

VISIT AGREEMENT

CONFIDENTIALITY OF THE VISIT

Ombuds Services is a confidential resource where employees can talk openly about addressing workplace concerns constructively. Ombuds Services shall not disclose the identity of a visitor or the substance of confidential or personally identifiable communications—whether written, spoken, or otherwise—unless the office:

- 1) agrees to a visitor request to make a specific disclosure; or
- 2) determines there is an imminent risk of serious harm to the visitor or others; or
- 3) is compelled or required by law to make a disclosure.

UNM supports the confidentiality of Ombuds Services and encourages people to make use of Ombuds Services to develop options for addressing their concerns.

Ombuds Services may create or maintain data not attributable to specific visitors for use in trend reporting and other similar purposes.

LIMITATIONS OF OMBUDS SERVICES

Ombuds Services is an independent office with staff who listen to visitors and provides information about available resources and assistance in collaborative problem solving. Ombuds Services is informal and does not conduct formal investigations. The office does not adjudicate disputes, issues findings, impose remedies or sanctions, or make decisions on behalf of the University, its employees, administrators, or the Board of Regents.

Disclosures to Ombuds Services staff of alleged violations of law or policy are not considered notice to the University nor can the office accept formal complaints on behalf of the University. Visitors are encouraged to discuss any concern with an ombuds who can provide referral information and policy guidance to help the visitor to notify the University of alleged violations.

Ombuds Services staff are neutral and do not take sides or advocate on behalf on any individual, University unit, or cause. Ombuds Services does not provide legal advice and is not a substitute for anyone's lawyer, representative, or counselor.

By checking this box and initialing below, I acknowledge that I have read and understand this Visit Agreement. I will not involve Ombuds Services staff in any formal process. I am solely responsible for deciding what actions I wish to take following the visit.

_____ Initials