

<b>Policies &amp; Procedures Reference #:</b>	<b>Section J.8</b>
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Georgia Aquarium requires all staff, volunteers, and research colleagues to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. As an animal and research facility, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws, regulations, and approved research protocols.

### **Reporting Responsibility** (J.8.1)

This Anonymous Reporting Policy is intended to encourage and enable staff, volunteers, research colleagues, the general public, or members of the IACUC to raise serious concerns internally so that Georgia Aquarium's IACUC can address and correct deviations or suspected deviations from approved research protocols and Animal Welfare Regulations.

It is the responsibility of all staff, volunteers, research colleagues, and IACUC members to report concerns about deviations or suspected deviations from approved research protocols and Animal Welfare Regulations.

### **No Retaliation** (J.8.2)

It is contrary to the values of Georgia Aquarium for anyone to retaliate against any staff, volunteers, research colleagues, the general public, or members of the IACUC who in good faith reports a deviation or suspected deviation of any regulation or policy governing Georgia Aquarium's Animal Care and Use Program. An employee who retaliates against someone who has reported a deviation in good faith may be subjected to the penalties outlined in Georgia Aquarium's Employee Handbook as a violation of Georgia Aquarium's Code of Conduct.

### **Reporting Procedure** (J.8.3)

Georgia Aquarium's IACUC has an open door policy and suggests that staff, volunteers, and research colleagues share their questions, concerns, suggestions, or complaints with the IACUC Compliance Officer. The Compliance Officer is available for in-person discussion, telephone, or electronic communications at [iacuc@georgiaaquarium.org](mailto:iacuc@georgiaaquarium.org).

If you are not comfortable speaking directly to the Compliance Officer, reports can be made anonymously through IACUC's [online reporting system](#) (accessible to Georgia Aquarium staff only) or via letter addressed to: Attn: Compliance Office, Georgia Aquarium, 225 Baker Street NW, Atlanta, GA 30313.

### **Acting in Good Faith** (J.8.4)

Anyone filing a written complaint concerning a deviation or suspected deviation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a deviation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false may be subjected to penalties outlined in Georgia Aquarium's Employee Handbook as a violation of Georgia Aquarium's Code of Conduct, or supported by state of Georgia or federal laws.

### **Confidentiality** (J.8.5)

Deviations or suspected deviations may be submitted on a confidential basis by the complainant. Reports of deviations or suspected deviations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Personal information of all anonymous reporters will be redacted before being presented to the IACUC, if requested by the reporter.