



NEW MEXICO
STATE PERSONNEL OFFICE

Michelle Lujan Grisham
Governor

Dylan Lange
Acting Director

State Personnel Board

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Member

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Member

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Member

GENERAL MEMORANDUM 2023-005

Date: October 18, 2023

To: Cabinet Secretaries, Agency Heads, and Agency Human Resource Managers

From: Dylan K. Lange, Acting Director, State Personnel Office

A handwritten signature in blue ink, appearing to be 'Dylan K. Lange', is written over the 'From:' line.

Subject: Code of Conduct

Governor Michelle Lujan Grisham has issued a Code of Conduct applicable to all employees within the executive service. This Code of Conduct articulates the expectations of the State's officers and employees to maintain an individual commitment to the highest standards of conduct. This is consistent with their roles as public servants of the citizens of the State of New Mexico and with the requirements of the Governmental Conduct Act and any other applicable rules or laws governing their conduct, including but not limited to the Financial Disclosure Act (NMSA 1978, Chapter 10, Article 16A), the Gift Act (NMSA 1978, Chapter 10, Article 16B), the Lobbyist Regulation Act (NMSA 1978, Chapter 2, Article 11), the Personnel Act (NMSA 1978, Chapter 10, Article 9), and the Procurement Code (NMSA 1978, Chapter 13, Article 1).

Departments and agencies are to ensure that the Code of Conduct is distributed to and acknowledged by all employees on the attached classified employee acknowledgement form. This form is to be retained within each employee's personnel file within each department and agency. This process must be completed by all classified employees no later than December 1, 2023.

Each department and agency shall incorporate the Code of Conduct within all new employee hire packets and obtain receipt of acknowledgement which shall be retained in each employee's personnel file.

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cc: Teresa Casados, Chief Operating Officer, Office of the Governor
Holly Agajanian, General Counsel, Office of the Governor
Maggie Toulouse Oliver, Secretary of State

CODE OF CONDUCT

Adopted July 2, 2019, revised July 1, 2023

I, _____ a classified employee, acknowledge that I have received, reviewed, and understand the requirements contained within the Code of Conduct approved by Governor Michelle Lujan Grisham on July 2, 2019, revised July 1, 2023. I agree to adhere to its terms and understand that violation of those terms constitutes just cause for dismissal, demotion, or suspension.

Printed Name: _____

Signature: _____

Date: _____