The UNM HSC
Learning Environment Office Presents

Mandatory Reporting Toolkit

Introduction

Almost everyone who is employed by the University of New Mexico is what is called a **Mandatory Reporter.** Mandatory reporters are required to report certain behaviors to UNM Office Compliance, Ethics, and Equal Opportunity (CEEO).

This toolkit will help you understand what those behaviors are, what your responsibilities are, how to report, and what happens if you don't report.

Mandatory reporting is required by federal and university policy, so it is very important for everyone to understand their role, obligations, and the purpose behind the mandatory reporter status.

Who is a Mandatory Reporter?

All employees of UNM are mandatory reporters unless they have been given an exemption in writing from CEEO.

This means if you are paid by UNM, you are almost certainly a mandatory reporter.

Mandatory reporters include:

- Faculty
- Staff
- Residents
- Fellows
- Post-docs
- Graduate students with paid teaching or research positions
- Teaching assistants who are students
- Hospital employees who are also faculty

Who is **not** a mandatory reporter: Hospital employees who are not faculty and students who are not paid by UNM.

If you have questions about your status, you can ask CEEO for clarification. **However, if you are paid by UNM and you're not sure about your status, then you are a mandatory reporter.** Those with exemptions have attended specialized trainings and attestations for that role.

What do you have to report?

Mandatory reporters must report all allegations of discrimination on the basis of sex, sexual harassment, or sexual misconduct to CEEO. This includes, but is not limited to:

- **Sex-based discrimination**, including sexual exploitation, retaliation, and discrimination based on:
  —Sex and/or gender
  —Gender identity and/or gender expression
  —Sexual orientation
  —Pregnancy, lactation, and related conditions

- **Sexual harassment**, including unwelcome sexual advances, requests for sexual favors, quid pro quo, sexual assault or violence, dating violence, domestic violence, stalking, unwanted touching, excessive unwanted attention, and other verbal or physical conduct of a sexual nature.

You are required to report even if:

- The information was told to you as a rumor, as third-hand knowledge, or was otherwise indirectly shared with you (you did not witness it)
- You believe that someone else has already reported the incident or misconduct.
- You told LEO about it
- The person asked you not to, or you promised them you wouldn't
- The event was unrelated to the workplace

How do I report?

To report, you can **click here.** You can find this form by going to CEEO's website (https://ceeo.unm.edu) and clicking "Report Discrimination or Sexual Misconduct."

What happens if I don't report?

Mandatory reporters must report alleged misconduct to CEEO **within 24 hours**, or as soon as reasonably possible.

You are required to share with CEEO all of the information you have, including the names of the involved parties.

Failure to report may prompt an investigation which could result in **disciplinary action.**

What is LEO's Role Here?

The staff of the Learning Environment Office (LEO) are not mandatory reporters. This means you can direct people who have experienced these behaviors to LEO for a confidential conversation and support.

However, sending someone to LEO does not erase your mandatory reporting requirements. Said differently, you must report the above behaviors to CEEO regardless of how you interact with LEO.

Reporting to LEO does not fulfill mandatory reporting requirements, and failure to report to CEEO could result in disciplinary action even if you're in touch with LEO about the allegations.