FACILITATED CONVERSATION AGREEMENT

A facilitated conversation is an informal and confidential process to facilitate communication and collaboration for UNM staff, faculty supervising staff, and their coworkers. The process is intended to help participants better hear one another, build a mutual understanding of their workplace situation, and identify shared interests and goals in order to move forward and manage conflict constructively.

ROLES

The role of the participants is to openly, honestly, and respectfully discuss experiences, perspectives, and opinions of the situation, listen intently to the other participant(s), and develop options for next steps. In contrast, the role of the ombuds is to facilitate a constructive and deliberate process for communication. The ombuds are impartial and will not take sides or speak on behalf of any participants.

CONFIDENTIALITY

Ombuds Services for Staff maintains the confidentiality of the facilitated conversation. As a part of this confidentiality, all notes created during the facilitated conversation will be collected and destroyed at its conclusion. The content of the conversation and all information pertaining to the facilitated conversations will not be shared by the Staff Ombuds Services unless disclosure is necessary to address an imminent risk of serious harm or as required by law.

Participants agree to not to call the ombuds as witnesses in any administrative or judicial proceedings, and they are strongly encouraged to keep their facilitated conversation private when they return to their workplace.

The facilitated conversations session will not be recorded, and Ombuds Services for Staff does not maintain any permanent records of or information pertaining to the Facilitated conversation.

INFORMALITY

The ombuds do not provide legal services, advice or counseling. Facilitated conversation participants may access formal administrative and legal processes outside of the facilitated conversation. The UNM Internal Audit Department, Office of Equal Opportunity, and Compliance Office are the central intake agencies for formal complaints. Because Ombuds Services is an informal and confidential office, the ombuds do not receive notice of formal complaints on behalf of the University.

A facilitated conversation agreement, oral, written, or otherwise, is not a legal contract between the participants or with UNM. Any agreement reached in the facilitated conversation should informally guide participants on how to move forward. Participants with concerns about how a facilitated agreement is being followed are encouraged to return to Ombuds Services for Staff for a follow-up visit and/or facilitated conversation.

We understand and agree to the above terms:

<table>
<thead>
<tr>
<th>Signature of Participant</th>
<th>Date</th>
<th>Signature of Participant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>______</td>
<td>_________________________</td>
<td>______</td>
</tr>
</tbody>
</table>