



## Office of the President

MSC 3Z

New Mexico State University

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July 10, 2013

Dear NMSU Faculty & 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.

We recognize our obligation to employees and other constituents to maintain the highest standards of ethics and integrity. To assist us to meet this obligation, in 2005 New Mexico State University contracted with Ethicspoint®, an independent third-party vendor, to provide a confidential telephone and internet system for reporting concerns. The Ethicspoint® system provides a simple, anonymous way to report activities that may involve illegal, unethical or unsafe behavior that violates university policy.

While we encourage employees to speak with supervisors and report inappropriate behavior through established channels whenever possible, we realize that to do so is not always 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 shall 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 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 our Ethicspoint® webpage [http://www.nmsu.edu/~audit/confidential\\_reporting\\_line.html](http://www.nmsu.edu/~audit/confidential_reporting_line.html).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Garrey Carruthers', with a long horizontal flourish extending to the right.

Garrey Carruthers, Ph.D.  
President