



Office of the Chancellor

New Mexico State University System
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February 5, 2018

Dear NMSU Faculty and Staff:

In reflecting upon the accomplishments of the past year, I am reminded of our responsibility for good stewardship of NMSU's financial resources, and accountability for the public and private support of our mission. NMSU must always strive to maintain the highest standards of ethics and integrity. Toward that end, NMSU has internal controls and operating procedures which serve to detect and deter improper activities. Equally important, however, NMSU's stakeholders – employees, students, parents, donors, vendors and others – are encouraged to report facts which may indicate that a law, regulation or policy has been violated, without fear of any form of reprisal or retaliation.

While we appreciate when employees report inappropriate conduct through established supervisory channels, we realize that this is not always possible. For that reason, any person who wishes to report suspected violations may do so through any of several alternative means. To be effective, reports are best placed in writing. Reports involving financial misconduct may be made to Audit Services (audit@nmsu.edu), those involving discrimination or sexual misconduct may be reported to the Office of Institutional Equity (equity@nmsu.edu), issues involving workplace misconduct by an employee or supervisor may be directed to our Employee Labor Relations unit with Human Resources (elr@nmsu.edu), and reports involving non-emergency safety issues may be sent to our Facilities Services team (askfs@nmsu.edu). Reports may also be delivered directly to the vice-president or dean with authority over the area of concern. Always report emergencies of any type by dialing 911.

NMSU also contracts with an independent vendor, EthicsPoint®, to provide a system which allows anyone to anonymously report facts that may indicate illegal, unethical or unsafe behavior, or other violation of university policy. Instructions for anonymous reporting are available at <http://ethicsreport.nmsu.edu>. Reports submitted to EthicsPoint® are forwarded to the proper university officials for investigation and/or corrective action. While every report is taken seriously, this system is not designed to redress individual grievances, and the outcome of a report is generally not public.

In all cases, NMSU employees are protected from reprisal or retaliation for having made a good faith report or inquiry, or for having sought guidance regarding how to address potential or suspected improper behavior.

With your participation, New Mexico State University can live up to its commitment to conduct business ethically and honestly. As described in my favorite book by James P. Owen, *The Cowboy Code of Ethics*, we must “live each day with courage.” When you see or know of something that you believe to be wrong, please have the courage to report it.

Sincerely,

A handwritten signature in black ink, appearing to read 'Garvey Carruthers', written over a horizontal line.

Garvey Carruthers, Ph.D.
Chancellor