

Guide to Harassment Prevention and Consultation

Guided by our founding philosophy, the Hiroike Gakuen serves as a global hub for learning and research, fostering mutual understanding among a diverse academic community. We take great pride in our long-standing tradition of kindness and mutual respect. Upholding these values requires a safe environment where individual dignity is respected. We will respond promptly and sincerely to any situation that undermines this environment.

1. What is Harassment?

Harassment refers to words or actions that harm someone's dignity or make them feel uncomfortable, whether intended or not. While everyone perceives things differently, what matters most is how the recipient feels. We must never assume, "This shouldn't be a problem."

There are three main types of harassment:

■ Hierarchical	Harassment rooted in power imbalances, including relationships between seniors/juniors or faculty/students.
■ Reward or Penalty-based	Offering rewards or threatening penalties based on whether someone accepts or refuses a request or an invitation.
■ Hostile Environment	Making it difficult for others to study or work by creating a toxic atmosphere through inappropriate behavior or materials.

Types of harassment

<p>① Sexual Harassment Any unwanted behavior of a sexual nature that makes someone feel uncomfortable, unsafe, or disrespected. Examples: Unnecessary physical contact, talking or asking about sexual experiences, comments based on gender stereotypes.</p> <p>② Power Harassment Abuse of power within hierarchical relationships by going beyond professional boundaries, such as repeatedly making excessive demands, forcing submission, or engaging in intimidating behavior. Examples: Publicly shouting at, insulting, intentionally ignoring, or isolating someone.</p> <p>③ Academic Harassment Abuse of authority within educational or research settings, such as making unreasonable demands or forcing others to provide assistance or cooperation against their will. Examples: Denying credits or unfairly lowering grades, refusing to provide research guidance.</p> <p>④ Harassment related to Pregnancy, Childbirth, and Family Care Leave This includes unfair treatment (like demotion or dismissal) or creating a hostile environment for those who seek to use these systems. Examples: Interfering with the use of systems, denying requests for nursing or family care leave.</p> <p>⑤ Other Forms of Harassment Any words or actions that cause discomfort, disadvantage, or harm to an individual's dignity may be considered harassment.</p>

2. Preventing Harassment

■ Say "No" clearly

If you feel uncomfortable, please express your feelings clearly. The other person may not be aware.

■ Don't be a bystander

If you see someone being harassed, please don't look away.

If you can, speak up or reach out to a Harassment Consultant for help.

3. What to Do If You Experience Harassment

■ Keep a detailed record

Include the date, time, location, details of what was said or done, and the names of any witnesses.

■ Don't keep it to yourself

Reach out to someone you trust or speak with a "Harassment Consultant."

■ Act with caution

Harassment claims have a major impact on everyone involved. Please handle the matter with care and avoid acting impulsively.

4. How We Handle Your Consultation

① Please refer to the harassment reporting flowchart on the Risk Management and Compliance Office website.

<https://sites.google.com/ad.reitaku-u.ac.jp/rco/>

② "We are committed to protecting the privacy of all parties involved. We will conduct all investigations and deliberations in a prudent and confidential manner, implementing any necessary measures with the utmost care."