



Garrey Carruthers, Ph.D.
Chancellor

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September 2, 2015

Dear NMSU Faculty and Staff:

One of the more serious challenges we have 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.

In recognition of our obligation to employees and other constituents to maintain the highest standards of ethics and integrity, New Mexico State University has contracted with EthicsPoint™, an independent third party vendor, to provide a confidential reporting system. This system provides a way to anonymously report concerns about activities that may involve illegal, unethical or unsafe behavior, or other violation of university policy.

While we encourage employees to speak with supervisors and report inappropriate behavior through established supervisory channels whenever possible, we realize that to do so is not always possible. That is why reports may be made anonymously, and through the telephone or internet. Reports submitted to EthicsPoint™ will be forwarded to the proper university officials for appropriate action, and the investigation and/or corrective action taken in response to such reports will be conducted as confidentially as possible under the circumstances. More information on how to file a report with EthicsPoint™ can be found on our website at:

<http://auditservices.nmsu.edu/files/2013/10/how-to-file-a-report.pdf>.

Employees are protected from reprisal or retaliation for having made a report or inquiry in good faith or for having sought guidance regarding how to address potential or suspected improper behavior.

Your participation is essential to ensure that New Mexico State University lives 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 directly through your supervisor or through the EthicsPoint™ telephone hotline at 866-384-4277 or webpage www.ethicspoint.com.

Sincerely,

A handwritten signature in black ink, appearing to be 'Garrey Carruthers', written over a horizontal line that extends across the width of the signature area.

Garrey Carruthers, Ph.D.
Chancellor