



**TITLE: Whistle Blower Procedure and Posting**

**Purpose:** FIT encourages the reporting of concerns related to animal welfare. This procedure provides the mechanism to report concerns regarding animal welfare, and provides assurance that persons may express those concerns.

**PROCEDURE:** Any individual who has concerns related to the use of animals in teaching, research, or outreach at FIT may express those concerns without fear of reprisal. To that end, FIT will not tolerate any reprisal against an individual who has come forward with concerns or allegations of wrong-doing involving the care and use of animals. Any such reprisal is prohibited by state law and University procedure, and perpetrators are subject to sanctions.

This procedure provides 3 separate avenues for individuals to express concerns relating to the use of animals in teaching, research, or outreach.

1. Any individual may report concerns anonymously to the Environmental and Regulatory Compliance Office (321-674-8493).
2. Any individual may report concerns to persons with authority over FIT's animal care and use program, which includes the chair of the IACUC, the Animal Welfare Program Manager, the Attending Veterinarian, and the University's Institutional Official.
3. FIT employees may report concerns under the procedures of the Florida Whistleblower's Act. In order to receive legal protection against reprisal by the Florida Whistleblower's Act, employees should direct their concerns in writing to anyone in their supervisory chain of command for animal care and use purposes before disclosing the concerns to anyone other than their attorney, collective bargaining representative, or legislator. The supervisory chain of command for animal care and use purposes includes their immediate supervisor, their Dean's or Director's Office, or any of the persons with authority over the FIT animal care and use program listed above. Employees who feel that a personnel action has been taken against them in reprisal for reporting a potential violation of animal care and use requirements should contact their supervisor, their Dean's or Director's Office, the chair of the IACUC, the Animal Welfare Program Manager, or the University's Institutional Official. The contact should be made within sixty (60) days of the personnel action in order to receive protection under the Whistleblower's Act.

Each facility is responsible for posting this procedure in sufficient numbers and locations to assure employees' awareness. Facilities wishing to modify the posting to include additional College/School contacts may do so as long as, at a minimum, the following are included (see example below):

- Chair of the IACUC Committee
- Animal Welfare Program Manager

**Approved by the IACUC 14 July 2015**

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