



## Office of the Chancellor

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To All NMSU employees:

The success of our university depends on each of us, working together, to overcome the challenges that we face. Perhaps one of the more serious of these challenges is preventing unethical, illegal or unsafe behavior in the workplace. Such behavior has consequences for the university, including financial losses, reduced morale and potential legal liability.

New Mexico State University recognizes its obligation to its employees and constituents to maintain the highest standards of ethics and integrity. To facilitate this objective, the university uses EthicsPoint® as the vendor for our confidential reporting line (also known in private industry as a hotline). The EthicsPoint® system provides a simple, anonymous way to report activities that may involve criminal, unethical or otherwise inappropriate behavior, such as violations of university policies.

While we always encourage employees to speak with their supervisors and report inappropriate behavior through established channels whenever possible, we realize that to do so is not always comfortable or possible. Therefore, through the EthicsPoint® system, we have provided an additional means of reporting such issues where maintaining the reporter's anonymity is important.

Reports submitted to EthicsPoint® will be forwarded to the proper university officials for appropriate action, and the investigation of any report will be treated as a confidential matter. No employee may be subjected to reprisal or retaliation for making a report or inquiry in good faith or for seeking guidance on dealing with potential or suspected improper behavior.

Your input is essential to ensure that New Mexico State University lives up to its commitment to conduct business ethically and honestly. Please join me in making this program a success.

Sincerely,

A handwritten signature in blue ink that reads "Dan E. Arvizu".

Dan E. Arvizu  
Chancellor