**University of New England Animal Ethics matters of regulatory breaches - non-compliance**

The University of New England is committed to complying with the highest standard of ethics and research integrity. The University's[Code of Conduct for Research](http://policies.une.edu.au/view.current.php?id=00106) outlines what is expected from everyone engaged in research at UNE with standards of responsible and ethical conduct. The AEC uses guidelines set out in the [Australian Code for the Care and Use of Animals for Scientific Purposes](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes).

See [Animal Ethics Committee Operating Procedure](https://www.une.edu.au/__data/assets/pdf_file/0009/348174/UNE-AEC-Operating-Procedures.pdf).

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| **What is a regulatory breach:** |
| A regulatory breach is a failure to comply with the Code or other regulations relating to animal use. A regulatory breach may involve any party involved in the use of animals including investigators, animal carers, the AEC, governance officials, and external parties involved in animal use approved by the UNE AEC (*Section 5.1.4 Australian code for the care and use of animals for scientific purposes*).Regulatory breaches may include, but are not limited to:* Carrying out procedures not approved by the Animal Ethics Committee (AEC) for a specific project.
* Mistreatment of research/teaching animals.
* Carrying out animal research without an active animal research authority.
* Non-approved personnel working on a project.
* Care and use of animals for scientific purposes that are not being conducted in accordance with the Code and or other relevant legislations.
* Failure to inform the AEC of unexpected adverse events and complete post mortems within the specified time frame (72 hours).

Where non-compliances raise the possibility of ‘research misconduct’, as described in the *Australian code for the responsible conduct of research*, refer to the University of New England Research Integrity processes. |
| **Important Information when completing the form** |
| * Ensure all questions are appropriately answered in plain language.

For further information, refer to the UNE Animal AEC Operating Procedures.Reports of non-compliance can be made anonymously, however, it is important to remember that the University can only act on the information it receives.  If you wish to make an anonymous report of non-compliance, you can do so by:* Sending a written complaint via internal or external mail to the Animal Ethics Officer, Research Services, T.C Lamble Building, UNE.
* Sending an email to animalethics@une.edu.au from an email address that does not contain your name or any other obvious identifier.
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| **Further information required?** |
| Animal Ethics Secretary - 02 6773 2890animalethics@une.edu.au Research ServicesT.C Lamble Building University of New England NSW 2351 |

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| **Regulatory breach – non-compliance** |
| Animal Research Authority no. (if any) that this report relates to: |  |
| Full name/s of the personnel at fault: |  |
| Nature of the potential breach/non-compliance: |  |
| Date/s and time/s when the potential breach/non-compliance took place: |  |
| Location of the incident: |  |
| Any other relevant information: |  |
| Please attach any documentation (e.g. photographic evidence) |

Please be aware that the University will not accept reports of non-compliance which are vexatious or malicious,

Depending on the type of report of non-compliance, the University may deal with the report of non-compliance under an alternate UNE policy or procedure. The University may refer reports of non-compliance to other organisations or agencies where a complaint falls outside of its scope of responsibility and control or where it is lawfully required to do so. UNE will inform the complainant of any referral.

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| Should you wish to include your details, provide below |
| Name (title, given name, family name): |  |
| Email address: |  |
| Contact Number: |  |