



EMPLOYEE COUNSELED FOR IMPROPERLY SHARING ACCESS TO COMPANY FILES

Activity Date: March 3, 2023

Date Posted: March 31, 2023

Case Number: CC-22-0395-S

Web Summary: OIG-WS-2023-326

A Labor Relations Specialist, based in Washington, D.C., violated policies when she shared access to folders and files on her company OneDrive account with her personal Gmail account. Many of the folders and files contained information of a sensitive nature. While our investigation found that the employee did not distribute these files beyond her Gmail account and she was taking these actions for a legitimate business purpose, she also did not obtain prior approval nor an exception from company policy, as is required. As a result of this investigation, we provided observations that may help the company better protect its data as it relates to the use of third-party accounts.

Amtrak Management provided a response on March 3, 2023, stating that the employee had been counseled. In addition, the company implemented corrective action plans in response to our observations.