

**Exhibit 1**

**BEFORE THE WASHINGTON SUBURBAN SANITARY COMMISSION**  
**BOARD OF ETHICS**

Complaint No. C-21-06

**SUMMARY OF SETTLEMENT AGREEMENT**

On September 17, 2021, the Board of Ethics (“Board”) filed a Complaint against a WSSC employee alleging that the employee violated §§ 1.70.220(a)(2) and 1.70.220(b)(1) of the WSSC Code of Ethics. (“Code”) The Complaint alleged that the employee had solicited employees to participate in a charitable drive that had not been previously approved by the Commission or the General Manager.

The Complaint was investigated by Staff Counsel. Staff Counsel and the employee recommended that the Board accept a Stipulation of Settlement Agreement (“Agreement”) between the employee and Staff Counsel, subject to acceptance of its terms by the Board.

As part of the Agreement , this summary is to be posted on the Board of Ethics internet page on the WSSC website.

**SUMMARY OF FACTS**

1. The Agreement was entered into pursuant to § 1.65.070(f) of the Board of Ethics Rules of Procedure, WSSC Code of Regulations.
2. On September 17, 2021, the Board filed a Complaint against the employee which alleged a violation of §§ 1.70.220(a)(2) and 1.70.220(b)(1) of the WSSC Code of Ethics (“Code”).
3. The employee is employed with WSSC in the Strategy and Innovation Office.
4. In the summer of 2021, the employee caused an email to be sent to all WSSC employees asking for participation in a charity event honoring two WSSC retirees who have passed

away, however, the charity event had not been approved by either the Commission or the General Manager as required by the Code of Ethics.

**SUMMARY OF AGREEMENT ACCEPTED BY THE BOARD**

1. The employee acknowledged that no approval from the Commission or the General Manager was sought prior to sending the email about the event and further acknowledged that this violated the Code of Ethics.

2. The Board issued an Order of compliance requiring that Respondent cease and desist from this violation in the future.

3. Upon acceptance of this Agreement, the employee waived any formal proceedings, including a hearing.