

What Should be Reported

Dishonest or Fraudulent Activities include the following (Policy 7205):

- Forgery or alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.).
- Misrepresentation of information on documents.
- Misappropriation of funds, securities, supplies, or any other asset (including furniture, fixtures, or equipment).
- Improprieties in the handling or reporting of money transactions.
- Authorizing or receiving payments for goods not received or services not performed.
- Authorizing or receiving payments for hours not worked.
- Any apparent violation of Federal, State, or local laws.
- Any similar or related activity.

Misconduct and Retaliation include the following (Policy 2200):

Misconduct is any on-the-job activity performed by a University employee that violates state and/or federal laws or regulations, local ordinances, or University policy. Misconduct includes, but is not limited to, the examples listed below.

- Unauthorized release of confidential information.
- Corruption or bribery.
- Theft of University property.
- Falsification of documents of reports.
- Willful failure to perform duties.
- Discrimination.*
- Sexual harassment.*
- Alcohol or drug use/intoxication at work.
- Personal use of University materials or assets.
- Endangerment of public health or safety.
- Misuse, mismanagement, or misappropriation of funds, securities, property, facilities or any other University asset.

* If you believe you have been discriminated against on the basis of your race, religion, color, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition you should contact the Director of Equal Opportunity, who serves as the ADA and Title IX Coordinator. The Director can be reached at the Office of Equal Opportunity, 609 Buena Vista NE, University of New Mexico 87131. (505) 277-5251