

UBC ANIMAL CARE COMMITTEE

POLICY 024

Reporting of Animal Welfare Concerns

1. PURPOSE

The University of British Columbia (UBC) is committed to the humane and ethical care of animals in research and teaching and therefore provides an avenue whereby UBC Persons can report Animal Welfare Concerns without fear of retaliation. The purpose of this policy is to communicate the process for reporting an Animal Welfare Concern.

2. SCOPE

This Policy applies to all UBC Persons.

3. DEFINITIONS

Animal Welfare Concern: For the purposes of this policy, an Animal Welfare Concern is any action of abuse, neglect or mistreatment of animals or a potential violation of an approved Animal Use Protocol or any ACC policy.

UBC Persons: those participating in scholarly activity, including full-time and part-time faculty, staff and students (including, without limitation, clinical faculty, visiting professors, and any persons enrolled in any degree, non-degree, diploma, certificate granting or residency programs at UBC) or any person who teaches, conducts research, or works at, or under the auspices of UBC.

4. POLICY STATEMENTS

Any report by a UBC person(s) with direct knowledge or reasonable suspicion of any Animal Welfare Concern or mistreatment of animals associated with research and teaching at UBC will be dealt with promptly without fear of retaliation.

5. PROCESS

5.1 Reporting Animal Welfare Concerns

- 5.1.1 Any concern relating to Animal Welfare can be reported, in good faith, to the any of the following: Institutional Official (IO), ACC Chair, ACC Manager, Clinical Veterinarians, Director, Animal Care Services, PAM team, or any member of the ACC.
- 5.1.2 In order for the Animal Care Committee to undertake a competent investigation of an Animal Welfare Concern, the reporting individual should be able to provide specific details such as event, time, location and people involved.
- 5.1.3 A report may be made either orally or in writing, and may be made openly, confidentially or anonymously. If a report is confidential, the anonymity of the individual providing the information will be maintained, to the extent allowable, within collective agreements and

UBC's policies and procedures.

5.1.4 All concerns disclosed will be considered by the Chair of the Animal Care Committee in an objective, timely, and fair manner, respecting the rights of individuals.

5.1.4 If the Animal Welfare Concern is deemed to be an act that is in non-compliance with University Policy (see ACC Policy 001, Compliance, section 5), Policy 001 is activated.

5.2. Animal Care Committee Investigation

5.2.1 All individuals involved in an Animal Welfare Concern investigation must keep the details and results confidential, to the extent allowable within collective agreements, and UBC's policies and procedures.

5.2.2 Investigations must be conducted in accordance with the processes established by UBC under UBC Policy #95 (Investigations), UBC Policy #3 (Discrimination and Harassment), UBC Policy #85 (Scholarly Integrity), ACC Policy 001 (Compliance), or procedures outlined in the Student Code of Conduct.

5.2.3 The Chair of the Animal Care Committee, Chair of the PAM Sub-Committee, University Veterinarian and ACC secretariat will evaluate the details of any report provided and determine whether the allegation of Animal Welfare Concern is false, unfounded, frivolous, vexatious, or disclosed in bad faith; or further investigation is required by the Animal Care Committee.

5.2.4 An evaluation under this policy has two possible outcomes:

5.2.4.1 Dismissal of the allegation; or

5.2.4.2 Activate ACC Policy 001, Compliance.

5.2.5 The outcome of any process will be communicated to the appropriate administrative head of unit.

5.3 Consequences

5.3.1 Any UBC Persons found to have been involved in Animal Welfare Concern, may be subject to the actions outlined in ACC Policy 001.

5.3.2 UBC Persons found to have made a frivolous, vexatious, or bad faith allegation of Animal Welfare Concern may be subject to disciplinary action.

5.4 Acts of Retaliation

5.4.1 UBC will not tolerate any acts of intimidation, harassment, discipline, or retaliation against a UBC Person (collectively, referred to herein as an "Act of Retaliation") who reports an Animal Welfare Concern in good faith in accordance with Section 5.1 of this Policy.

5.4.2 Any UBC Person who is subject to any Act of Retaliation is encouraged to report it.

5.4.3 Individuals found to have been involved in any Act of Retaliation directly or indirectly against any UBC Person may be subject to disciplinary action.

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