

# Brief Overview of Working Discipline

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Department of Personnel Affairs

Working Conditions and Ethics Group



HIROSHIMA UNIVERSITY

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# 1. Definitions of **Working Discipline**

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# 1-1. What Does the Term “Working Discipline” Mean?

## Definitions of “Working Discipline”

- ◆ **Working discipline represents** standards of conduct setting down mental attitudes and rules of action that an employee of this Corporation should observe on a steady basis to maintain public order of the workplace and ensure the smooth operation of the University.
- ◆ Primary matters covered
  - ① Sincere performance of one’s duties (Obligation to sincerely perform one’s duties);
  - ② Compliance with applicable laws and regulations and observation of the directions and orders of the Corporation (Mental attitude toward services);
  - ③ Prohibition of performing any act that would ruin the Corporation’s credibility;
  - ④ Rules to be observed concerning the prohibition of information leakage; and
  - ⑤ Prohibition of dual or secondary employment, sharing of service ethics, and prevention of harassment.
- ◆ **Violation of working discipline may be subject to disciplinary action.**

# 1-2. Standing of Employees in the Framework of Law

## Legal Standing

- ◆ The National University Corporation Act stipulates in Article 19 that officers and employees of a national university corporation shall be deemed as “personnel serving in public duties.”

- ◆ Article 19 of the National University Corporation Act

(Standing of officers and employees)

Article 19. For the purpose of application of the Penal Code (Law number: Act No. 45 of 1907) and other penal rules, officers and employees of a national university corporation shall be deemed as personnel serving in public duties by ordinance

- ◆ For this purpose, the Working Regulations incorporates working discipline as adapted from basic service standards for national public service personnel.

## 2. Implications of **Working Discipline** for Working Regulations

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## 2-1. Working Discipline as Component Element of Working Regulations

- ◆ The Working Regulations established by the University comprise the **working discipline** in Chapter 4 titled “Service” that center on the following seven items:



## 2-2. The Content of Working Discipline

- ◆ The content of **working discipline** incorporated in Chapter 4 titled “Services” is described below:

### 01 Obligation to sincerely perform duties

- ◆ An employee shall perform his/her duties sincerely, based on recognition of a national university’s mission under the National University Corporation Act and the public nature of a national university’s services.
- ◆ An employee shall not perform any act in conflict with the University’s interest.

### 02 Mental attitude toward services

- ◆ An employee shall comply with applicable laws and regulations and perform his/her duties in accordance with the directions and orders of his/her superiors.
- ◆ An employee shall continually aim at developing competency and improving efficiency and business, and shall seek to ensure the normal operation of business in mutual cooperation with other employees.
- ◆ A supervisor shall respect the personalities of his/her subordinates and seek to cultivate and train them up. At the same time, he/she shall take the initiative in performing his/her duties.

### 03 Prohibition of performing any act that would ruin the Corporation’s credibility

- ◆ No employees of the Corporation shall perform any of the following acts:
  - (1) Acts that would ruin the reputation and/or credibility of the University or bring disgrace on employees at large; or
  - (2) Acts that would disturb the order and/or discipline of the University.



## 2-2. The Content of Working Discipline

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### Rules to be observed

- ◆ An employee shall observe the rules set forth below:
  - (1) An employee shall not divulge to a third party or parties confidential information or personal information that he/she has come to know in the course of performing his/her duties.
  - (2) In the event that he/she intends to serve as a witness, expert witness, etc. by statute and disclose a professional secret, he/she shall receive permission from the University.
  - (3) He/she shall ensure the safety and reliability of the University's information asset to prevent loss of social credibility.
  - (4) He/she shall always draw a clear line between private and public matters, and shall not use his/her position and/or working relationship for private purposes.
  - (5) He/she shall not generate noise or otherwise disrupt order or corrupt public morals on the University's property or site (hereinafter, "On Campus").
  - (6) He/she shall not conduct political education or political activities in support of or against a particular political party as a representative of the University.
  - (7) He/she shall not use his/her power of influence over pupils, school students or college students at training grounds to canvass for election votes.
  - (8) In the event that he/she intends to carry out an act of broadcasting, engaging in publicity, holding a gathering, distribution, circulation or posting of document/graphics, or any similar act on campus, he/she shall notify the University in advance. Notwithstanding the foregoing, in the event that such an act is likely to disrupt order or corrupt public morals on campus, the University may deny him/her use of the facilities concerned.
  - (9) He/she shall not conduct a financial transaction or the sale or purchase of goods for profit on campus without permission from the University

## 2-2. The Content of Working Discipline

### 05 Dual employment

- ◆ An employee shall neither take up another post nor personally run a profit-making firm without obtaining approval from the University.
- ◆ Specific rules concerning the dual employment of employees shall be as set forth in the Regulations on Dual Employment of Employees of Hiroshima University.

Detailed discussion of this matter can be found in basic training course materials for human resources persons titled "[Brief Overview of Service Rules](#) (Dual Employment)."

### 06 Service ethics

- ◆ Specific rules concerning the maintenance of service ethics shall be as set forth in the Regulations on Service Ethics Required for Employees of Hiroshima University.

Detailed discussion of this matter can be found in the leaflet titled "[Brief Overview of Service Ethics](#)."

### 07 Prevention of harassment

- ◆ An employee shall not conduct any form of harassing behavior.
- ◆ Specific rules concerning the prevention of harassment shall be as set forth in the Regulations on the Prevention of Harassment, etc. at Hiroshima University.

### **3. Continued Maintenance of Working Discipline While on Vacation**

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# 3-1. Prevention of Scandals from Occurring Due to or in Connection with Drinking

## Continued Maintenance of Working Discipline While on Vacation

- ◆ Even while on vacation, such as during the year-end and New Year holidays, Golden Week holidays and summer holidays, an employee shall act with the following points in mind.

Preventing scandals  
from occurring due to  
or in connection with  
drinking

! If he/she has an opportunity to drink alcohol during a long vacation, he/she should maintain good drinking manners and etiquette and take extra care to prevent scandals from occurring due to or in connection with drinking.

! He/she should engrave on his/her heart that he/she should never drive a car after drinking alcohol, either on the same day or the next morning.

## 3-2. Restrictions on Having a Relationship with an Interested Party or Parties



Continued Maintenance  
of working discipline  
While on Vacation

Restrictions on  
Having a Relationship  
with an Interested  
Party or Parties



Building a relationship with any interested party may routinely infringe on the ethical rules for employees.



He/she should refrain from actions of building a relationship with any person whose interests are not concerned that could arouse others' suspicion according to social standards.

## 3-3. Complete Control of Personal Information

Continued Maintenance  
of working discipline  
While on Vacation

Complete Control of  
Personal  
Information



An employee shall manage personal information in accordance with the Rules for Handling of Personal Information and the Rules for Information Security, both established by the University. Particularly cautious handling of personal information is required while on vacation.



In the event that an employee is compelled to take out personal information for the performance of his/her duties, he/she shall follow the directions of the Personal Information Administrator and ensure that such taking out occurs on a need-to-know basis and that the personal information involved therein is encrypted.

# Contact Information for Inquiries

Any inquiries about the working discipline should be directed to the following:

## **[Contact personnel]**

**Financial and General Affairs Office**

**Department of Personnel Affairs**

**Working Conditions and Ethics Group**

**(persons in charge of Services)**

**Ext.: 6024 and 5048**

**(the latter is for eastern Hiroshima)**

**E-Mail [fukumu-fukumu@office.hiroshima-u.ac.jp](mailto:fukumu-fukumu@office.hiroshima-u.ac.jp)**