

“In all its activities, Hiroshima University will not tolerate discrimination or harassment of any kind in relation to ethnicity, nationality, religion, belief, gender, economic or social status, or disability, and will respect and protect the human rights and individuality of each person.”

*The Hiroshima University Charter, Chapter 1
(Enacted on December 27, 2021)*

1. Purpose of These Guidelines

Hiroshima University (hereafter, the University), in accordance with the principles of the University’s Charter, is recognizing that harassment on campus violates the human rights of the University members and is detrimental to the right to study, conduct research, and work, will make all possible efforts to prevent harassment and take appropriate countermeasures regarding any harassment occurring on and off campus and to take appropriate action after an act that is deemed to be harassment has occurred.

Based on “The Rules for the Prevention of Harassment at the Hiroshima University” (hereafter, (“the Rules”), these guidelines declare the University’s fundamental policy on harassment and explain plainly the procedures for solving individual cases. The purposes of these guidelines are to prevent harassment and to promote harassment education, by making these guidelines widely known.

*See “5. Importance of Harassment Issues” for more information.

2. Hiroshima University’s Fundamental Policy on Harassment

(1)The University declares the adoption of protective, preventive measures against discrimination, harassment, and human rights

- violations of any kind involving the University members, in order to uphold their individual rights to pursue their academic study, research, and administrative goals.
- (2) In order to prevent harassment, the University will make efforts to improve the study/research/working environment and to carry out education, training, and public information activities.
 - (3) The University has established a system to provide counseling and support for the University members who have harassment-related questions and problems. In addition, in order to discover the problems early and to resolve them promptly, the University will conduct appropriate investigations if necessary and react strictly based on the results.

3. Application Range of These Guidelines

These guidelines apply to the University members.

- (1) "The University members" include the University staff (staff means all the members who work at the University), the University students, pupils, infants and kindergartners of the attached schools (hereafter, the staff and students) and "the persons involved".
"The persons involved" include students' guardians, people who use the University facilities and institutions including the University hospital and library, and campus contractors.
- (2) Ex-University members who have already left the University can consult the University over past incidents.
- (3) When harassment occurs between "the staff and students", they can consult the University over the incident, even if it occurred outside the University or outside normal hours of work and lectures.
- (4) When harassment occurs between "the staff/students" and "the persons involved", we will deal with the problem and work with other institutions if necessary.
*When harassment is committed by "the persons involved" against "the staff and students", these guidelines may not apply.
- (5) "The staff and students" can consult the University when they become

- victims during educational and research activities including internship programs, externships, and academic conferences. You can also consult with the University about any harassment incidents that you may have experienced during your job search or at your part-time job.
- (6) If a "staff and student" of the University is a victim of domestic violence (DV) or stalking, or has a problem at home, you can also consult with us. Depending on the case, they will be guided to the appropriate counseling center.

4. The Responsibilities of the University and of the University Members

- (1) The University President takes the general responsibility to control the harassment prevention measures at the University.
- (2) The head of each department or workplace, the head of a department, head of a major, chief of a course, or other person in a position of management or supervision (hereinafter referred to as "departmental or other supervisory personnel") takes the responsibility to implement concrete harassment prevention measures.
- (3) All University staff should always make possible efforts to maintain a good, harassment-free study/research/working environment. When harassment occurs near them, they take the responsibility to take prompt and appropriate actions to solve the problem.
- (4) All "staff and students" should make every effort to respect all individuals and to prevent harassment by themselves and others.

5. Importance of Harassment Issues

The University is comprised of staff who perform duties related to the University, staff who perform educational and research duties, and students who receive education and conduct research. The staff and students of the University must be mutually respected in order to fully demonstrate their abilities and realize their goals at the University, and the

University has a responsibility to make efforts to ensure such an environment.

However, once a problem with harassment occurs, the achievement of such objectives will be hindered, and this may cause great disadvantages to staff, students, and others. From the perspective of staff members, this can result in a lack of a safe working environment. From the perspective of staff and students involved in education and research, their trust in education may be shaken, and research activities may be impeded. As a result, serious harm to staff and students is possible and often results in health problems. All staff and students of the University, regardless of their position, must be aware of the problems associated with harassment, strive to prevent harassment from occurring, and, in the event that harassment does occur, strive to take appropriate action to minimize the damage.

6. Definitions and Types of Harassment

The Rules identify these types of harassment: sexual harassment, bullying (“power harassment”), harassment related to pregnancy, childbirth, childcare leave, and other harassment.

The followings are the definitions, types, and possible examples of harassment. Whether these behaviors are to be considered as harassment specified in the Rules depends on how the incident occurred, how the victim reacted to the behavior, and what significance the behavior has, and will be assessed comprehensively and objectively. Especially, a behavior which occurs against the victim’s will and brings him/her a certain disadvantage or hampers academic or work conditions, the behavior is likely to be considered as harassment. Even when a behavior is allowed between the parties, it may make people around them uncomfortable or may bring them disadvantages. When these behaviors are clearly considered as lacking social standards, they may be considered as harassment.

(1) Definitions and Types of Sexual Harassment

“The Rules for the Prevention of Harassment at Hiroshima University” defines sexual harassment as follows: sexual harassment is any unwanted sexual comments or behavior between the University members who have a certain relationship in the workplace or at school, which bring the victim a certain disadvantage or impairment in academic or work conditions, including mentally, or degrade his/her study or work environment. (Article 2, Section 2)

Sexual harassment is often thought to affect only women, but men and sexual minorities can also be victims. Whether or not sexual harassment constitutes sexual harassment is determined by comprehensively considering the relationship between the alleged victim and the alleged harasser, the maliciousness of the act itself, and the severity of the consequences, while taking into consideration the perception of the alleged victim.

There are several types of sexual harassment.

1) Unwanted sexual invitation and coercion of a sexual nature

This type of sexual harassment includes:

- ① Relentless or forcible sexual invitations or proposals for dates
- ② Coercing touching and sexual conduct
- ③ Brazen stalking

Examples:

- Whenever you stay in the university till late at night, your senior always waits for you and offers to escort you home.
- Your direct supervisor touches your hair and neck or comes very close to you when you stay alone with him/her. (This includes cases where this behavior makes you feel uncomfortable but you cannot refuse and you are unable to go to the lab.)
- You repeatedly receive sexually oriented disgusting e-mails and social networking messages.

○Someone becomes obsessed with an idea that he/she is going out with you, and he/she repeatedly sends e-mails and social networking messages to you and other faculty members which imply the intimate relationship with you. You tell him/her to stop it, but he/she wouldn't.

2) Quid-pro-quo Sexual Harassment

This type of harassment signifies individuals of higher status making sexual demands, taking advantage of their authoritative positions in the workplace or school. Certain benefits are made contingent on the provision of sexual favors, and the rejection of a sexual advance or request for sexual favors results in a certain disadvantage in academic or work conditions. Unwanted conduct of a sexual nature, taking advantage of hierarchical relations including teacher-student and senior-junior relationships, may be considered as sexual harassment.

This type of sexual harassment includes:

- ① Basing academic guidance and evaluations on whether such sexual demands are accepted or rejected
- ② Basing decisions on working conditions and personal affairs on whether such sexual demands are accepted or rejected
- ③ Making sexual demands as a requirement for academic supervision and evaluations and other advantages
- ④ Using one's power to make sexual demands of the staff or personnel
- ⑤ Expressing sexual interest toward other individuals during the course of work
- ⑥ Requesting other individuals to wear or act sexually

Examples:

- The making of sexual advances to a student by said faculty member in a situation where the student is perplexed that he or she will be disadvantaged if he or she disobeys the faculty member who is providing the instruction.
- During an academic conference trip or a business trip, your boss or supervisor tells you to come to his/her hotel room.
- A teacher/professor says, "xxx(name) is my type, so I will extend the deadline for a report especially for her/him."

- When a teacher/professor is rejected a proposal for dates by a student, he/she doesn't give a grade or gives a low grade for the student.
- A teacher/professor tells a student to come to his/her room saying that he/she has something to discuss or supervise and coerces sexual relationships.
- Your direct supervisor tells you not to get married before getting a degree.
- Individuals of higher status or teachers/professors tell female workers or students to wear a skirt or wear make-up.

3) Hostile Environment Sexual Harassment

This type of harassment involves sexual remarks or behavior damaging an individual's study/work/research environment.

This type of sexual harassment includes:

- ①Providing a topic of conversation which includes a certain individual's sex appeal or one's own sexual interest during the course of work/academic work, and hindering normal job/academic work performance by those sex-related topics and behavior
- ②Approaching or touching other individuals with sexual intention
- ③Making sexual remarks or behavior which causes discomfort for other individuals

Examples:

- Staring at a person's entire body for a long time.
- Habitually touching other individuals' body parts, such as shoulder, back, waist, cheek, and hair.
- Frequently talking about sexual matters in the workplace or a classroom which cause discomfort for other individuals.
- Making sexual or obscene jokes which other individuals find it difficult to respond to.
- Displaying nude or obscene photographs/pictures in the workplace or a research room.
- Forcibly showing obscene pictures/videos/writings.
- Behaving indelicately at social gatherings/extra curricular activities/associations after work.
- Making dirty sexual jokes.

- Preventing other individuals from leaving the spot though they are expressing discomfort
- Circulating a rumor related to a certain individual's sexuality.
- Questioning someone's sexual experience or talking about one's own sexual experience.
- Posting sexually explicit slurs or private information in a personally identifiable manner on a public internet website.

When these kinds of behavior are done excessively or repeatedly, they may be considered as sexual harassment specified in the Rules.

4) Gender Harassment

This type of harassment is defined as behavior involving a stereotypical attitude toward males or females in the University.

This type of sexual harassment includes:

- ① Making derogatory remarks or assuming inferiority or undesirability in character, ability, behavior, or inclinations solely because of a particular gender
- ② Connecting opposite gender's arguments and opinions with attraction or faults of the opposite gender

Examples:

- Discriminative language by staff or students based on the awareness of gender roles, such as "Although you are a man, you have no guts", "We cannot entrust tasks to women", "Women should only be the flowers of the workplace", "Women are not suited to research", "A man has to support his wife and children", and "Women should have a baby".
- Calling other individuals in a manner in which their individuality is not recognized, such as "boy", "girl", "uncle", and "auntie", or calling certain students and staff by adding "chan" to their names.
- Making a person serve food and drink, clean the room, or go on private errands for the single reason that the person is a woman.
- Assuming a difference in work or academic ability because of matters related to an individual's personal life (e.g., family circumstances, marriage, whether or not they have children, etc.).

5) Harassment based on SOGI (Sexual Orientation, Gender Identity)

This type of harassment is defined as behavior involving acts based on prejudice regarding Sexual Orientation or Gender Identity. Sexual orientation refers to which gender a person's romantic or sexual love is or is not directed toward. Gender identity refers to a person's self-perception of gender.

Harassment based on SOGI may also be problematic as "power harassment".

This type of harassment includes the following:

- ① Making derogatory remarks about an individual's sexual orientation or gender identity
- ② Assuming a person is inferior or undesirable in character, ability, behavior, or inclinations solely because he/she is a sexual minority, such as homosexual or transgender
- ③ To make sexual minorities the object of bullying or teasing
- ④ Revealing or spreading one's gender identity or sexual orientation to others without one's permission (a so-called "outing")

Examples :

- Discriminatory expressions against sexual minorities such as homosexuality and transgender people
- Criticizing or making fun of a person's sexual orientation

<Relationship between a faculty member and a student in a supervisory relationship>

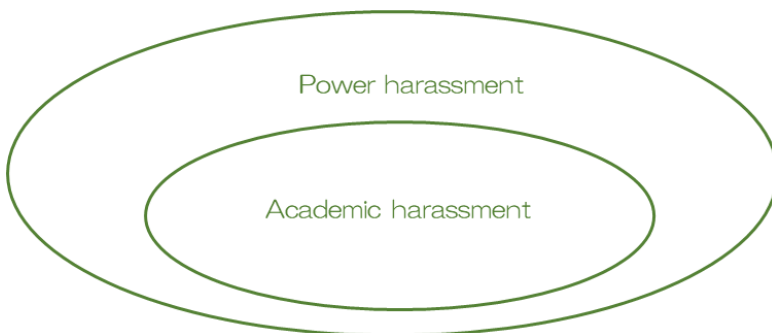
There are often cases in which faculty supervisors and students go beyond a mere advisory relationship and develop a dating relationship. A relationship between a faculty member and a student does not in itself immediately constitute sexual harassment. However, even if there is mutual consent, it is very difficult to completely separate the mentoring relationship from the romantic relationship. For students, many issues arise, such as whether a romantic relationship with a faculty advisor can be considered a good educational environment, whether fairness and

impartiality can be ensured in situations such as grade evaluation and degree review, and whether it causes unfairness or discomfort to other students. Considering the above, in order to ensure a good educational environment for students, if a dating relationship develops between a faculty supervisor and a student, the faculty member should, in principle, be removed from the student's guidance.

(2) Definition and types of bullying (“power harassment”)

According to the Rules, bullying (“power harassment”) is defined as “the use of a superior relationship by a member of the University who is in a certain relationship in terms of study or employment to say or do something that goes beyond what is necessary and reasonable in the course of his or her duties, which causes or may cause the other party to suffer a certain disadvantage or impairment, including psychological aspects related to study or the performance of duties, or a certain hindrance related to study or duties.” (Article 2, Paragraph 3).

Power harassment refers to bullying and harassment in the workplace, schools, circle activities, club activities, etc. Among these, harassment that takes advantage of status relationships in education and research, such as faculty supervisor and student, or professor and researcher, is referred to as academic harassment.



A “superior relationship” is one in which one party is considered incapable of resisting or rejecting the other. Generally, such relationships are

assumed to be those between superiors and subordinates, faculty members and students, and senior members and junior members of clubs. Even a subordinate who has more knowledge and experience than his or her superior can be in a superior position to the superior, and when many people harass a particular person (for example, when many students harass a faculty member, or when club members bully those in the same position/rank), a superior relationship can also be considered to exist.

Power harassment is considered to be a problem when, by taking advantage of such a superior relationship, language or behavior that goes beyond what is necessary and reasonable is used, thereby harming the environment in which staff and students work, study, and conduct their education and research. In determining whether or not a situation constitutes power harassment as defined in the Rules, the purpose of the harassment, the past circumstances, and the relationship between the two parties will be taken into consideration, as well as the mental and physical condition of the alleged victim and the perception of the behavior or words.

The following are examples of conduct that may fall under the category of power harassment:

- ①Discriminating someone from learning/working opportunities, conditions, or evaluations by their sex, age, nationality, ethnicity, race, religion, belief, handicap, sickness, appearance, character, and others
- ②Basing academic guidance and evaluations on whether one's private demands are accepted or rejected
- ③Basing decisions on working conditions and personnel affairs on whether one's private demands are accepted or rejected
- ④Making private demands as a requirement for academic supervision and evaluations and other advantages
- ⑤Making private demands exercising the power to shuffle personnel or to control other's jobs
- ⑥Expressing one's good feelings or bad feelings toward someone during the course of work/education
- ⑦Hurting someone mentally or physically by using abusive language against them, intentionally ignoring them, or behaving violently, just because they don't follow one's direction

- ⑧ Relentless or forcible requests for certain or unwanted behavior
- ⑨ Preventing other individuals from leaving the spot though they are expressing discomfort
- ⑩ Circulating a groundless rumor to make someone feel embarrassed
- ⑪ Revealing to a third party sensitive personal information, such as a one's sexual orientation, gender identity, medical history, or infertility treatment, that has come to one's knowledge in the course of one's duties, without consent

*Even conduct that does not fall within the examples of conduct listed in ① through ⑪ above may be deemed to constitute power harassment.

Examples

"Academic Harassment" which tends to occur in the academic field

- 1) Unreasonable restriction of rights or deprivation of educational or research guidance that should be granted.
 - A faculty member restricts other faculty members or students from using literature or equipment without reason, interferes with the performance of research by discarding equipment or reagents without permission, or prohibits entry to a laboratory without justifiable reason.
 - Refusal by a professor to assign a credit without offering a proper reason, or arbitrary change of the judgment criteria for graduation or completion of study with an extended retention of a student.
 - Restricting students' and subordinate researchers' freedom of research by telling them not to read certain papers he/she dislikes or not to attend a certain workshop.
 - Offering job opportunities of teaching assistant, research assistant, part-timer, or part-time lecturer only to certain students the professor likes.
 - Refusal by a professor to hold a seminar or to provide research guidance and advice by saying "I'm busy" or "You have already grown up."
 - The supervisor does not provide corrective guidance months or even years after receiving the student's dissertation manuscript (this includes making the student fear that they will not be able to submit a thesis or obtain a degree, or that they will not be able to submit a thesis or obtain a degree as a result).

2)Controlling, enclosing, or selfishly using students or subordinates

- Telling a student who wants to change his/her direct supervisor to withdraw from the university.
- Treating a student who seeks a job stonily and treating a student who wants to attend graduate school favorably.

3)Attacking, cornering, exploiting knowledge and labor, and involving in misconduct

- Unilaterally shifting the responsibility for the faculty member's own lack of research results onto students or subordinate researchers and blaming them.
- A faculty member harshly instructs and corners a student who does not produce experimental data as they demand, and gets the student to falsify the results of the experiment.
- To make a faculty member the first author of a paper submitted by a student, even though they have only added to or revised the student's paper.
- A faculty member writes a paper or applies for a research grant without permission using an idea submitted by a student or a subordinate researcher.
- A professor or other high-ranking researcher does not conduct high-risk research by themselves, but allows their subordinate researchers to do so.

4) Actions that cause loss of respect or trust

- A faculty member constantly makes students and subordinate researchers listen to bad words about other faculty members or related institutions.
- A faculty member talks a lot of badmouthing or gossiping about other faculty members in their lectures.
- Research guidance or work instructions by a faculty member to a student or a subordinate researcher changes two or three times, and the faculty member forgets what they previously instructed the student or the subordinate researcher and gets angry at them, saying "Why did you do this?"

If you disadvantage the student, you must provide an explanation that is acceptable to the student. Otherwise, the behavior may be deemed harassment. Even trivial matters may be deemed harassment when they are done repeatedly and damage the person physically or mentally.

Power harassment that can occur in anyplace including in the workplace

1)Mental aggression and oppression

- Damning, laughing scornfully at, or raining abuse on a certain person in front of other students or fellow colleagues
- Assuming an arrogant attitude toward students or junior staff or intimidating them by threats by not returning a greeting, pounding on the desk, or throwing things
- Relentlessly sending derogatory or threatening e-mails and social media messages to a certain person or to several people at a time
- Casting aspersions on someone on websites or web communities such as social media

2)Unreasonable interference, restriction of rights

- Obstruction of research/work by refusal to approve the purchase of items needed for said research/work or to sign off documents required for the purchase of items
- Enforcement by a faculty member or supervisor of a rule (dress, behavior, etc.) on a student or subordinate that is not considered necessary

3)Unequal treatment or discrimination

- Evaluating one's students or junior staff by their participation in or withdrawal from off-the-job/research social gatherings including lunch/dinner and parties
- Making derogatory remarks about certain staff or students on the grounds of their nationality, ethnicity, race, sex, and age
- Faculty members and supervisors don't inform only certain subordinates of important information that they need to know in the course of their duties.

4)Inappropriate coercion

- Forcing someone to attend drinking sessions or to drink alcohol
- Forcing a student or a junior staff who claims a leave because of bad health to work or do research
- Forcing students to do something unreasonable in club or circle activities that they do not want to do because of previous customs or traditions, etc.

○A faculty member or supervisor expecting a student or subordinate to answer the phone, even late at night or on holidays, or calling them up and asking them to come immediately or sending an e-mail or social media message late at night or on holidays and demanding that they read it and reply immediately.

5)Public/private or self-serving coercion

○Ordering students or junior staff to take care of one's personal affairs or to drive one to and from a certain place

○Forcing students or junior staff to accompany one in private recreational activities such as jogging, hiking, and attending a concert

○Forcing a faculty member or supervisor to pay a tribute or gratuity to oneself (e.g., obtaining concert tickets, purchasing books, honorarium for obtaining a degree, etc.)

6)Disconnection from relationships

○A faculty member or supervisor isolates a particular subordinate in a separate room or does not allow them to attend a drinking party held by the laboratory or department simply because he/she does not agree with their own wishes.

(3) Definition and forms of harassment related to pregnancy, childbirth, childcare leave, etc.

According to the Rules, harassment related to pregnancy, childbirth, childcare leave, etc. is defined as "harassment by a member of the University who is in a certain relationship in terms of study or employment, who says or does something related to pregnancy or childbirth or to the use of systems or measures related to pregnancy, childbirth, childcare or nursing care, which causes the other party to suffer a certain disadvantage or impairment, including mental health problems, related to studies or job performance. (Article 2, Paragraph 4).

There are two main forms of harassment related to pregnancy, childbirth, childcare leave, etc.

1)Harassment of the use of systems and measures

Acts that may fall under this category include the following:

- ① Suggesting dismissal or disadvantageous treatment of a worker because of their use of a system or measure.
- ② Using words or deeds that hinder the use of the system/measure.
- ③ Harassing a worker because of their use of the system/measure.

Examples:

- When a supervisor says, "Maternity or childcare leave is not allowed."
- When a supervisor says to a staff member who has requested childcare leave as a father, "It's impossible for a man to take childcare leave," or "If you take childcare leave, I don't think you will be promoted".
- When a staff member asks their supervisor if they can take a leave of absence for a maternity checkup, the supervisor tells them to give up the leave of absence by saying, "You should go to the hospital on your day off".
- A colleague repeatedly says to a staff member who is working shorter hours for childcare, "People around you are annoyed because you go home early".

2) Harassment to the state

Actions that may fall under this category include the following:

- ① Suggesting dismissal or other disadvantageous treatment because of pregnancy, childbirth, etc.
- ② Harassment because of pregnancy, childbirth, etc.

Examples:

- When a superior is informed of a subordinate's pregnancy, the supervisor may say, "We will not renew your contract next time," or "We will hire someone else and you will have to quit early".
- Supervisors and coworkers repeatedly saying, "You just got a job, and you're pregnant, and you're so brazen that you're taking maternity/paternity leave".
- When a staff member is hospitalized for an imminent miscarriage, the supervisor or co-worker tells the staff member, "You don't have to come back, just fill out a resignation form."
- When a supervisor is told by a student that she is pregnant, the supervisor presses the student to either take the child or the research.

○When a supervisor tells a student who has taken a leave of absence from the university due to severe morning sickness during pregnancy, the supervisor tells the student to “quit the university if you can’t devote yourself to your studies.”

(4) Definition and forms of other forms of harassment

The Rules define “Other forms of harassment” as “harassment that does not constitute sexual harassment, power harassment, or harassment related to pregnancy, childbirth, childcare leave, etc., but is defined as harassment in which members of the university who are in a certain relationship in terms of study or employment say or do something inappropriate, which causes the other person to suffer a certain disadvantage or impairment, including mentally, in relation to their studies or performance of duties, or which causes a certain obstacle in relation to their studies or duties(Article 2, Paragraph 5).

Other harassment includes harassment that does not fall under sexual harassment, power harassment, or harassment related to pregnancy, harassment by staff of companies related to the University, harassment by users of the University’s various facilities, centers, libraries, hospitals, etc.

Examples:

- Students repeatedly demanding responses from academic supervisors or staff members, persistently accusing them, or repeatedly using intimidating language or behavior.
- Family members of hospitalized patients demanding unreasonable services from staff or intimidating them with loud voices.
- Facility users make unreasonable demands on staff members and stay for hours at a time.

Any type of harassment is considered to have been committed when the person is found to have the intent to commit the harassing behaviors described in Article 2, Paragraphs 2 through 5 of the Rules, or when such words or behaviors are clearly not socially appropriate. (Article 2, Paragraph 6)

7. Discriminatory Language and Behavior

The University prohibits all discriminatory words and behaviors, not only against specific staff or students, but also against any person related to ethnicity, nationality, race, religion, belief, gender, age, origin, appearance, economic or social status, or disability.

When the Harassment Consultation Office receives a consultation concerning discriminatory language or behavior as described above, it will respond appropriately in cooperation with the relevant departments and others.

8. Consultation

As for the Joint Usage Facilities on Campus, we have set up the Harassment Consultation Office on each campus (Higashi-Hiroshima, Kasumi and Higashi-Senda). If you would like to come to consult, please apply at the front desk of the Harassment Consultation Office.

You may select a counselor for consultation from the list of counselors from the Harassment Consultation Office.

【Examples of Consultation】

- “I cannot determine whether I have received harassment. Please advise me.”
- “I have been receiving harassment and I would like to improve the current situation.”
- “My friend/co-worker is suffering harassment. I would like to consult for him/her.”
- “I received a consultation from a student for whom I am a secondary advisor who is having problems with his/her relationship with his/her primary advisor. I would like to discuss with you how I should respond.”
- “I have been told that my words and actions are harassment, and I think this is a bad thing, but I don't know what to do.”
- “I have difficulty controlling my anger and frighten others, so I want to improve.”
- “A harassment problem occurred in my department. I would like to ask for harassment training for staff members to raise awareness.”
- “I would like you to make posters for harassment prevention.”

The Harassment Consultation Office accepts a wide range of inquiries for various reasons.

What Harassment Consultation Office Does

- ① At the Harassment Consultation Office, we think together, decide together, and support the person seeking consultation on the ways to solve a harassment problem or to prevent or avoid harassment.
- ② Counselors will think with a person seeking consultation about their received harassment, propose a possible solution, and support their decision making.
- ③ If necessary, counselors will introduce organizations concerned on and off campus to a person seeking consultation or will cooperate with those organizations.
- ④ After due consultation, counselors will ask the departmental or other supervisory personnel for mediation or will ask the President to establish a harassment investigation committee, if required.
- ⑤ Counselors will follow how things have been dealt with after the mediation request or the establishment of the harassment investigation committee and will continue to support the person seeking consultation.
- ⑥ Consultation will be basically done by conducting direct interviews, but enquiry by phone or e-mail is also accepted. Anonymous requests for consultation and requests by a third party will also be accepted.
- ⑦ Counselors will not contact people who are accused of being an offender in the case being consulted for investigation of the facts or mediation.
- ⑧ Counselors are under obligation to hold confidential information that relates to the privacy of the person seeking consultation and the subject matter consulted on.
- ⑨ If a person seeking consultation is not satisfied with the appointed counselor, they can always speak to another counselor.

9. Process and Procedures for Solving the Problems

There are several ways to solve a problem when receiving harassment: to cope with the problem on one's own, taking advice from counselors, to

avoid further harassment; to ask for mediation through the harassment consultation Office (requests for mediation); to ask the establishment of the harassment investigation committee under the president (Requests for Establishment of Investigation Committee); and others.

*When deciding which process to choose, the complainant's wishes will be respected. The University will take maximum care to protect the privacy rights of those involved in consulting and resolving problems.

*About International Student Support

The Harassment Consultation Office accepts consultations from international students. Consultation in English is also available.

The Harassment Consultation Office is also a member of the "International Student Support Network," a group of various departments involved in supporting international students at the University. If the content of the consultation from the international student indicates that support from other departments is necessary, we will promptly respond in cooperation with those departments.

(1) Mediation

Mediation means focusing attention on the damage which a person seeking consultation appeals, to warn people who are accused of being an offender or to take relief measures for it in order not to receive further damage. There are two ways for Mediation:

- ① The harassment consultation Office will ask the departmental or other supervisory personnel in the course/the workplaces to improve the working/education environment and human relationships. (In this case, strict investigation of and precise judgment on a case are not necessary to see whether the behavior is considered as harassment specified in the Rules.)
- ② In the process of investigation, the harassment investigation committee established under the president will improve the situation between the victim and the person who is accused of being an offender.

The following are the examples of the measures taken at the relevant departments/workplaces as the result of requests for mediation by Harassment Consultation Office.

- 1) Separating the victim and the person who is accused of being an offender from each other.
- 2) Giving warnings against and guidance to the person who is accused of being an offender.
- 3) Taking relief measures for the damage and measures for the recovery of rights.
- 4) Raising consciousness to improve the study/work environment.

【Examples of Mediation】

(The following examples are modified scenarios of the actual cases by mixing several cases in order to strip them of all personal identifiers.)

- A student came for a consultation on his/her difficulties in continuing his/her graduation research. The reason was that his/her direct supervisor repeatedly used abusive language and forced him/her to stay in the research room for a long time, which made him/her feel nauseous and dizzy when he/she tried to go to the research room. Harassment Consultation Office judged that the relationship of the parties concerned was irreparably damaged. Therefore, though it was middle of the fiscal year, Harassment Consultation Office asked the head of the relevant department to replace the direct supervisor and to call the accused supervisor's attention to the ways of education and guidance. As a result, the student's direct supervisor was replaced and the student was able to graduate from the University.
- A male staff repeatedly sent e-mails to a female staff and hanged around her. At the request of the female staff, Harassment Consultation Office made requests for mediation to the boss of the male staff. As a result, the position of the female staff was changed for the prevention of direct contact with him, and the accused male staff was told not to send her e-mails and hang around her. The disturbing behavior has ended.

- There was a consultation about the repeated behavior of a veteran staff: the shouting of reprimands at new staff for minor mistakes in front of many staff, deliberately neglecting occupational guidance toward new staff, etc. More than one staff was reported to suffer the damage until then. Harassment Consultation Office made requests for mediation to the boss of the veteran staff. The boss approached the parties concerned for investigation, gave the accused staff a warning, and changed staff' s desk positions and relocated staff to create an environment that could avoid committing offensive behavior. Also, to check the vindictive acts against the person who came for the consultation, Harassment Consultation Office regularly interviewed the staff.
- A doctoral student came for a consultation who became unable to go to the research room because of harassment by his/her chief direct supervisor. Harassment Consultation Office made requests for mediation to the Dean of the relevant graduate school. The Dean replaced the chief direct supervisor and secured a place where the student would have no contact with the former direct supervisor. The student continued his/her research under a new chief direct supervisor and finally took his/her degree.
- There was a complaint that a certain professor shouted reprimands at students in front of many people or carelessly disclosed personal academic records. Harassment Consultation Office made requests for mediation to the head of the relevant department. The head conducted harassment training workshops for professors for several times, and after that the professor in question stopped harassment behavior.

(2) Harassment Consultation Office Meeting

The Harassment Consultation Office has a permanent Harassment Consultation Office Meeting (established in April 2022). The Harassment Consultation Office Meeting deliberates on matters related to the handling of harassment consultation cases, confirmation of the status of investigations, and other matters necessary for the work of the Harassment Consultation Office.

(3) Requests for Establishment of Investigation Committee

It means that the victim asks the president, through the harassment

consultation office, to establish the harassment investigation committee. When the advice by the Harassment Consultation Office and the mediation by the departmental or other supervisory personnel did not successfully solve the problem and as necessary, The harassment consultation office can ask the president to establish the harassment investigation committee if the victim wishes.

(4) Composition of the Harassment Investigation Committee

The harassment investigation committee will be established for each incident upon request and will be dissolved when the investigation is completed.

Members of the Harassment Investigation Committee are: a few people appointed by the president from among executives, vice presidents (not executive director), and the departmental or other supervisory personnel of each department/section, deputy executive director or executive manager; and a few people appointed by the President from among the University staff and specialists outside of the University. If necessary, the head of the department to which the alleged victim belongs and the head of the department to which the alleged offender belongs may be added, or a few staff members of the same sex as the alleged victim who are designated by the President may be added. Also, when considered necessary, specialists' attendance can be requested and a subcommittee can be established for the prompt investigation.

When selecting members of the Harassment Investigation Committee, the composition of the Committee is to be considered carefully not to hinder a fair investigation. When the victim wishes, counselors can accompany the victim to the interviews given by the Harassment Investigation Committee. Also, counselors can attend the harassment investigation committee as observers and report the progress to the victim.

When the person accused of being an offender wishes, counselors in charge can be allocated.

On the written reports and when reports are made at the harassment investigation committee, privacy protection measures will be taken. If necessary, the victim, the person accused of being an offender, and testifiers will be anonymous.

(5) Duties of the Harassment Investigation Committee

The Harassment Investigation Committee will interview the victim, the person accused of being an offender, and other related persons, and undertake a fair investigation of the matter, and report the investigation results to the President. Also, in the process of the investigation, measures may be taken for the victim to avoid clear and present danger, as well as mediation, recommendation to the department/section to conduct investigation or mediation, and measures for preventing a recurrence of harassment.

(6) Report to the President on the Investigation Results

The harassment investigation committee will conduct the investigation as promptly as possible and report the results in writing to the President. In case of serious harassment in which the Harassment Investigation Committee acknowledges the need for punishment on the person accused of being an offender, including disciplinary actions, and the need for further discussion will be reported.

(7) Measures Taken by the President

Based on the report of the Harassment Investigation Committee, the President shall take necessary measures including recovery of damages, improvement of the environment, recurrence prevention, and guidance for the person accused of being an offender.

The investigation results will be reported to the victim and the person accused of being an offender. In addition, necessary steps will be taken to carry out disciplinary punishment.

※Disciplinary Action

The University's disciplinary actions against employees include punitive dismissal, forced resignation, long-term and short-term suspension, instigating a pay cut and issuing a warning. In determining the disciplinary action to be taken, various factors are taken into consideration, including the nature and extent of the conduct in question, the responsibility of the employee who committed the conduct in question, the extent of the impact

of the conduct on other employees, students, and society, and whether or not the employee has committed problematic conduct in the past (see “Guidelines for Disciplinary Action of Employees at Hiroshima University”). Disciplinary actions against students and others include expulsion, suspension, and admonishment (see “Rules of Hiroshima University Student Disciplinary Action” and “Rules of Hiroshima University Affiliated School”).

(8) Public Announcement of Disciplinary Punishment

When disciplinary actions have been taken against the harasser (excluding students), it will be publicly announced in accordance with “Public Announcement Guidelines of Disciplinary Punishment for the Staff at Hiroshima University”. However, the content of announcement may be restricted in consideration for privacy protection.

When the harasser is a student, the University will respond in accordance with “Disciplinary Rules for the Student at Hiroshima University” and “Rules of Hiroshima University Affiliated School.”

(9) Protest Against Investigation Results

If the victim wishes to protest against the investigation results, they shall do so to the President through the harassment consultation office. In the case of the Harasser, they shall do so directly to the President.

However, if the alleged offender is subject to a review for disciplinary action in accordance with the “Hiroshima University Staff Disciplinary Regulations,” he/she may not appeal against the notice given by the President. In addition, the person will be given an opportunity to make a statement regarding the matter in question at the time of the review.

10. Other Rules

(1) Prohibition of Unfair Treatment

The complainant, the victim, and the persons cooperated in the investigation shall not be put at a disadvantage in any way, including threat and retaliation by the person accused, for seeking advice, filing a complaint,

or cooperating in the investigation of harassment (The Rules, Article 8). The University has the right to take disciplinary actions when harassed individuals receive secondary offenses.

(2) Privacy Protection

The University representatives, counselors, and staff involved in the process of seeking consultation and dealing with complaints of harassment must protect the privacy and confidentiality of all information concerning the persons involved. They should strictly avoid disclosing not only personal information but also the contents of individual consultations acquired with respect to their work, without good reason and the prior agreement or consent of the individual. They should avoid using such information for an unjust purpose. When using or providing such information for purposes other than the original purpose, consent of the individual concerned is needed.

(3) Prohibition of False Reports and Testimony

False reports and testimony relating to harassment shall be prohibited. If such a case occurs, the University may consider punishment against either the person making a false report or the person giving false testimony.

(4) Reviews of These Guidelines

These guidelines are subject to review when necessary.

11. Harassment Policy Committee

In addition to providing consultation, Harassment Consultation Office will conduct actual condition surveys of the University and perform activities to increase awareness of harassment and its prevention including training courses and public information activities. These activities and administration of Harassment Consultation Office will be deliberated at the harassment policy committee. The harassment policy committee will also support activities of the harassment consultation office to increase awareness of harassment and its prevention.

The harassment policy committee consist of: Chief of Harassment Consultation Office, the Vice Chief of Harassment Consultation Office, a Deputy Executive Director appointed by the President; a Vice Dean or a Professor from each graduate school, Research Institute for Radiation Biology and Medicine, and Hospital appointed by the Dean of the relevant section; a full-time faculty member belonging to Harassment Consultation Office; a counselor; and a few persons appointed by Harassment Policy Committee.

Information including the number of consultations dealt with by the harassment consultation office (excluding the content of individual consultations) will be reported at Harassment Policy Committee and utilized for activities to increase awareness of harassment and its prevention.

12. Consulting Office

Harassment Consultation Office

Tel/Fax : 082-424-5689

E-mail : harassos@hiroshima-u.ac.jp

Office Hours:

Higashi-Hiroshima Campus:

Monday to Friday 10:00 - 17:00

Kasumi Campus:

Monday to Friday 13:00-19:00

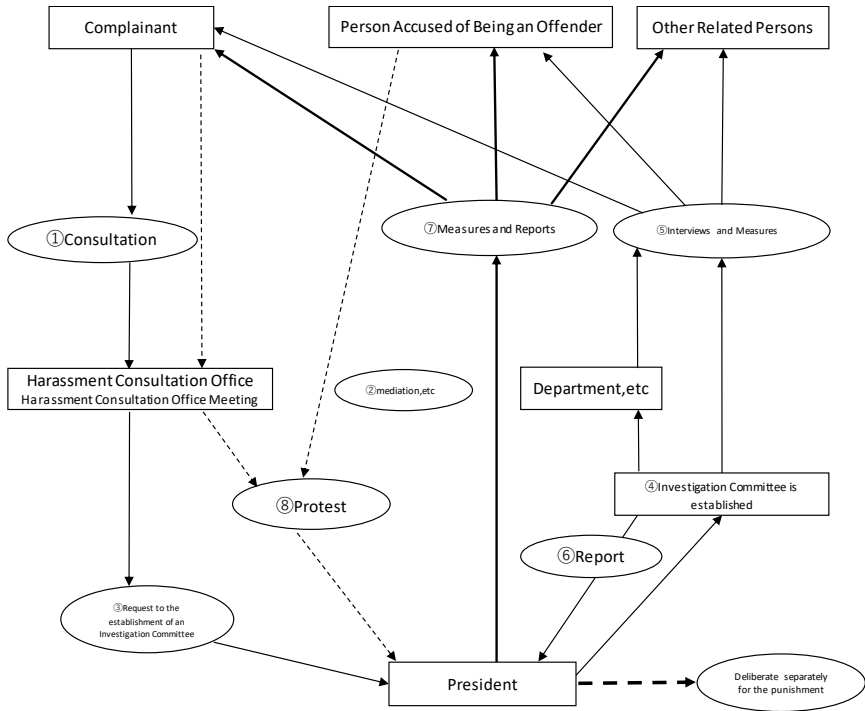
Higashi-Senda Campus:

Reservations required at any time.

*Request for a consultation in all campuses are accepted at the harassment consultation office on Higashi-Hiroshima Campus.

*The office is closed during the summer vacation period, the year-end and New Year holidays, and national holidays.

Procedural Flow of Harassment Consultation Cases



- ① Harassment consultation
- ② Requests for mediation
- ③ Requests for establishment of Investigation Committee
- ④ Establishment of Investigation Committee
- ⑤ Investigation (When the Investigation Committee finds it necessary, protective assistance measures for the victim will be taken with the cooperation of the relevant department/section.)
- ⑥ Reports of the investigation results
- ⑦ Recovery of damages for the complainant (victim), improvement of the environment, guidance for the person accused of being an offender, and reports of these measures
- ⑧ Protest Against Investigation Results

----> : procedures after the decision by the Investigation Committee

Flow of Harassment Consultation

