

# REPORTING TIPS

CEE.O.UNM.EDU



## WHO IS A RESPONSIBLE EMPLOYEE?

All UNM Faculty and Staff, with the exception of those identified as confidential, are considered Responsible Employees under University Administrative Policies 2720 and 2740. This includes student employees and those holding assistantships, when they receive a disclosure while acting within their professional capacity.

**Responsible Employees must notify CEEO within 24 hours of receiving a disclosure.**

## CONFIDENTIAL RESOURCES

CARS  
Learning Environment Office  
LGBTQ Resource Center\*  
LoboRESPECT Advocacy Center\*  
Ombuds/Dispute Resolution for Graduate Students  
Ombuds/Dispute Resolution Services for Faculty  
Ombuds Services for Staff  
SHAC  
Vassar House\*  
Women's Resource Center\*

\*Provides student advocacy

## REPORTABLE CONDUCT

Sexual Assault  
Sexual Exploitation  
Sexual Harassment  
Quid Pro Quo  
Dating Violence  
Domestic Violence  
Stalking  
Sex Stereotyping  
Gender/LGBTQ+ Discrimination  
Pregnancy/Parenting Discrimination  
Excessive Unwanted Attention  
Unwanted Touching, Kissing, Hugging, Fondling  
Blocking Movement  
Online/Electronic/Social Media Harassment  
Climate Issues  
Retaliation

## REPORTING EXCEPTIONS

IRB-approved research is not required to report allegations of sex discrimination

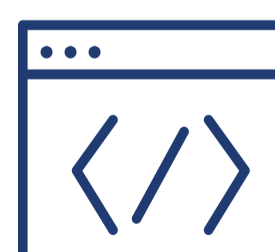
## WAYS TO REPORT



Call CEEO at (505) 277-5251 or the UNM Compliance Hotline at (888) 899-6092



<http://> [CEEO Online Reporting](#) or use the [EthicsPoint Reporting Tool](#)



Email CEEO at [oeounm.edu](mailto:oeounm.edu)

**WHEN IN DOUBT,  
CONSULT WITH CEEO**

## FAQ

**Do I have to report if:**

**It occurred off campus?**

Yes, the incident must be reported so the impacted person can access supportive measures and be connected to resources.

**It occurred before coming to UNM?**

Yes. CEEO's priority is connecting the impacted person with resources and support for their continued success. CEEO also uses this information for data purposes to track past adverse experiences within our Lobo community.

**It happened a year ago?**

Yes. There is no statute of limitations on reporting sexual misconduct to CEEO.

**The perpetrator is not affiliated with UNM?**

Yes. CEEO's priority in these cases is to ensure the impacted person is supported and has access to resources for their continued success.

**Do I have to report if I received the information third hand?**

Yes. Third hand information, and rumors, must still be reported to CEEO.

**Do I have to report if someone else already reported the incident?**

Yes. A report from someone else does not preclude your reporting obligations. Additionally, you may have helpful information that another report may not have.

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