

○ Hiroshima University Regulations for Harassment Consultation Office

(Regulations No. 1 of January 18, 2005)

<b>Amendment</b>	Regulations No. 85 of March 31, 2006	Regulations No. 108 of June 25, 2007
	Regulations No. 136 of March 31, 2008	Regulations No. 62 of March 31, 2009
	Regulations No. 91 of March 31, 2010	Regulations No. 81 of March 31, 2011
	Regulations No. 91 of March 30, 2012	Regulations No. 9 of March 22, 2013
	Regulations No. 138 of April 1, 2016	Regulations No. 97 of March 31, 2017
	Regulations No. 144 of October 1, 2018	

Hiroshima University Regulations for Harassment Consultation Office

(Purpose)

Article 1 These Regulations prescribe matters necessary for the management and operation of the Hiroshima University Harassment Consultation Office (hereinafter, the "Consultation Office"), in accordance with the provisions of Article 18 of the Hiroshima University Policies and Regulations (Regulations No. 1 of April 1, 2004).

(Purpose)

Article 2 The purposes of the Consultation Office are, as a joint usage facility on the campus of Hiroshima University (hereinafter, the "University"), to handle consultations regarding harassment issues to which employees, university students, pupils, children and nursery school children are a party and to promote measures to prevent the occurrence of harassment.

(Activities)

Article 3 In order to achieve the purposes stated in the preceding Article, the Consultation Office shall engage in the following activities while ensuring coordination and cooperation with relevant departments, etc.:

- (1) Consultations regarding harassment;
- (2) Consultations regarding the harassment resolution procedure;
- (3) Liaison and coordination among harassment consultation desks;
- (4) Consultations for the prevention of harassment;
- (5) Education and training regarding harassment;

- (6) Implementation of various programs for the prevention of harassment; and
  - (7) Any other activities related to consultation, prevention and enlightenment efforts regarding harassment.
2. In addition to the activities listed in the preceding paragraph, the Consultation Office shall engage in the following activities whenever necessity arises:
- (1) Requesting relevant departments, etc. for arrangements and coordination toward the resolution of a harassment issue for which a consultation has been made;
  - (2) Submitting a report to the President stating the necessity to establish a Harassment Investigation Committee; and
  - (3) Handling an appeal to the President filed by a party or a person relevant to a harassment issue, if any:

(Organization)

Article 4 The Consultation Office shall have the following employees:

- (1) Office Director;
- (2) Full-time teacher;
- (3) Counselor; and
- (4) Other employees as necessary.

Article 5 The Office Director shall be appointed from among the full-time professors at the University.

2. The Office Director shall be appointed by the President.
3. The Office Director shall take control of the affairs of the Consultation Office.
4. The Office Director shall hold his/her office for two (2) years and shall not be precluded from re-appointment.

5. If the office of the Office Director becomes vacant due to his /her volunteered resignation or for any other reason, the term of office of his/her successor shall be until the end of the academic year in which the date when one (1) year will have elapsed from the date of his/her appointment falls.

Article 6 The full-time teacher at the Consultation Office shall be appointed by the President through discussions within the Executive Board.

Article 7 The Counselor shall be appointed from among the employees of the University or outside experts, as deemed necessary by the President.

2. The Counselor shall hold his/her office for two (2) years and shall customarily be appointed or delegated the task on April 1; provided, however, that if the Counselor is appointed or delegated the task on April 2 or thereafter, the term of office of the Counselor shall be until the end of the academic year in which the date when one (1) year will have elapsed from the date of his/her appointment or delegation falls.
3. The Counselor shall not be precluded from re-appointment.

(Anti-harassment Committee)

Article 8 The Consultation Office shall establish therein a Hiroshima University Anti-harassment Committee (hereinafter, the "Anti-harassment Committee").

Article 9 The Anti-harassment Committee shall be organized with the following members:

- (1) Office Director;
- (2) Person(s) appointed by the President from among Deputy Executive Directors;
- (3) One (1) person recommended by the Dean or Director from among the Vice Deans or Deputy Directors at the Dean's or Director's graduate school, the Research Institute for Radiation Biology and Medicine, or the hospital;
- (4) Full-time teacher at the Consultation Office;
- (5) Counselor (if an outside expert is the Counselor, he/she must be a lawyer); and
- (6) Several persons who are deemed necessary by the Anti-harassment Committee.

2. The members of the Anti-harassment Committee shall be appointed by the President.
3. The members of items 3 and 6 of paragraph 1 above (in the case of item 3, excluding those who are a Vice Dean or Deputy Director; the same shall apply to the following paragraph) shall hold their office for two (2) years and shall customarily be appointed on April 1; provided, however, that if the members are appointed on April 2 or thereafter, the term of their office shall be until the end of the academic year in which the date when one (1) year will have elapsed from the date of their appointment falls.
4. The members of items 3 and 6 of paragraph 1 shall not be precluded from re-appointment.

Article 10 The Anti-harassment Committee shall deliberate the following matters regarding the Consultation Office and shall process affairs related thereto:

- (1) Matters regarding the basic policy on the management and operation of the Consultation Office (including the draft planning of teacher-related personnel affairs and budgeting);
- (2) Matters regarding the support of the prevention and enlightenment activities by the Consultation Office;
- (3) Matters regarding the promotion of understanding and sharing of information on the contents, etc. of consultations handled by the Consultation Office;
- (4) Matters regarding self-training on harassment; and
- (5) Other matters necessary for the operation of the Consultation Office, the prevention of harassment, etc.

Article 11 The Anti-harassment Committee shall have a chairperson.

2. The chairperson shall be appointed by the President from among the members of the Anti-harassment Committee.
3. The chairperson shall hold his/her office for two (2) years and shall customarily be appointed on April 1; provided, however, that if the chairperson is appointed on April 2 or thereafter, the term of his/her office shall be until the end of the academic year in which the date when one (1) year will have elapsed from the date of their appointment falls.

4. The chairperson shall not be precluded from re-appointment.
5. The chairperson shall convene and preside over meetings of the Anti-harassment Committee.
6. If the chairperson is unable to fulfill his/her duties, a committee member designated in advance by the chairperson shall substitute for the chairperson.

Article 12 If deemed necessary, the Anti-harassment Committee may request one or more persons outside the Anti-harassment Committee to be present and seek their opinions.

(Administrative Affairs)

Article 13 The administrative affairs regarding the Consultation Office shall be processed by the Student Services Group (of the Department of Educational Affairs, the Education Office) and the Personnel Systems Planning Group (of the Department of Personnel Affairs, the Financial and General Affairs Office), in cooperation with relevant departments, etc.

(Miscellaneous)

Article 14 Necessary matters regarding the enforcement of these Regulations, other than those set forth herein, shall be prescribed separately.

Supplementary Provisions

1. These Regulations shall be come into effect as of February 1, 2005, wherein the provisions of Article 4, item 2 and those of paragraph 2 of the Supplementary Provisions shall apply beginning on September 1, 2004.
2. Notwithstanding the provisions of Article 6, the full-time teacher set forth in the latter sentence of the preceding paragraph shall be appointed by the President, based on the recommendation by the former Hiroshima University Harassment Consultation Office Establishment Preparation Committee.
3. Notwithstanding the provisions of Article 5, paragraph 4, the first Office Director to be appointed following the establishment of the Consultation Office shall hold his/her office until March 31, 2006.

Supplementary Provision (Regulations No. 85 of March 31, 2006)  
These Regulations shall come into effect as of April 1, 2006.

Supplementary Provision (Regulations No. 108 of June 25, 2007)  
These Regulations shall come into effect as of July 1, 2007.

Supplementary Provision (Regulations No. 136 of March 31, 2008)  
These Regulations shall come into effect as of April 1, 2008.

Supplementary Provision (Regulations No. 62 of March 31, 2009)  
These Regulations shall come into effect as of April 1, 2009.

Supplementary Provision (Regulations No. 91 of March 31, 2010)  
These Regulations shall come into effect as of April 1, 2010.

Supplementary Provision (Regulations No. 81 of March 31, 2011)  
These Regulations shall come into effect as of April 1, 2011.

Supplementary Provision (Regulations No. 91 of March 30, 2012)  
These Regulations shall come into effect as of April 1, 2012.

Supplementary Provision (Regulations No. 9 of March 22, 2013)  
These Regulations shall come into effect as of March 22, 2013.

Supplementary Provision (Regulations No. 138 of April 1, 2016)  
These Regulations shall come into effect as of April 1, 2016.

Supplementary Provision (Regulations No. 97 of March 31, 2017)  
These Regulations shall come into effect as of April 1, 2017.

Supplementary Provision (Regulations No. 144 of October 1, 2018)  
These Regulations shall come into effect as of October 1, 2018.