

## Guide for Consultation on Prevention of Harassment

Our campus, reflecting the founding philosophy of Reitaku University, is the place where students and faculty of diverse cultures and generations, gathered from across and outside Japan, work hard on academic study and research and better themselves. They do so with high goals, fostering understanding, friendship, trust and respect for each other. Since its founding in 1935, Reitaku University has taken pride in and treasured the strong bond of trust as well as kindness and compassion we have helped to build among the students and faculty.

In order for this philosophy to remain alive, we must not be complacent about this comfortable environment. Instead, we must remember to value and respect the dignity of each individual, even if the person is close to us. Should a situation arise where the effort to preserve our philosophy is disturbed, we will address the situation in a timely, serious manner in order to restore an environment where each and every student and faculty member can focus on learning and research with peace of mind.

### 1. What Is Harassment?

Harassment refers to language or behavior that is unwelcomed by a person receiving it and that harms the moral character of the person receiving it, regardless of whether or not the language or behavior is intentional. The manner in which any given language or behavior is interpreted varies depending on the person who receives it, based on his or her subjective judgment. So, we must refrain from selfishly assuming, "Maybe I can say or do things like this." Harassment occurs in different forms, which are generally classified as follows:

- **Influential:** There is an underlying power relationship or vertical positions, such as senior and junior or faculty and student.
- **Compensatory/retaliating:** A person provides a benefit or disadvantage to another person based on whether or not the person accepts his/her advance or demand.
- **Environmental:** A person displays obscene articles or makes derogatory remarks in a classroom, workplace, laboratory, etc., and thereby creates an unpleasant learning environment.

Types of harassment are as follows:

- [1] Sexual harassment  
Making remarks of sexual or obscene nature, repeatedly demonstrate sexually motivated behaviors or coercing sexual benefits, thereby causing displeasure or anxiety on the part of the other person.
- [2] Power harassment  
A senior or faculty member repeatedly presses a junior or student with unreasonable demands, seeks submissiveness, makes harassing remarks or acts forcefully toward such person, in a manner totally inappropriate for a person in his or her position with respect to the other person.
- [3] Academic harassment  
One utilizes his or her position to selfishly and forcefully demand unreasonable assistance or cooperation in research.
- [4] Childcare leave or caregiver leave, etc. harassment  
It refers behavior of an employee, etc., which harms work environment of other employee, etc. because he or she uses the system or the measures (childcare leave, caregiver leave, etc.) specified on Rules and all kinds of Regulations of Institute as well as harms work environment of a female employee, etc. related to pregnancy or childbirth, etc.
- [5] Other harassment  
Give disadvantage or discomfort to a person, or use or display language or behavior that damages the person's dignity, of any cause other than the foregoing.

## 2. Examples of Harassment

- [1] Force a female student to pour drinks at a party but look/act disturbed if she refuses.
- [2] Repeatedly ask someone to keep you company late into the night after a party.
- [3] A faculty member makes physical contact with a student in a friendly way.
- [4] A faculty member repeatedly asks a student out for meal, etc., and, if refused, says or suggests things like not giving the student credits or saying the student's academic result will be affected.
- [5] Force an inappropriate relationship on the condition of favorable score, instruction or treatment.
- [6] Make obscene jokes in a class, at a party, etc.
- [7] Make unreasonable demand to someone and if refused, ignore or disparage the person.
- [8] Spread a rumor of a sexual nature regarding someone or talk to or ask someone about a personal sexual experience.
- [9] Post or send obscene images, etc., or display them on a PC.
- [10] Make sexually discriminatory remarks such as "Women are beauty in the workplace," "We can't trust women with important jobs" and "Are you really a man?"
- [11] Ask someone for a romantic relationship and, if refused, make or send harassing calls and e-mails.
- [12] Force someone who can't drink alcohol to do so.

## 3. How to Prevent Harassment

### ■ Say, "No!"

If someone has made you unpleasant verbally or physically, have the courage to say, "No!" It's important to send a clear message to the other person about how you feel. The person might have said or done such things without realizing how you felt.

### ■ Don't Be a Bystander!

If you suspect that a friend or acquaintance is a victim of harassment, don't simply ignore it as someone else's business, but caution the offender.

## 4. What to Do If You Are Harassed

### ■ Keep Records

Keep specific records that include as much details as possible, such as dates, times and locations.

### ■ Don't Worry Alone

If you're being subjected to harassment, don't worry about it alone and let it continue by blaming yourself for causing it or feeling embarrassed to say it to someone.

### ■ Consult Others

First, consult someone you trust. You won't find a good solution if you simply ponder it alone. Talk to a faculty member, office staff or advisor you know well.

### ■ Act Diligently

Harassment can cause a serious problem not only to the victim, but also to the alleged offender.

## 5. Specific Actions

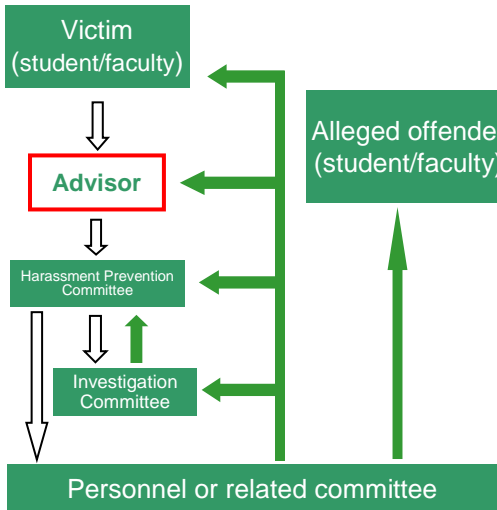
- [1] The first step is to tell someone you trust most, or an advisor. To protect your privacy, speak only about how you're being harassed, without giving your name. In case of emergency, you can use partner agent (law office), if you have difficulty in consulting with people working at our institute.
- [2] Receiving your initial contact, the person agrees to meet with you in a private location.
- [3] If the person you contacted isn't an advisor, he or she listens to you and understands your case, and notifies an advisor. Alternatively, the person refers you to an advisor.
- [4] All you need is to report the situation as specifically as possible based on the records you have kept.
- [5] The advisor verifies what you reported, understands the overall picture, and reports your case to the Harassment Prevention Committee.
- [6] The Harassment Prevention Committee sets up an investigative committee, if necessary, to carefully verify the facts based on the report you've made and also by interviewing the alleged offender, and reports the result to the Harassment Prevention Committee.
- [7] The Harassment Prevention Committee carefully examines the report from the investigative committee and takes necessary actions as quickly as possible, and reports to you what has been done.
- [8] Throughout the process, due consideration is given to protecting the privacy of you and others involved in the case, to make sure all investigations, examinations and disciplinary actions are conducted/given carefully.

6. If You Feel You're Being Harassed

<List of Advisors>

Student Support Section

Phone: Kashiwa 04-7173(Ext.)



(for university students) Student Support Section Ryo Kawaguchi e-mail: rkawaguc@mz.reitaku-u.ac.jp	Ext. 3654
(for faculty and staff) Risk Managerment Office Shoichi Yamamoto e-mail: syamam02@ad.reitaku-u.ac.jp	Ext.3123

Partner Agent (Law Office)	
Ginza-Takaoka Law Office	Lawyer Tomofumi Kaji
Phone: 03-6263-2520	FAX: 03-6263-2521
e-mail: conpura-hiro@ginzatakaoka.com	