

Hosei University Guidelines for Harassment Prevention and Policies

[1] For harassment prevention

1. Goals of the guidelines

Hosei University (hereafter known as “the university”) holds all of its employees/members in the highest esteem as individuals, and the university endeavours to create a welcoming environment in which human rights are not violated, and the rights to learn, teach and work are guaranteed. In order to do so, the university has laid down regulations for harassment prevention, and created this guidelines in order to make those policies easy for all employees/members to understand. When an alleged incident of harassment occurs, the issue will be resolved by determining the facts of the situation based in the regulations and tough action will be taken to prevent a similar accident from happening again.

2. Basic University Stance

All members of the university have different ways of thinking, and there are a number of different personal relationships that exist, such as those between faculty and students, between students and other students, and between faculty. The university wishes to respect the individuality of each person, to allow them to freely operate in the university environment. It is extremely important to not dismiss those different ways of thinking, but to agree to value each other together.

Harassment occurs when an individual does not receive the respect due to them and they are unreasonably harmed. It is a socially unforgivable action that can cause psychological and/or physical injury. Across the university, it is necessary to acknowledge that actions that infringe upon scholarly freedoms (of various perspectives), the rights to learn, educate, and research, and the right to work are malicious.

The university is striving to create a campus free of harassment (in education and research, whether student or employee) and tackles the issues that disturb the university system and inhibit the accomplishment of the goals of victims of harassment and the university members surrounding them

3. Harassment Prevention and Policy System

In order to prevent harassment, the university has established the system laid out below.

(1) Hosei University Harassment Prevention Policy Regulations: (See separate document)

(2) Guidelines to the Hosei University Harassment Prevention Policy: (This document)

(3) Harassment Prevention Policies Committee (Permanent): Engages in various educational activities to prevent harassment at the university. In addition, for each case that occurs a Harassment Review Board will be activated to prepare any necessary assessment reports with the aim of realizing prompt and appropriate resolutions.

(4) Harassment Counselling Office (Permanent): qualified counselors are assigned offer counselling, and will support the submission of harassment claims.

(5) Harassment Review Board (Convened as required): Formed upon the request of the Prevention and Policies Board to conduct hearings to determine the facts of cases brought to the committee. At the request of the Prevention and Policies Committee, the review board finds a resolution by determining emergency and/or temporary measures , and settlement through dialogue.

[2] Scope of Application for these Guidelines

1. Coverage

(1) These guidelines are applicable to all members of the university, students and staff. Each and every person learning at the university in any position is covered by these guidelines including but not limited to undergraduate students, graduate students, distance education students, non-degree students, exchange students, affiliate school students, etc. Staff include every person undertaking employment at the university, whether full-time or part-time. Moreover, the guidelines cover all subcontractors involved in operations and any all contracted dispatch employees. (The various targets of the policies and guidelines are written below as "University members.") Affiliate students may have a guardian act as representation.

(2) Even if you are no longer a member of the University due to graduation, withdrawal, retirement, etc., if the harassment occurred while you were a student or employed by the University, then the harassment is covered for up to 1 year after you lost your status. If a complaint is filed, you must cooperate with an investigation of the case even if you have left the University.

2. Scope of Application

Harassment can take place outside of the bounds of the university itself, regardless of time or place, in terms of relationships between members of the university. These policies are applicable both on campus and off campus, whether in class, research, work, extra-curricular activities, etc.

Examples: during training seminars, club activities, parties (farewell and/or welcome parties), etc.

[3] What is harassment?

At the University, harassment is defined as any inappropriate behavior by a member of the University in any context at the University, including education, research, study, and employment, that penalizes or harms another member of the University or that violates his or her or human rights.

If the other person perceives what you say or do as inappropriate, it may be harassment. That said, values and emotional standards vary for each person, and the boundary between whether language or behavior constitutes harassment varies depending on one's relationship with the other person and the circumstances before and after the incident. Even if the language or behavior is not malicious, it may cause an unexpected misunderstanding, so what sort of language or behavior constitutes harassment has to be carefully determined.

The following are 6 examples of typical situations that fall under harassment: sexual harassment, academic harassment, power harassment, racial harassment, harassment related to pregnancy or childbirth, and harassment related to childcare leave or family care leave. However, harassment is not limited to these 6 types. Some other specific language or behavior that may constitute harassment is also described below.

1. Sexual Harassment

Sexual harassment is when a member of the University uses, in the context of education, research, study, employment, etc., inappropriate sexual language or behavior toward another member, thereby penalizing or harming the other member or violating the dignity or human rights of the other member.

Sexual harassment may occur regardless of the hierarchical relationship between faculty and students or supervisors and subordinates. It can also occur regardless of sex, and language or behavior related to sexual orientation or gender identity can also constitute harassment.

Sexual matters may be dealt with in an educational, research, study context, so in this context

only sexual language or behavior that goes beyond what is appropriate is an issue. In other contexts, however, the same matters may indeed be considered inappropriate.

Examples of sexual harassment :

(1) One day, a friend comes up to Ms. A and says, "I hear you're going out with that guy Mr. B". A is surprised by this and replies, "I talk to him from time to time, but I'm not going out with him at all." However, the rumour that they are dating has already spread in their university club. When A decides to find out what's going on from B, he responds by saying that he wants her to go out with him. However, A isn't interested in him because he is always talking with other club members about which girls are cute and which are not, so she rejects him, saying that there is someone else she likes. After this, B begins a deliberate campaign of harassment, using the club mailing list to spread rumours about her, saying that she dumped him, and that she is a slag who will go out with anyone. This makes it difficult for A to remain in the club.

→Dissemination of Sexual Libel

(2) Ms. D joins Professor C's seminar class because she has heard he is a good teacher. The class proves to be useful, and D is satisfied with it. However, in her fourth year, Professor C says to her, "I want to give you some one-on-one advice about your dissertation. Let's go to a restaurant I know." D feels hesitant about the idea of just the two of them meeting somewhere off campus, but believing it to be for her dissertation, she goes with him. At the izakaya, where they sit in a private room, the professor does not once mention her dissertation, but instead takes her hand and asks her to go out with him, saying that he "will teach her anything she wants to know." D is taken aback by this and runs out of the izakaya. From that evening on, her hatred of Professor C grows, and she is no longer confident that she can continue taking his seminar, but on the other hand she is worried about what will happen to credits for her dissertation. Unsure of what to do, she visits the Harassment Counselling Office.

→Sexual remarks and behaviour from a teacher with the authority to award credits

*The above examples are fictional examples created for explanatory purposes.

Besides the two examples above, the following might also qualify as sexual harassment:

(3) Persistently asking about private matters such as family relations, friends, and lovers; eg, "do you have a girlfriend/boyfriend?", "Don't you want to get married?", "Haven't you got any children yet?" etc.

(4) Forcing gender roles on someone or using gender discrimination; eg, "You should act more ladylike", "You're pretty effeminate for a boy" etc.

(5) Interfering with the execution of a person's work, or creating an environment in which a person will feel uncomfortable, due to sexual bullying, or conversation topics of a sexual nature (eg, showing obscene pictures, photographs, and computer images, or unnecessary body contact/touching).

(6) Persistently or forcefully requesting sexual acts or a persistently or forcefully trying to start a relationship (includes stalking).

(7) Unfairly damaging someone's reputation, or treating someone unfairly after your demands for a sexual relation have been rejected, such as by refusing to teach him/her.

(8) Discriminatory remarks/behaviour or harassment based on sexual orientation or gender identity.

(9) Engaging in sexual acts without the consent of the other person.

2. Academic Harassment

Academic harassment is when a member of the University in a position of power in the context of education, research, study, etc., penalizes or harms another member or violates his or her or human rights, by saying or doing something inappropriate to him or her beyond what is necessary and appropriate for education, research, study, etc.

This form of harassment occurs when someone in a position of power engages in language or behavior that violates the dignity or human rights of another person or gives an unfairly low evaluation to that person, regardless of intent.

If someone in a position of power uses language or behavior that goes beyond the appropriate scope during club or group activities, that may be treated as academic harassment. Being in "a position of power" is determined in accordance with the Ministry of Health, Labour and Welfare's guidelines on Power harassment. Please refer to the section on "Power harassment."

Example of Academic Harassment:

(1) Professor F is constantly telling Mr E, a postgraduate student, things like, "I can't believe you managed to make it into grad school without knowing something that simple," and "You lack what it takes to be a researcher." While finding such remarks upsetting, he believes that the problem lies with him, and so he remains silent and obeys his professor. However, when the professor starts asking him all sorts of questions about his family and girlfriend, and suggests that his parents/girlfriend are at fault because they don't let him prioritize his research, even going so far as to suggest that he should break up with his girlfriend, E's suffering intensifies still more.

→Offensive behaviour that treats the student as an inferior person

→Language or behaviour that would unnecessarily violate the privacy of students

(2) Drawn by the line that any topic is up for discussion in Professor G's seminar because the students enjoy a close relationship with him, Mr. H decides to join the class. He attends all the classes and hands in all the coursework required of him, but at the class party at the end of the semester he is utterly miserable. Professor G repeatedly says that he won't award the class credit to students who can't put on a performance to make him laugh, and H has heard stories of students who actually did not receive their credit. H, who at the party in the first semester was so nervous he was in no condition to put on any kind of show, gets so worried as the party for the second semester draws near that he falls ill and decides to seek the advice of another teacher.

→Unreasonable demand for earning the class credit

(3) This spring, Dr. I joined the faculty of his alma mater. Also on the faculty is Dr. J, who was Dr. I's advisor when he was a graduate student. Dr. J insistently asked Dr. I numerous times to help with his research, and Dr. I gradually found himself with little time to do his own research. Dr. J overheard Dr. I when he consulted other professors. Since then, Dr. I has been receiving e-mails from Dr. J about finding work at another university. Whenever Dr. I encounters Dr. J in the hallway or laboratory, Dr. J always quips, "Oh, you're still here." Unable to stand the situation any longer, Dr. I consulted the Harassment Counseling Office.

*The above examples are fictional examples created for explanatory purposes

In addition to the examples above, the following might also qualify as academic harassment:

(4) Refusing to give academic guidance or instruction without sufficient reason, or refusing to provide the opportunity to publish the results of research or present them at academic symposiums.

(5) Forcibly requesting someone to perform non-work-related personal duties or work not related to that person's research or education.

(6) Refusing to accept submitted papers or reports without sufficient reason.

(7) Disseminating personal information or spreading rumours obtained through the course of work.

(8) Using violence on a person, including punching and kicking, under the guise of guidance or instruction.

(9) Hampering someone's job search for no legitimate reason.

3. Power Harassment (Workplace bullying)

Power harassment is when a member of the University, in a position of power in the workplace, penalizes or harms another member or violates his or her or human rights by engaging in inappropriate language or behavior beyond what is necessary and appropriate in the course of employment. This form of harassment occurs when someone in a position of power engages in language or behavior that violates the dignity or human rights of another person, that person gives him or her an unfairly low evaluation, or that person hampers his or her promotion,

regardless of intent.

*The term “power harassment” as used by the Ministry of Health, Labour and Welfare is used in these guidelines and refers to workplace bullying.

What is a “position of power?”

The Ministry of Health, Labour and Welfare defines bullying in the workplace as (1) language or behavior from someone in a position of power (2) that goes beyond what is necessary and reasonable in the course of work and (3) that adversely affects the worker’s working conditions. Power harassment has to satisfy all 3 elements. The following are examples of “someone in a position of power” as described in (1).

- A person in a superior position in the workplace.
- A colleague or subordinate who has knowledge or abundant experience required for work and whose cooperation is needed to smoothly perform tasks.
- A group of colleagues or subordinates who are difficult to resist or refuse

<Reference: Ministry of Health, Labor, and Welfare, Guidelines on Actions in terms of Employment Management to be Taken in the Workplace by Employers Concerning Problems Caused by Language or Behavior from Someone in a Position of Power, MHLW Notification No. 5 of January 15, 2020>.

6 Types of power harassment

The Ministry of Health, Labour and Welfare lists the following as typical types of power harassment.

(This is not an exhaustive list of all forms of power harassment and does not mean that other forms of harassment are not problematic).

- Psychological attacks

Examples: Reprimanding someone in front of colleagues. Abusing someone in an e-mail that has also been sent to other staff members. Relentlessly reprimanding an employee for longer than necessary.

- Physical attacks

Examples: Assaulting someone, e.g., beating, punching, or kicking. Hitting someone on the head with a rolled-up poster.

- Excessive demands

Examples: A new employee who does not know how to do his job is forced to do other people’s work, and everyone else leaves before him.

- Insufficient demands

Examples: Someone is a driver but he is ordered to only weed a sales office. Someone is a clerical worker but she is ordered to do only warehouse work.

- Isolation from other people

Examples: Moving only one person to a different room. Not allowing someone to attend a farewell party.

- Infringement upon the individual

Examples: Persistently asking someone about her dating partners. Making insulting remarks about family members.

<Reference: Ministry of Health, Labour and Welfare, “Eliminate Power Harassment” for Employers.>

Examples of Power Harassment:

(1) Mr. K, a middle manager, has recently been troubled by problems at home, and has become increasingly irritable even at work. He had always been liable to mood swings, and if his advice was sought about work during one of his bad moods, he would just brush the person off with, “Can’t you even figure out something as simple as that?” Now, however, things have got even worse, with him suddenly flying into a rage over nothing, and the staff in his section are always nervous around him. Mr. L, a serious, diligent worker who works under Mr. K, is unable to ignore his boss’s anger, and in particular has been suffering from sleepless nights after

becoming the target of one of Mr. K's rages. Due to lack of sleep, Mr. L is unable to concentrate on his work, and suddenly finds himself unlikely to finish his work within the allotted timeframe. When he goes to ask Mr. K to reduce his workload, his boss instead tells him that the reason he is unable to finish the work on time is down to Mr. L's own lack of ability, and he refuses Mr. L's request. In front of all the other staff in the section, he repeatedly gives Mr. L verbal abuse, saying, "We'd be better off without you," and "You're nothing but a freeloader." Mr. L starts to get frequent stomach aches, and he increasingly takes days off due to illness.

→Inappropriate office management

→Language that denies a person's integrity as a human being

(2) Ms. M is placed as a temporary staffer in a department which has a number of other part-time workers as well as full-time staff doing a wide variety of jobs, and also has a high staff turnover rate. Ms. M is particularly adept at using the various office equipment and is also quick at doing her work, so her reputation around the office is good. This fact, however, does not please Ms. N, a full-time staffer. Ms. N starts to openly ignore Ms. M, and also encourages rest of the staff to ignore her. As a result, Ms. M is unable to acquire enough information to sufficiently perform her work tasks, and, feeling alone and cut off, she is forced to quit.

→Ignoring a person and getting others to do the same

→Blocking a person from work-related information

(3) Mr. O, a full-time worker in the Student Affairs Department, is tasked with drawing up the school timetable. Due to the way compulsory and elective courses have to be allocated and the availability of classrooms, he is unable to put Professor P's class in the time slot that the professor wanted. When he informs the professor by e-mail of this, he gets a strongly-worded reply telling him that he is useless for not be able to do something as simple as that, and that the university would be better off without him. Professor P often raises his voice if things do not go the way he wanted, and so out of fear Mr. O seeks the advice of his boss.

→Using intimidation to get one's demands met.

*The above examples are fictional examples created for explanatory purposes

In addition to the examples above, the following might also qualify as power harassment:

(4) Giving out notably unfair or unjust evaluations, or deliberately blocking promotion.

(5) Spreading rumours or disseminating personal information obtained through the course of work.

(6) Ordering someone to do your own personal chores, for example by sending them to buy your lunch or cigarettes. Demanding someone do things that go beyond the boundaries of normal work, such as persistently chiding a subordinate who refuses to go for after work drinks with everyone else.

4. Racial harassment

Racial harassment is when a member of the university penalizes or harms another member or violates his or her or human rights through inappropriate language or behavior regarding the other member's nationality, race, ethnicity, etc. in the context of education, research, study, employment, etc.

This form of harassment can occur regardless of hierarchical status, such as an instructor and students or a supervisor and subordinate.

Examples of possible racial harassment:

(1) Ms. Q, a full-time staff member, is from country R. One day, news broke that 25 people, including shoppers and employees, had been killed or injured in a shooting at a shopping center in country R. The next day at work, she heard her colleagues saying, "People from country R are barbaric and scary," and "I don't want to go to country R." Ms. Q felt as if her colleagues were saying that she, her family, and friends are "barbaric and scary," and she became very distressed.

→ Statements that smear the country or culture of another person by overgeneralizing about a specific event

(2) Mr. S is a part-time staff member who has been employed for 6 months. He has regularly been concerned about the difference in the workload and the burden on each person, so one day at a meeting, he boldly suggested that "We should review the division of work to make it

fairer.” However, he was told, “This is the best way to do it. When he asked why, he was told, “You think differently. You don’t understand, probably because you’re a foreigner,” and the conversation was halted.

→ Negatively perceiving a difference of opinion as due solely to someone’s nationality or race.

* The scenarios above are fictional and were created to illustrate examples.

In addition, the following instances may also constitute racial harassment.

(3) Reassigning someone from a task even though he or she has no problem in terms of ability, saying, “I can’t have you work at the counter because your Japanese pronunciation sounds too foreign.”

(4) When someone hears your name, they say “That’s a strange name” or “I’ll never remember that.”

(5) Unnecessarily referring to the characteristics of someone’s appearance, such as “You are a Westerner; it’s nice to have white skin and a big nose” or “You have long legs and great style.”

(6) Telling someone not to engage in religious practices or wear certain clothing by saying, “Because this is a Japanese university.”

(7) Emphasizing that you are an international student in front of everyone in class.

5. Harassment related to pregnancy or childbirth

Examples of Harassment related to pregnancy or childbirth:

Harassment related to pregnancy or childbirth is when a member of the University, in the context of education, research, study, employment, etc., penalizes or harms another member or violates their dignity or human rights for using or requesting to use work-related systems or measures related to pregnancy and childbirth or the member of the University engages in other inappropriate language or behavior in relation to pregnancy and childbirth in general. This form of harassment occurs when a member of the University engages in language or behavior that hampers another member from receiving or requests to receive a change to a lighter duties or tasks during pregnancy, maternity leave during childbirth, or other personnel measures with regard to pregnancy or childbirth or when the member of the University violates the dignity or human rights of the other member with regard to pregnancy or childbirth, the member gives her an unfairly low evaluation, or the member hampers her from receiving a promotion. As far as pregnancy and childbirth are concerned, students can also be victims.

Examples of possible harassment related to pregnancy or childbirth:

(1) Associate Professor T has found out that she is pregnant. She and her partner had always talked about co-parenting while respecting each other’s careers, so they asked for a meeting to inform Professor U, a senior colleague and co-researcher, of the pregnancy and discuss the research system during the maternity leave in order to continue the research as planned. At the meeting, Professor U remarked, “Congratulations. You are probably going to concentrate on raising your child. Unfortunately, I guess we’ll have to find a replacement.” When Associate Professor T told him, “The University allows the use of the maternity leave system and I want to continue my current job,” he replied, “That’s impossible for a researcher. Don’t you understand that?” He also told her that “Even if I were to take advantage of this system and return to work, I should not expect to have the same job.”

→ Language or behavior suggesting dismissal or penalization for use of the [maternity leave] system

→ Language or behavior that hinders use of the [maternity leave] system

(2) Ms. V, a part-time clerical worker, will finish her term at the end of this year. She has gained a lot of experience and is highly trusted by others, and she felt that her work was worthwhile. In the summer, she found out that she was pregnant, and she was determined to work until the end. However, when she asked Ms. W, a full-time staff member, to leave early for a routine checkup, she was told, “Pregnant women can take it easy” and that her work could be reassigned without any problems. Ms. V was repeatedly told, “Leave? I envy you because you have an easy out.” At first, Ms. V tried to think of them as “Words out of consideration because I am inconveniencing others,” but then she happened to see Ms. W telling her supervisor, “If a pregnant woman gets sick in the future, I want her to quit as soon as possible so that I don’t have to deal with her workload,” and “In the past, we didn’t receive such favorable treatment,”

and the supervisor just nodded and laughed. Ms. V became inconsolable and began to think that she would not be able to continue working.

→ Repeated nasty remarks or behavior regarding being pregnant

* The scenarios above are fictional and were created to illustrate examples.

In addition, the following instances may also constitute harassment related to pregnancy or childbirth.

(3) A supervisor says that a person is not allowed to return to her job after having maternity leave or that a person should not expect to be promoted at the next assessment because of her exemption from overtime work.

*The law requires that expectant or nursing mothers are exempt from overtime work and work on holidays if so requested by them. Similarly, maternity leave must be given from six weeks before the due date if requested and until eight weeks after the birth with or without request.

(4) A superior or coworker does not let a pregnant woman do her work or make her do only chores, saying repeatedly or continually that a pregnant woman cannot be trusted with duties as no one knows when she will take time off from work.

(5) Mentioning physical changes or touching the pregnant woman.

(6) Implicitly pressuring a pregnant member of the University to resign for reasons such as not being able to conduct experiments or research.

(7) Disparaging language or behavior concerning infertility treatment.

6. Harassment related to childcare leave or family care leave

Harassment related to childcare leave or family care leave is when a member of the University penalizes or harms another member or violates his or her or human rights, in the context of education, research, employment, etc., by engaging in inappropriate language or behavior in response to the other member's use of or request to use work-related systems and measures such as childcare leave or family care leave. This form of harassment occurs when a member of the University who has received or requested personnel measures such as childcare leave or family care leave is hampered from using these personnel measures, language or behavior continuously violates the dignity or human rights of the member, the member is given an unfairly low evaluation, or the member's promotion is hampered.

Examples of possible harassment related to parental leave or family care leave:

(1) Mr. X, a full-time faculty member whose first child was born 3 months ago, requested to take childcare leave after discussing the matter with his wife. However, Mr. Y, a senior faculty member, told him that "mothers should raise children while they're small" and that "You would be naïve to take leave for a child as a university faculty member. This is a crucial time for you, so you should concentrate on work. That's what's best for you." Mr. X felt that taking childcare leave was his clear right and that he wanted to balance child-rearing and family life with his career as a researcher and faculty member, but he was very worried that he might not be able to stay at the university after returning to work.

→ Disparaging language or behavior or harassment concerning use of the [leave] system

(2) Ms. Z is a full-time staff member whose mother, who lives nearby, has advanced dementia, and an increasing number of incidents caused Ms. Z to fear that her mother was in danger. Her mother's doctor and care manager told her that "Your mother would have trouble living alone," so Ms. Z took family care leave until she could find a facility where her mother could reside. Afterwards, her mother was safely admitted to a facility, so Ms. Z informed her supervisor that she could return to work as normal. Nonetheless, Ms. Z was told, "We had problems since you took leave during a busy period, so you're going to be transferred to another department. The matter has already been decided."

→ Penalization for use of the [leave] system

* The scenarios above are fictional and were created to illustrate examples.

In addition, the following instances may also constitute harassment related to childcare leave or family care leave.

(3) When an employee asks for leave to care for her child, a first grader with a fever, she is repeatedly asked "Again?" The employee feels that she can no longer stay in her position.

(4) When an employee told a colleague that he was going to request family care leave, the colleague replied, "I wouldn't request it, if it were me. You probably shouldn't, either." The employee feels pressured to not request leave.

(5) When an employee requests leave to support his family right after the birth of a child, he is told, "What is paternity leave?" and his request is denied.

7. Other forms of harassment

The descriptions thus far are all examples, but harassment is not limited to the 6 types described above.

(1) Language or behavior that is counter to diversity

The University has made a Diversity Declaration which states that the University will actively accept students, faculty, and staff of various nationalities and cultural backgrounds based on respect for human rights, acceptance of diversity, and guaranteeing opportunity. The Declaration also states that the University will enhance education and research so that Practical Wisdom for Freedom can spread around the world. The University has declared that it will eliminate discrimination on the basis of sex, age, nationality, race, ethnicity, culture, religion, disability, or sexual preference and that it will respect diversity.

Discriminatory language or behavior concerning race, ethnicity, or nationality may be classified as racial harassment, and discriminatory language or behavior concerning sex or sexual preference may be classified as sexual harassment. The University considers discriminatory language or behavior related to culture, religion, or disability to be a form of harassment.

(2) Other forms of harassment

In addition, the following morally offensive language or behavior may also be considered harassment. In these instances, it may constitute harassment, regardless of whether the person engaged in that language or behavior is in "a position of power," such as a student's language or behavior toward a faculty member or language or behavior between faculty members.

Examples of possible harassment

- Even if the position of power is unclear (e.g., a student's language or behavior toward an instructor or a subordinate's language or behavior toward a superior), the person behaves outrageously for a long period of time, repeatedly makes demands or assertions, does not stop even after repeated warnings or advice, or does not take corrective action.

- Penalizing in some way or causing discomfort by language or behavior related to undesired alcohol consumption, such as forcing someone to drink or prompting someone to chug a drink in one go. Inconveniencing others while intoxicated.

(3) Indirect harm

The forms of harassment above are all based on the premise that a member of the University directly engages in inappropriate language or behavior with respect to another member. Even if language or behavior is not directed at one, it may be considered harassment by the person who sees or hears it if it causes discomfort to the extent that said person feels his or her dignity is violated.

Examples of possible harassment

- I was made very uncomfortable by the sound of sexual topics being discussed during breaks in a meeting.

- The colleague who sits next to me is harshly reprimanded by his supervisor for more than an hour every day. The scene is frightening to watch.

Again, please note that the above are only examples. Any inappropriate language or behavior that penalizes or harms a member of the University or violates his or her dignity or human rights may constitute harassment, even if it does not fall under any of the above examples. This should be kept in mind.

[4] Realizing a Harassment-free Campus

1. How not to become a harasser.

- (1) Have an attitude of equal respect for each another as individuals.
- (2) Avoid forcing biased views and ideas on people, including socially constructed stereotypical gender roles regarding, for example, how men and women should behave.
- (3) If you realise that someone has taken something you have said or done as harassment, be prepared to offer a sincere apology. Also important is having sufficient awareness to refrain from doing or saying things that you would not want done to your family or people close to you.
- (4) Just because the other person has not expressed dissent or plainly said "no" does not necessarily mean that they are showing agreement or consent. People in positions of superiority (instructors, older students) should be particularly careful of this.
- (5) As long as the parties involved are both members of this university, then even things said and done off campus may count as harassment.

2. When you see an incident of harassment

- (1) Have the courage to do something about it; don't just ignore it.
If the existence of harassment is given silent approbation within the organization, it will become accepted practice, and as a result the university environment will likely deteriorate. As others not directly involved in the harassment are liable to get drawn into the problem, the role of people who are in a position of administration, guidance, or education is essential. Have the courage to intervene.
- (2) If someone comes to you saying they are being harassed, recommend the Harassment Counselling Office if you think it necessary. You can also accompany them should they choose to go.
- (3) Handle any information you acquire carefully
Treat any information acquired through the harassment discussions with the utmost care, and respect the privacy and wishes of the individual(s) concerned.

3. When you are a victim of harassment

- (1) Do not keep the problem to yourself
If you feel that you are being harassed, don't just bottle up the problem inside you, but contact the Harassment Counselling Office. If you are unsure of whether or not to go to the Counselling Office, first seek the advice of someone trustworthy. You can always come to the office with a family member, friend, or member of the university staff whom you trust.
- (2) Keep records
Any records that you keep (written notes, e-mails, recordings etc.) of the language or behaviour you were subjected to (when, where, by whom, how) will be useful when seeking advice or making an allegation of harassment.
- (3) In an emergency, contact the police
In pressing situations where you feel in danger, such as being on the receiving end of violence, do not hesitate to seek assistance from people around you or contact the police.

[5] Harassment Counselling and How to File a Harassment Complaint

Hosei University guarantees the right of all its members to seek counselling and make an allegation of harassment.

1. Harassment Counselling

The university has established a Harassment Counselling Office at the Ichigaya Campus to handle complaints involving harassment. Any person who is a member of the university may use this office. Counselling is usually provided in the form of an interview. When necessary, the Counselling Office will go to the campus or affiliated school at which the person seeking

counselling is based.

Check the official website or university leaflets for the Harassment Counselling Office's opening hours, as well as how to contact it and make an appointment, and details of the counselling process.

Interviews are carried out on by-appointment basis only to ensure that there is no overlap with other people coming for advice or counselling, thus protecting the privacy of the person(s) seeking help

How the Harassment Counselling Office handles complaints

At the Harassment Counselling Office, an expert counsellor will ask about the details of the case. The counsellor will first listen to the circumstances surrounding the complaint, and then will offer possible solutions that respect that person's intentions and wishes, and will provide support to help him/her reach a decision on what action to take.

The office will protect the privacy of any person who comes seeking assistance. Details of the counselling will not be released to anyone outside of the Counselling Office without that person's permission.

Where necessary, the office may introduce the person seeking counselling to other organizations inside or outside the university.

Contact will not be made at this point with the alleged harasser to confirm factual details.

2. Filing a Complaint

In the counselling process, if the consulter wants a recommendation for disciplinary action or emergency/temporary measures taken against the other party or settlement through dialogue with the other party, it is possible to file a complaint of harassment. Based on the "Harassment Allegation Form" (a prescribed form), the Harassment Prevention Policies Committee (hereafter, "the Prevention Polices Committee"). Once a complaint is filed, the person seeking counselling will become the complainant. The Review Board will take steps 1 to 3 below in accordance with the Hosei University Harassment Prevention Policy Regulations (hereinafter, "the Prevention Policy Regulations").

Step 1) Emergency and Temporary Measures

If the Review Board decides that the case is both serious and urgent, and requires swift action, it may recommend to the head of the relevant faculty, graduate school, affiliated school, or department that both parties belong to that emergency/temporary measures be taken. Examples of such measures that may be recommended include changing the course, class, or seminar instructor, changing the work duties in the workplace, department, or committee, or improving the working environment.

Step 2) Settlement through Dialogue

If the complainant seeks a settlement through dialogue with the parties concerned, a solution will be proposed based on an investigation and review of the facts of the case. If the concerned parties agree to the settlement, the Review Board will terminate the investigation and disband upon recording the summary of the agreement.

Step 3) Recommendation for disciplinary action

If the complainant seeks a recommendation for disciplinary action, the Review Board shall check the content of the allegation according to the purpose and definition of the Prevention Policy Regulations, and determine whether any remark or behaviour of the accused is harassment or not from a neutral standpoint after interviewing both parties as well as other parties concerned. Instructed by the Harassment Prevention Policies Committee to draw up a draft review report and submit it to the same committee. If the Harassment Prevention Policy Committee determines that some kind of action is required against the accused party, it shall submit to the President of the University a review report that includes what measures should be taken against the accused. Following university procedure, the President shall then take the appropriate steps.

***The Composition of the Review Board**

The Review Board shall be composed of several members of the Harassment Prevention Policies Committee, and if necessary several teachers and members of the office staff from the University, and a lawyer(s). The members shall be selected as appropriate to the case.

***Regarding the Extent of Notification**

When the Review Board is convened due to a complaint of harassment being made, the parties concerned will be notified of the fact, as well as the heads of the faculties, departments, or sections that the concerned parties belong to. After any complaints have been made, the Harassment Prevention Policies Committee will not announce the names of either the complainant or the accused, but the names of both parties will be made clear at the Review Board. Furthermore, when informing the complainant, accused and the faculty/department/section heads of both parties that the Review Board has been convened, the name of the complainant will be revealed to the accused, but neither the name of the complainant or accused will be revealed to the aforementioned faculty/department/section heads.

When a Review Report is drawn up as a result of the investigation by the Review Board (see Step 3, Recommending for disciplinary action), the Harassment Prevention Policies Committee shall be informed of the names of the petitioner and the accused party.

3. Measures taken by the university

Once a Review Report (including recommendations for disciplinary action) is submitted by the Prevention Policies Committee, the President shall immediately apply the University's regulations to the case and, after following the prescribed procedures, take appropriate measures. In the case of a teacher or member of the office staff, such measures include official reprimands, reduction in pay, suspension, reduction in rank or pay grade, resignation under instruction, and dismissal. In the case of students, these include official reprimands, suspension, and expulsion.

4. Completion of the Counselling or Complaint Process

- (1) When the feelings of the person seeking counselling has at the Harassment Counselling Office are determined to have been assuaged as a result of talking with the specialist counsellor.
- (2) When, after a complaint has been made, settlement has been reached or the university environment improved, such as by emergency temporary measures or settlement through dialogue enacted by the Review Board.
- (3) When the complainant requests the termination of the investigation midway through, and the Review Board accepts that request.
- (4) When the Investigation Report has been submitted by the Harassment Prevention Policy Committee to the university president.
- (5) Other cases where the Prevention Policies Committee deems it necessary.

[6] Further Points Regarding Harassment Counselling

(1) All parties involved in the process in question (e.g., the person seeking counselling, complainant, accused, heads of related faculties and departments, members of the Prevention Policies Committee and the Review Board) are obliged to maintain confidentiality regarding any personal information acquired through the process in order to avoid violating the privacy and reputation of all parties involved in the case.

(2) Prejudicial treatment of a person who has sought harassment counseling is prohibited, and all efforts will be made to prevent secondary victimization arising from the claim. All care will be taken to ensure that any person who has sought counseling or filed a complaint of harassment, as well as other students, teachers, and office staff involved in the settlement, shall not be put at any disadvantage or suffer as a result of the case.

(3) Filing false complaints and giving false evidence is prohibited.

False complaints and evidence must not be presented through the course of the harassment counseling, investigation, or hearing. The University will take action based on its existing regulations against anyone who makes false complaints or gives false evidence.

(4) In certain cases, Complaints may be rejected or denied.

If the Review Board determines that a complaint is not appropriate in line with the goals of the Rules, the complaint will be rejected with the approval of the Harassment Prevention Committee. If the complaint is rejected, the complainant will be immediately notified. In addition, a review may determine that an allegation does not constitute harassment

[7] Preventing Harassment and Raising Awareness

Based upon these guidelines, the University aims to maintain a pleasant campus environment for everyone involved in education, research, and work, and endeavours both to prevent and tackle any harassment that prevents achieving this goal. It also aims to raise awareness among its members by printing and distributing leaflets, as well as holding workshops and lectures about harassment and how to prevent it.

[8] Revisions

When revisions to this guideline are deemed necessary, consultation will be made with the prevention and policies committee.

Revision history

- (1) This guideline was published on November 19, 2010.
- (2) Parts of this guideline were revised on December 8, 2010.
- (3) Parts of this guideline were revised on December 1, 2012.
- (4) Parts of this guideline were revised on April 1, 2019
- (5) Parts of this guideline were revised on April 1, 2022