



## Cooperative Extension Service

College of Agricultural, Consumer and Environmental Sciences  
Los Alamos County Extension Office  
475 20th Street, Suite A  
Los Alamos, NM 87544  
505-662-2656, fax: 505-662-2913  
losalamo@nmsu.edu  
losalamosextnsion.nmsu.edu

November 1, 2012

Re: An open letter to the Los Alamos Community about NMSU's Equal Opportunity Affirmative Action Policy

The Los Alamos County Cooperative Extension Service faculty and staff are committed to providing equal opportunity and affirmative action in their educational programming. In addition the Los Alamos Cooperative Extension Service is committed to developing positive action to insure program expansion to under-represented audiences in Los Alamos County.

With that in mind, we'd like to share with you the NMSU Policy on Equal Opportunity and Affirmative Action. We are sharing this policy to provide essential information about the NMSU's Cooperative Extension Service and to inform you of our obligations in working with you and/or your organization when delivering educational programming.

### **Policy:**

New Mexico State University is dedicated to providing equal employment opportunities in all areas without regard to age, ancestry, color, mental or physical disability, gender, gender identity, serious medical condition, national origin, race, religion, sexual orientation, spousal affiliation or veteran status, according to state and federal laws. This dedication extends to Extension education and training. NMSU's comprehensive affirmative action program supports this effort.

**Discrimination-Based Harassment:** The University prohibits any unlawful practice of harassment in work or academic environments based on an individual's age, ancestry, color, mental or physical disability, gender, gender identity, serious medical condition, national origin, race, religion, sexual orientation, spousal affiliation, or veteran status. Any supervisor who engages in or condones any harassment of an employee/student based on discrimination will be sanctioned accordingly. All discrimination-based harassment, including third-party complaints, will be reported to the Institutional Equity Office immediately.

**Retaliation:** The university prohibits any unlawful practice regarded as retribution or intimidation against any university employee or student who has in good faith: (a) opposed any discriminatory or employment practice covered by university policies/procedures or state/federal laws; (b) filed a complaint of discrimination or grievance with the Institutional Equity Office or external state/federal agency with statutory jurisdiction over discrimination filings; (c) reported a

discriminatory matter to a supervisor matter to a supervisor; or, (d) testified, assisted with, or participated in an investigation, proceeding, or hearing protected under same. Such retaliation in and of itself may result in disciplinary action, up to and including termination.

Grievances: Any person with a sexual harassment or discrimination complaint should (whenever feasible) first approach the person or persons engaging in the inappropriate conduct and indicate that the conduct is unwelcome. If the inappropriate behavior persists, the aggrieved would either report the complaint to the appropriate supervisor or the Institutional Equity Director. All discrimination complaints must be reported to the Institutional Equity Director at the O'Loughlin House immediately, regardless of whether or not permission was given by the party subjected to the discrimination. Discrimination grievances are to be filed within 15 working days after the occurrence or within 5 working days following the informal complaint process, unless extenuating circumstances warrant exception. All employees and students should be aware that the university is prepared to take action in a timely matter to prevent and remedy such behavior, and that individual(s) who engage in such behavior are subject to disciplinary action. All individuals are required to cooperate with any investigation in response to an allegation of unlawful harassment. Refusal to cooperate in an investigation may result in disciplinary action in accordance with university policy. Any disciplinary action may be appealed through the appropriate procedure. To the extent possible, every effort will be made to safeguard confidentiality, consistent with reporting obligations and the need to investigate promptly and thoroughly. Individuals should contact the following office for clarification or assistance:

**Institutional Equity Office: (575) 646-3635 Fax: (575) 646-2182 TDD/TTY: (575) 646-7802**

**University Disability Services: (575) 646-2420 Fax: (575) 646-7127**

**Human Resources Office: (575) 646-8000 Fax: (575) 646-2806**

Hopefully, with the commitment of the faculty and staff at the Los Alamos Cooperative Extension office, we will continue to make progress toward NMSU's goal of including qualified minorities, women, and persons with disabilities at every level of responsibility and endeavor in the university.

Sincerely,

A handwritten signature in blue ink that reads "Carlos F. Valdez". The signature is written in a cursive style.

Carlos F. Valdez,  
County Program Director