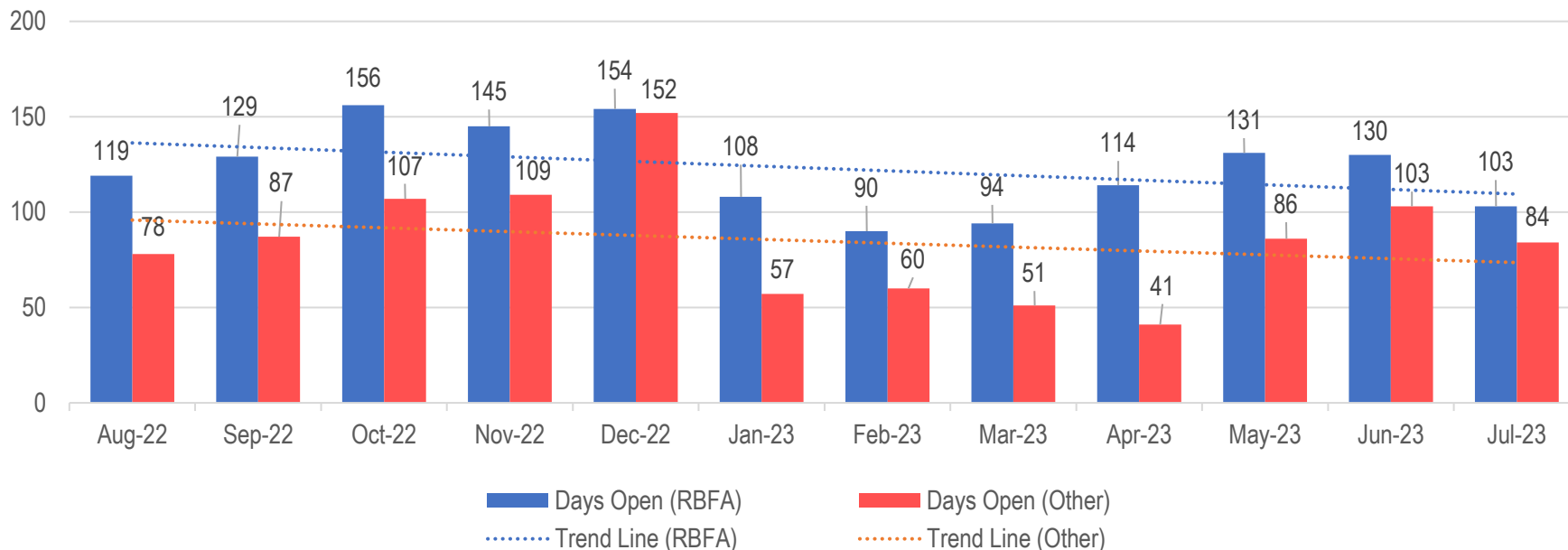


**Observation:**

- There were 31 open Ethics Helpline complaints as of 07/31/2023.

# Ethics Helpline: Average Days Open

Average Days Open  
08/01/2022 – 07/31/2023



## Observation:

- As of 07/31/2023, Retirement Benefits Fraud or Abuse (RBFA) complaints were open for an average of 103 days, while all other complaints were open for an average of 84 days.

**Note:** Retirement Benefits Fraud or Abuse complaints often require research by external agencies, resulting in closure times greater than 30 days.

# Training Compliance: Employee Mandatory Training

Employee Mandated Training – Due July 2023				
Training Type	Completed	Outstanding	Completion Rate	
Acceptable Use Policy	49	1	98%	
Code of Conduct	49	1	98%	
COVID-19 Prevention Plan	49	1	98%	
Gift Policy Attestation for New Filers	17	-	100%	
Harassment Prevention for Team Leaders	8	-	100%	
Harassment Prevention for Team Members	50	-	100%	
Health Insurance Portability and Accountability Act	44	-	100%	
Information Security and Privacy	50	1	98%	
Personal Trading Regulations	4	-	100%	
Workplace Violence Prevention	51	1	98%	
Attorney General's Ethics Course	24	-	100%	
<b>Total</b>	<b>395</b>	<b>5</b>	<b>99%</b>	

## Observation:

- Employees completed 99% (395 of 400) of assigned mandatory training courses due in July 2023.

## Notes:

- *Mandatory training is due within 30 days of a new employee's start date.*
- *Annual enterprise-wide mandatory training due December 31 is reported separately.*
- *Completion rates are calculated based on all active team members required to take each mandatory training. Team members on an official leave of absence and retired team members who have separated are not included in the calculation.*

## Appendix - Additional Information

- Form 700 Statement Definitions
- Board and Employee Form 700 Filings: Detail Report
- Consultant Form 700 Filings: Detail Report
- Personal Trading Violation Type Definitions
- Personal Trading Violation: Detail Report
- Personal Trading Affirmations Past Due: Detail Report
- Ethics Helpline Complaint Category Definitions
- Ethics Helpline Case Status Definitions
- Employee Mandatory Training: Detail Report



## Form 700 Statement Definitions

### Statement Type

**Annual:** Form 700 statement that is due on April 1st (or the following Monday if April 1st falls on a weekend).

**Assuming Office:** Form 700 statement that is due within 30 days of assuming office.

**Leaving Office:** Form 700 statement that is due within 30 days of leaving office.

**Amendment:** An amended Form 700 statement that is due within 30 days of the amendment request date.

### Statement Status

**Submitted Timely:** Form 700 statements submitted within the due date.

**Submitted Late:** Form 700 statements submitted after the due date.

**Outstanding:** Unsubmitted Form 700 statements after the due date has passed.

**Referred to FPPC:** Unsubmitted Form 700 referred to the Fair Political Practices Commission (FPPC) for enforcement.

*Note: See Pages 5 and 6 for details.*

## Personal Trading Violation Type Definitions

**Blackout Period:** Covered Persons are prohibited from buying, selling or transferring Covered Securities during the Blackout Period, which is the three (3) day period of time that commences one market day before and ends one market day after a transaction in Covered Securities by CalPERS.

**Holding Period:** The 30-calendar-day period between the acquisition and sale, and the 30-calendar-day period between sale and re-acquisition, of a Covered Security.

**Missing Pre-Clearance:** Covered Persons are required to obtain pre-clearance approval before the purchase, sale or transfer of Covered Securities is executed in a Covered Account, unless the transaction is exempt from the requirement of pre-clearance.

**Restricted List:** A Restricted List means the list of Covered Securities that identifies companies that CalPERS Employees and/or Board Members have information that may be material non-public.

*Note: See Page 7 for details.*

## Ethics Helpline Complaint Category Definitions

All Ethics Helpline complaints now fall under one of the following six issue types. These categories were developed with CalPERS’ priorities in mind and to bring our reporting processes in line with established industry standards.

Complaint Categories	Examples of Violations
Accounting, Auditing & Financial Controls	Accounting & Auditing Matters; Compliance with Laws & Regulations; Document Creation & Retention; Fraud (Non-retirement benefits related); Override of Internal Controls; Securities Valuation; Tax Issues
Business Integrity & Conflicts of Interest	Contract Compliance; Foreign Corrupt Practices Act & Improper Payments; Improper Giving & Receiving of Gifts; Insider Trading; Outside Employment & Compensation; Relationships with Clients, Suppliers & Vendors
Human Resources, Diversity & Workplace Respect	Discrimination or Harassment; EEOC or ADA Matters; Human Resources (HR); Retaliation; Safety, Health & Environment; Sexual Harassment; Workplace Violence
Information Security & Records	Badging & Access Control; Computer, Email & Internet Use; Data Privacy; Disclosure of Confidential Information; Health Insurance Portability & Accountability Act (HIPAA) Violations; Identity Theft
Retirement Benefits Fraud or Abuse	<ul style="list-style-type: none"> <li>• Retired Annuitants - Involves retired CalPERS members who work for a CalPERS covered agency post retirement.</li> <li>• Pension Spiking - Involves situations where a CalPERS covered employer inflates the compensation of an employee in the years immediately preceding retirement for the purpose of increasing their monthly retirement allowance.</li> <li>• Public Agency Activities - Refers to a CalPERS public agency’s failure to bring a qualified employee into CalPERS membership or any other allegations that do not fit either of the other subtypes.</li> </ul>
Other	Reporting parties can select this issue type if they feel the ethical violation they are reporting doesn’t fall under one of the other five categories.

**Note:** See Pages 9-11 for details.

## Ethics Helpline Case Status Definitions

Case Status	Definition
Substantiated	The investigation establishes that it is more likely than not that the alleged conduct occurred.
Unsubstantiated	The investigation establishes that it is more likely than not that the alleged conduct did not occur.
Inconclusive	The investigation fails to establish one way or another whether the alleged conduct occurred.
Insufficient Information	Information submitted was not sufficient to initiate investigation.

*Note: See Page 11 for details.*