



Revised March 2007

LAURENTIAN UNIVERSITY ANIMAL CARE COMMITTEE: COMPLAINTS

GENERAL: Laurentian University has a number of policies and procedures in place to ensure that various complaints and concerns are addressed in accordance with the University's policies, rules and regulations. Although these issues may be subject to these other policies and procedures, which do not involve complaints directly to the Animal Care Committee, these issues, and the results of any complaint process, may be material to an individual's ability to conduct animal research or use the Animal Care Facility at Laurentian University.

SPECIFIC: Without limiting or otherwise circumscribing the power and authority of the University Veterinarian/Animal Care Director and the Animal Care Committee with regard to the use of the Animal Care Facility and the conduct of animal research at Laurentian University as set forth in the applicable rules and regulations of Laurentian University and applicable federal and provincial statutes and regulations, the Animal Care Committee will consider the results of any complaints made under the following policies and procedures when either granting, suspending or revoking an individual's ability to conduct animal research or use the Animal Care Facility at Laurentian University.

Furthermore, if there is a finding that the conduct of a Student Researcher and/or Faculty Researcher constituted a violation of University policies and procedures, the Animal Care Committee may, where appropriate, revoke access privileges in accordance with the Laurentian University Animal Care Facility Terms of Reference and related documents.

- (a) **Animal Health and Welfare:** If Staff, Student Researcher, Faculty Researcher or other interested party believes that the rules, statutes and/or regulations governing the use of the Animal Care Facility and/or the conduct of animal research are not being complied with by a Student Researcher and/or Faculty Researcher, such concerns/complaints shall be made in writing to the University Veterinarian/Animal Care Director and the Chair of the Animal Care Committee. The University Veterinarian/Animal Care Director shall investigate the complaint and shall respond in accordance with the Laurentian University Animal Care Facility Terms of Reference, related documents and other applicable rules, statutes and regulations (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA)). Copies of said

complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee

- (b) Harassment: If Staff, Student Researcher, Faculty Researcher or other interested party believes that he or she is being harassed by other member of Staff or individuals with authorized access to the Animal Care Facility (including *inter alia* Student Researchers and Faculty Researchers), formal complaints shall be made in accordance with Laurentian University's Anti-Harassment Policy and Complaint Procedure and/or the terms and conditions of the Staff's collective agreement, if applicable (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA)). Copies of said complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee.
- (c) Environmental Health and Safety/Laboratory Safety: If Staff, Student Researcher, Faculty Researcher or other interested party believes that there are workplace health and safety concerns at the Animal Care Facility, such concerns or complaints shall be handled in accordance with Laurentian University's Health and Safety Policies and Procedures and/or the terms and conditions of the Staff's collective agreement, if applicable, as set forth in Laurentian University's Laboratory Safety Handbook (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA)). Copies of said complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee.
- (d) Code of Student Conduct (non-academic): If Staff, Student Researcher, Faculty Researcher or other interested party believes that any undergraduate, graduate, full time, part-time, distance education student, auditor or continuing student has, through either their use of or access to the Animal Care Facility or their conduct of animal research, acted contrary to the Code of Student Conduct (non-academic), any complaints shall be made in accordance with the Code of Student Conduct (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA)). . Copies of said complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee.
- (e) Integrity in Research and Scholarship: If Staff, Student Researcher, Faculty Researcher or other interested party believes that any Student Researcher or Faculty Researcher has, through either their use of or access to the Animal Care Facility or their conduct of animal research, acted contrary to the Laurentian University's Policy on Integrity in Research and Scholarship, any complaints shall be made in accordance with the Policy on Integrity in Research and Scholarship (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA)). Copies of said complaints may be provided to the Animal Care Committee and

the results of the complaints process may be provided to the Animal Care Committee.

- (f) Other Research Policies: If Staff, Student Researcher, Faculty Researcher or other interested party believes that any Student Researcher or Faculty Researcher has, through either their use of or access to the Animal Care Facility or their conduct of animal research, acted contrary to the Laurentian University's other rules and regulations governing the conduct of research at Laurentian University, any complaints shall be made in accordance with the applicable academic or research policy (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). Copies of said complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee.
- (g) Other University Policies: If Staff, Student Researcher, Faculty Researcher or other interested party believes that any member of Staff, a Student Researcher or a Faculty Researcher has acted contrary to the Laurentian University's other rules and regulations, any complaints shall be made in accordance with the applicable rules and regulations (subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA). Copies of said complaints may be provided to the Animal Care Committee and the results of the complaints process may be provided to the Animal Care Committee.
- (h) Other Complaints or Concerns by a Faculty Researcher: If a Faculty Researcher has any other concerns or complaints regarding Staff, the University Veterinarian/Animal Care Director, the Animal Care Committee not otherwise covered above, and/or the Animal Care Committees rules, regulations, policies and procedures or decisions of Animal Care Committee regarding animal research, he or she may, where applicable, request a review in accordance with the Laurentian University Animal Care Facility Terms of Reference and related documents or, where applicable, seek redress through the grievance and arbitration procedures as set forth in the applicable collective agreement.
- (i) Other Complaints or Concerns by a Student Researcher: If a Student Researcher believes that a decision by the Animal Care Committee may have impacted upon their academic results, the Student Researcher may bring this concern to the attention of his or her academic advisor and, may, where applicable, apply pursuant to the applicable academic appeal or other process as set forth in undergraduate and graduate Academic Calendars.