

**AOC HR CONFIDENTIAL
INVESTIGATION**

**STATEMENTS AND DIRECTIONS TO ASSOCIATED PARTIES
&
PARTICIPANT ACKNOWLEDGEMENT**

- The Judicial Branch has a zero tolerance for what may be deemed harassment. In accordance with New Mexico Judicial Branch Personnel Rules (NMJBPR), harassment shall not be tolerated in the work place and employees are protected from any type of retaliation in response to participation in a harassment/hostile work environment investigation.
- **Confidentiality** – Full confidentiality shall be maintained by all individuals involved in any capacity throughout the investigative process. Please do not repeat any information associated with this investigation. Do not share with any court staff or any uninvolved party confidential documentation provided to you associated with this investigation. This includes any related e-mails, informal or formal correspondence, and the AOC HR closure letter.
- **Statements** - Any employee knowingly making false statements in a complaint or during an investigation of harassment, discrimination or retaliation shall be subject to discipline, pursuant to the NMJBPR.
- **Witnesses & Others** - Please do not contact any individuals to discuss the complaint or the investigation between now and the conclusion of the interviews.
- **Responses** - Please keep responses to the point and factual and provide as much detail as possible (dates, times, witnesses).
- **Expectations** - All staff is expected to act civilly, courteously and professionally with others in oral and written communications; refrain from physical altercations of any sort and criticizing others and engaging in office gossip; and endeavor to work with one another effectively and foster a spirit of cooperation and collegiality; and attempt to resolve issues by mutual agreement.
- **Retaliation** - It is expected that all individuals involved in this complaint will refrain from any retaliatory actions and will behave in a respectful, professional and appropriate manner at all times.
- **Conclusion of Investigation** - Upon conclusion of this investigation a confidential AOC HR report that will include findings, conclusions and recommendations will be reviewed by the AOC Director. Once approved by the Director letters finalizing the investigation will be sent to associated parties. All AOC HR final closure letters shall remain confidential and shall not be shared with others.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

Name	Date
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Original: AOC HR Investigation File
Copy: Participant

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