

Hosei University Code of Conduct

Regulation 454

Partially revised December 19, 1996; and April 1, 2006

In accordance with its philosophy, in the spirit of freedom and progress, and to achieve its social and public missions of a private university as an autonomous education and research institute, Hosei University hereby establishes the Hosei University Code of Conduct to uphold the basic spirit of the Code of Conduct for Private Colleges and Universities (dated July 3, 1989, Federation of Japanese Private Colleges and Universities Association).

A private university must be managed in accordance with its social missions, as stipulated by the School Education Act and the Private School Act, as well as with its unique educational philosophies, academic freedom, and the basic spirit of university autonomy. In addition, its management must always be fair and virtuous to meet the social and public trust inherent in being an education and research institute. Therefore, all members of the university, officials, and trustees must be especially aware of the ethics of autonomous responsibility. At the same time, there must be clear systems and norms to ensure fair and responsible university management procedures truly appropriate for an education and research institute.

Hosei University hereby establishes this Code of Conduct to stipulate the conscious and responsible actions of university members and, in keeping with this spirit, shall strive for fair and responsive university management to meet the demands of the new era. The guidelines that should be followed by members of the university shall be provided as follows.

1. Guidelines to be followed by officials, trustees, and other persons in managerial positions (hereinafter referred to as “officials”) at Hosei University (hereinafter referred to as the “university”)
 - (1) Officials must be fully aware of the social missions and public nature of the university and must observe all laws, university rules, and resolutions of the Board of Trustees and the Board of Directors with a sense of ethics and decency and execute their tasks for the university faithfully as good managers.
 - (2) Faculty members and other persons related to the university must be fully informed of the purpose of this Code of Conduct, make continual efforts to prevent misconduct and illegal acts, and be instructed/supervised to take appropriate measures immediately if any such misconduct or illegal act is found.
 - (3) For appropriate management in the university, officials must make proactive efforts to establish/improve internal rules, reform the personnel system, and implement appropriate personnel management, rational fiscal management, and efficient use of funds.
 - (4) No money or other benefits and entertainment may be accepted in relation to the university’s operations. Faculty members must also be supervised to prevent them from receiving money or other benefits and entertainment from others in relation to the university’s operations.
 - (5) Confidential information or data concerning university operations that have come to their knowledge in the course of duty must not be disclosed to others.
 - (6) In principle, there shall be no transaction agreements made between the university and the university’s officials and trustees, their spouses and family members within the second degree of kinship, or any person representing a corporation.
 - (7) No contact or transaction with business operators or other third parties may be made concerning university operations beyond their administrative authority.
2. Guidelines to be followed by all faculty members of the university
 - (1) They must be fully aware of the university’s social missions and public nature, follow the university’s decisions and the instructions/orders of their managers, and observe internal rules, notifications, and the like with unswerving decency and the faithful execution of their duties.
 - (2) They must not accept money or other benefits and entertainment from others in relation to university operations.
 - (3) They must not disclose confidential information or data related to university operations that have come to their knowledge in the course of duty to others.
 - (4) No contact or transaction with business operators or other third parties may be made concerning university operations beyond their administrative authority.
 - (5) They must make continual efforts to prevent misconduct, illegal acts, and the like and, if any such fact is found, report it to the manager or take other appropriate measures.
3. Establishment of the Code of Conduct Committee

If there is any violation of the Code of Conduct or any fact that may violate the Code of Conduct, a Code of

Conduct Committee may be established to take appropriate measures in response on the advice of the Chairperson of the Board of Trustees.

Supplementary Provisions

1. This Code of Conduct shall be enforced only for six (6) years from December 19, 1990. Its continuation, revision and abolition shall be reviewed based on the progress of the establishment of donation and other regulations.
2. This Code of Conduct shall continue to be enforced from December 19, 1996, by changing the limitation of its enforcement only for six (6) years.
3. This Code of Conduct shall be enforced on April 1, 2006, after partial revision.