

**College Procedure:** 400.14 – Animal Health Whistleblower  
**Policy Reference:** 400 – Employee Ethics and Conduct  
**Responsible Department:** Agricultural Science  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Academic Affairs  
**Effective Date:** 10/29/2015

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

It is the responsibility of all administrators, faculty, staff, and students to comply with the USDA regulations for animal care and welfare and to report violations or suspected violations.

## The Procedure

### Reporting Violations

Kirkwood Community College's open door policy suggests that employees and students share their questions, concerns, suggestions or complaints about animal care and welfare with someone who can address them properly. In most cases, an employee's supervisor or the student's instructor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Faculty, staff and administrators are required to report suspected violations of the USDA regulations to the Dean of Agriculture, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or are uncomfortable with following open door policy, individuals should contact the Dean of Agriculture directly.

All those who wish to report violations of the Animal Welfare Act, should cite in particular which sections of the code they feel have been violated. The Compliance Officer shall document the date of the violation, the portion of the code violated, a narrative from those who have lodged the complaint, and subsequent resolution of the issue.

### Compliance Officer

Kirkwood Community College Compliance Officer (Dean of Agriculture) is responsible for investigating and resolving all reported complaints and allegations concerning violations of the USDA Animal Welfare Act.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the USDA Animal Welfare Act must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the USDA Animal Welfare Act. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Scott Ermer  
Dean of Agriculture  
1 Washington Hall  
Kirkwood Community College  
6301 Kirkwood Blvd SW  
PO Box 2068  
Cedar Rapids, IA 52406-2068  
319 398-4944  
[sermer@kirkwood.edu](mailto:sermer@kirkwood.edu)

### **No Retaliation**

No administrator, faculty, staff or student who in good faith reports a violation of the USDA regulations shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Kirkwood Community College prior to seeking resolution outside of Kirkwood.

## **References**

USDA

## **Definitions**

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

### Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
	D/M/YYYY	Name, Title, Department	
	4/19/2021	Cabinet	Updated to match Agriculture student handbook