

# Overview of Work Ethic

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Personnel Systems Planning Group

Department of Personnel Affairs

Financial and General Affairs Office



HIROSHIMA UNIVERSITY

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## Overview of Work Ethic

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# 1. Outline of the Ethical Rules

## Purpose (Article 1)

- ◆ The Ethical Rules are intended to ensure that employees of this Corporation act ethically and carry out their duties in a fair manner, thereby winning public confidence in the University's operations.

## Code of Ethical Conduct (Article 2)

- ◆ To ensure ethics in the fulfillment of duties, the Ethical Rules set forth the following standards of conduct which each and every employee shall observe:
  - Do not utilize information you have come to know in the course of your duties to engage in wrongdoing to or discriminate against others.
  - Draw a clear line between private and public matters at all times in your life; and do not use your position and/or working relationship for private purposes.
  - Do not accept gifts or the like from any target person for use of your positional authority.
  - Fulfill your duties toward the promotion of the public interest.
  - Conduct yourself even outside regular working hours with an awareness of the potential impact of your behavior on the University's credibility.

# 1. Outline of the Ethical Rules

## Restrictions on Acts (Articles 5 through 21)

- ◆ To ensure that employees act ethically, the Ethical Rules impose the following restrictions on acts carried out by each employee in fulfilling his/her duties:
  - Prohibited acts (Article 5);
  - Prohibited acts with any person whose interests are not concerned (Article 7);
  - Application of regulatory provisions with necessary modifications when coming in contact with governmental agencies or the like (Article 8);
  - Prohibition of acts that could hinder the process of ensuring ethics in the fulfillment of duties (Article 9);
  - Notification of one's scheduled participation in drinking and eating sessions with interested parties (Article 10);
  - Restrictions on speech-making and similar acts (Article 11);
  - Reporting on acceptance of gifts or the like (Article 12);
  - Restrictions on reemployment seeking/application (Articles 18 through 21)
- ◆ In subsequent sections, definitions of the terms “Interested Party” and “Prohibited Acts” will be summarized.

# 2. Definitions of the Term “Interested Party”



## Interested Party (Article 4)

- ◆ The term “Interested Party” as used in the Ethical Rules means any of the following persons, depending on the category of services in which the employee engages.

| Category of services in which the employee engages  | A person who meets the definition of an “Interested Party”   |
|---|--|
| Clerical work relating to the contracting process in purchasing and similar functions   | A business operator, etc. as a party or prospective party to a contract                                      |
| Clerical work relating to the contracting process in a joint or commissioned research project   | A business operator, etc. as a party or prospective party to a contract                                      |
| Clerical work involved in the process of deciding on the names of those who have passed the examinations for enrollment                             | A candidate for admission to a school and persons involved therein   |
| Clerical work related to the process of making a decision on a disciplinary action against college students, etc.                                   | A college student as the target person of disciplinary action and persons involved therein                   |
| Clerical work related to the process of accepting graduation or completion of a course of study   | A prospective graduate or one who is expected to finish his/her course of study and persons involved therein |
| Clerical work related to the process of reviewing a thesis for a degree   | A college student as the target person for a review of the thesis for a degree and persons involved therein  |
| Clerical work related to the process of deciding on success in examinations for the recruitment of university employees and making hiring decisions | An applicant for a job as a university employee and persons involved therein                                 |

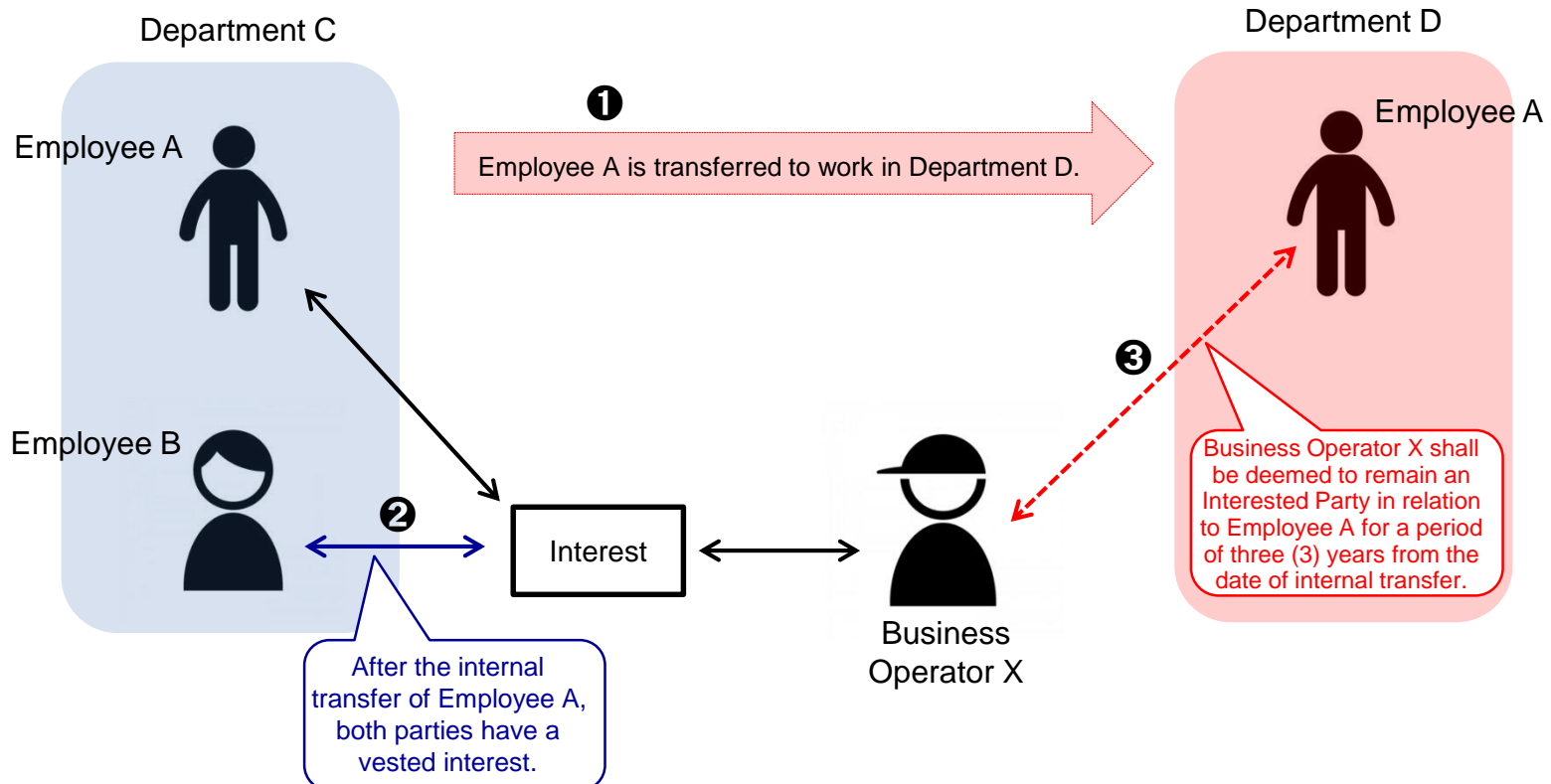
# 2. Definitions of the Term “Interested Party”



Interested Party  
(Article 4,  
paragraph 2)

\*(Overview) Restrictions on Interested Parties in relation to any position which the employee has taken on in the past three (3) years

- ◆ In the event that Employee A in Department C has been transferred to work in another department (Case ❶) and that an Interested Party in relation to Employee A remains an Interested Party in relation to Employee B in Department C (Case ❷), the Interested Party shall be deemed to remain an Interested Party in relation to Employee A for a period of three (3) years from the date of internal transfer (Case ❸).



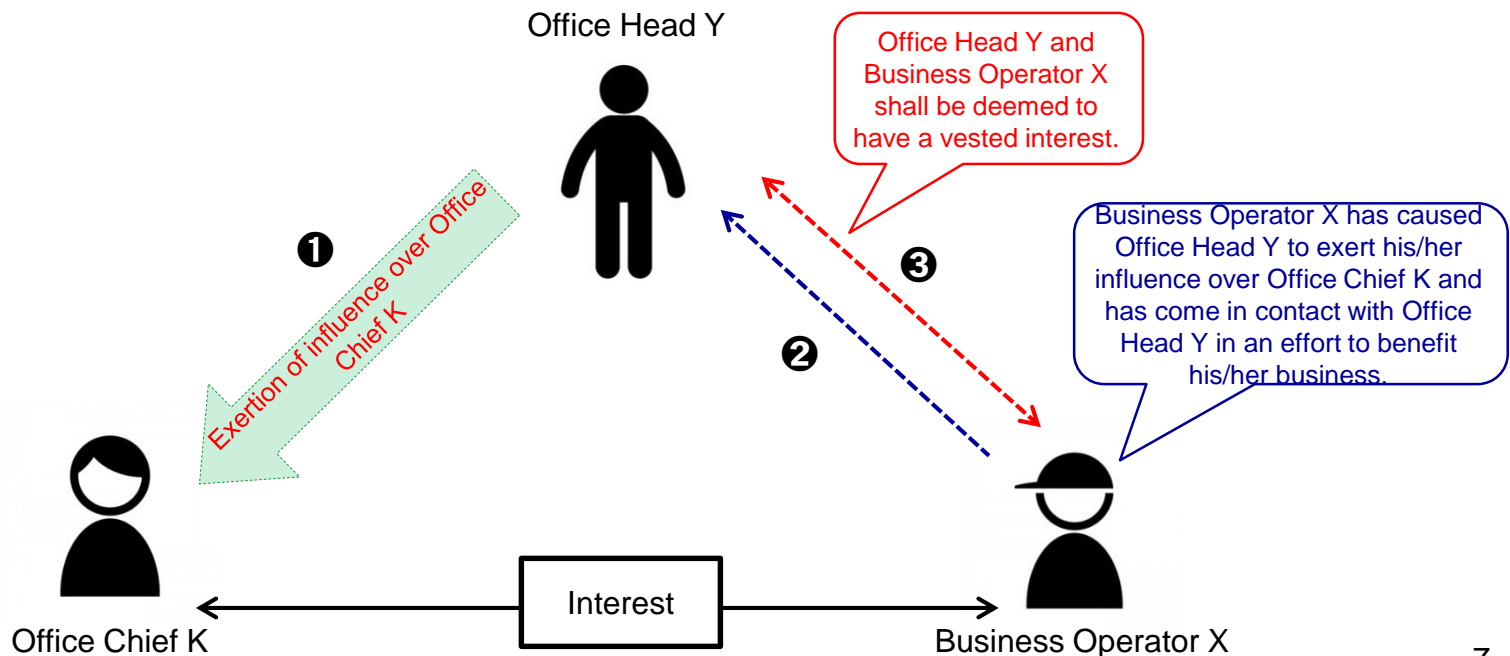
## 2. Definitions of the Term “Interested Party”



Interested Party  
(Article 4,  
paragraph 3)

\*(Overview) Regulations on a business operator who has obviously come in contact with an employee in an effort to benefit his/her business by causing the employee to exert his/her influence on another employee

- ◆ In the event that an Interested Party (Business Operator X) in relation to an employee (Office Chief K) has caused Office Head Y to exert his/her influence over Office Chief K in a relevant region (Case ❶), and that the Interested Party (Business Operator X) has obviously come in contact with another employee (Office Head Y) in an effort to benefit his/her business (Case ❷), the Interested Party (Business Operator X) shall be deemed to be an Interested Party in relation to the said other employee (Office Head Y) (Case ❸).



# 3. Definitions of the Term “Prohibited Acts”



## Prohibited Acts (Article 5)

- ◆ An employee shall not conduct any of the following acts (Prohibited Acts) with an Interested Party or Parties:
  - × Accepting a gift in money, in kind or in real estate;
  - × Taking a loan in money;
  - × Taking a loan in kind or in real estate without charge;
  - × Enjoying services without charge;
  - × Obtaining unlisted shares;
  - × Being entertained with food and drink;
  - × Playing games or golf with an Interested Party or Parties;
  - × Taking a trip (excluding official trips) with an Interested Party or Parties; or
  - × Demanding that an Interested Party allow a third party to conduct any of the above-stated acts.



# 3. Definitions of the Term “Prohibited Acts”



## Exceptions to Prohibited Acts (Article 6)

- ◆ By way of exception, an employee may conduct any of the Prohibited Acts with an Interested Party with whom he/she has a personal relationship, **if such Prohibited Act is deemed unlikely to increase the public's distrust in or suspicion of fair execution of his/her duties.**
- ◆ Notwithstanding the foregoing, **an employee shall not conduct an act of allowing a third party to conduct any of the Prohibited Acts, without exception.**
- ◆ By way of example, an old school friend of the employee's may warrant an exception; provided, however, **that whether the situation actually warrants an exception or not shall be determined, taking into consideration the situation of the interest involved, the historical development and current status of the personal relationship, and the manner of the act to be conducted.**

## Prohibited Acts with persons whose interests are not concerned (Article 7)

- ◆ Any person whose interests are not concerned shall not be entertained with food and drink or receive property benefits **beyond the bounds of socially accepted limits.**



## 4. Regulations on Reemployment, etc.

- ◆ It is prohibited to facilitate the reemployment of other faculty members with closely related corporations (for-profit companies, etc., that have transactions exceeding a certain amount with the university) or to engage in one's own job-seeking activities in exchange for acts that violate laws and regulations.
- ◆ If a person who has reemployed with a for-profit company, etc., engages in acts that violate laws and regulations related to duties performed during the five years prior to their resignation, or if they engage in acts that violate laws and regulations related to contracts or dispositions they themselves made, they must report this to the university within two years of their resignation.
- ◆ If a promise of employment with a for-profit company, etc., is made after resignation, it must be reported to the university, and care must be taken to maintain the fairness and propriety of duties.

Please refer to the next page and thereafter for details of the regulations and required notifications.



# 4. Regulations on Reemployment, etc.

## ① Prohibition on making an intercession with closely related corporations, etc. in relation to reemployment



[Exceptions to regulations on intercession in relation to reemployment]

- Intercession for employees who have engaged in or are engaged in basic research and welfare-related work and those who have engaged in or are engaged in research and development work other than basic research work (→ **As a general rule, teaching staff shall be exempt from the regulations on reemployment.**)
- Temporary transfer of existing employees as one part of a personnel exchange program
- If non-supervisory employees are being laid off due to downsizing of the Corporation's business or similar reasons; and
- If a major restructuring is involved in the improvement or elimination of administrative work or projects.

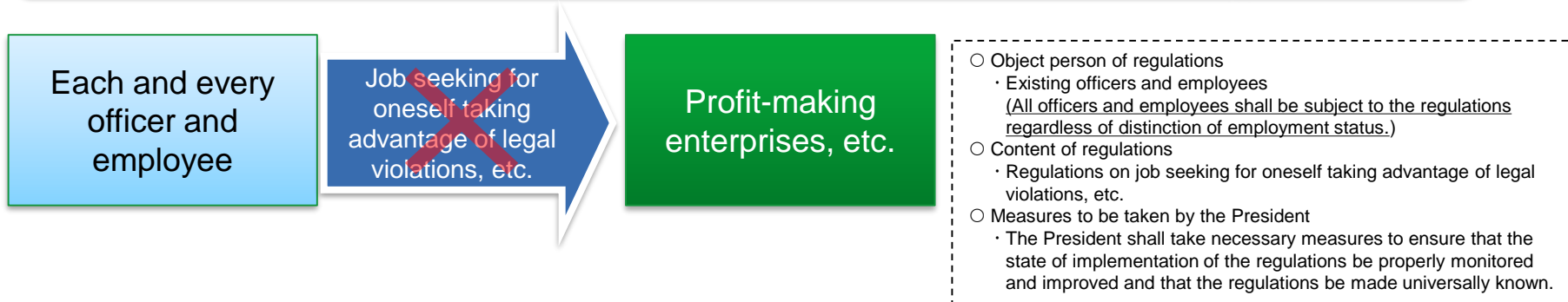


- Target person of regulations
    - Existing full-time officers and employees (Contracted employees and part-time employees are exempt from regulations.)
  - Content of regulations
    - Regulations on intercession with closely related corporations, etc. in relation to the reemployment of another existing full-time officer or employee or retired employees (former full-time officers and employees)
- (Note 1) As used herein, the term "Closely-related Corporations, etc." means:  
Any profit-making enterprises, etc. that have a close capital/business relationship with the University (where the total amount of contracts with the University is 20 million yen or more, and the proportion of the total amount of contracts is 25% or more (10% or more for companies with a total capital or investment of 300 million yen or more and 300 or more employees)).
- (Note 2) As used herein, the term "Profit-making Enterprises, etc." means:  
Any private profit-making enterprises operating in the commercial, industrial, financial or other sectors or corporations other than profit-making enterprises (excluding the national government, international organizations, local governments, administrative corporations, and designated locally-incorporated administrative agencies)

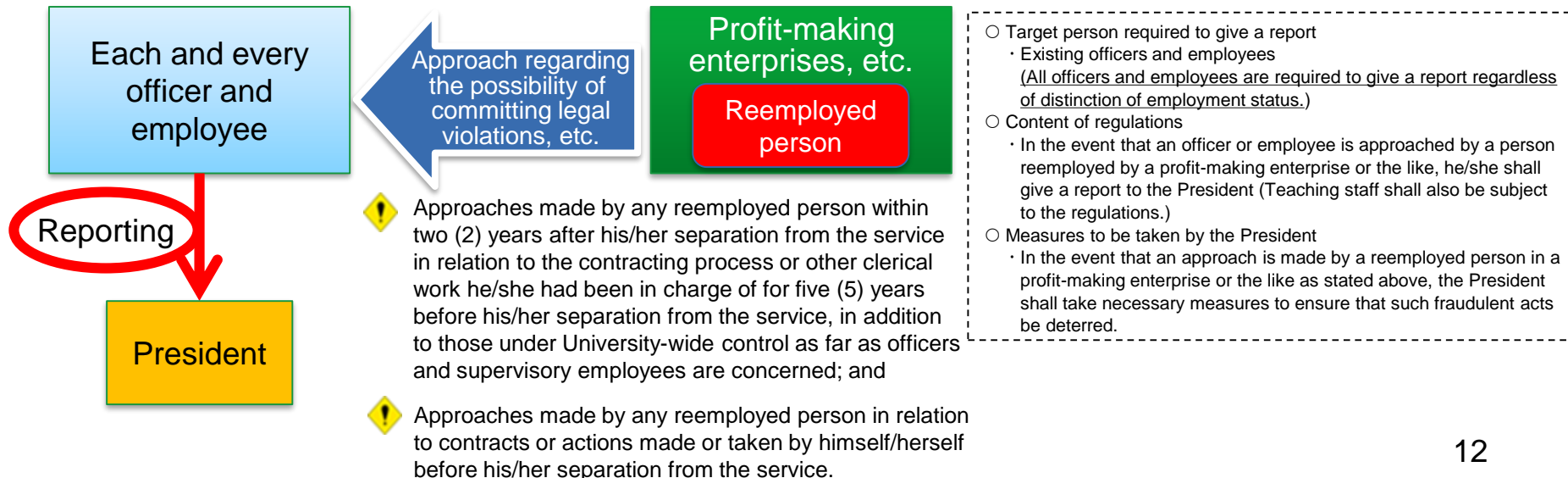
- Object person of regulations
    - Existing officers and employees (All officers and employees shall be subject to the regulations regardless of distinction of employment status.)
  - Content of regulations
    - Making an intercession with profit-making enterprises, etc. in relation to the reemployment of another existing officer or employee or retired employee (former officers or employees)
- (Note 1) As used herein, the term "Intercession in relation to Reemployment Taking Advantage of Legal Violations, etc." means:  
An act of committing or causing anyone else to commit a violation of laws or regulations and/or the Working Regulations established by the University with the aim of affording facility to a profit-making enterprise or the like, thereby making an intercession thereto in relation to the reemployment of another officer or employee to secure a job for him/her therein, taking advantage of such legal violation.

# 4. Regulations on Reemployment, etc.

## ② Prohibition of job seeking with profit-making enterprises, etc. taking advantage of legal violations, etc.

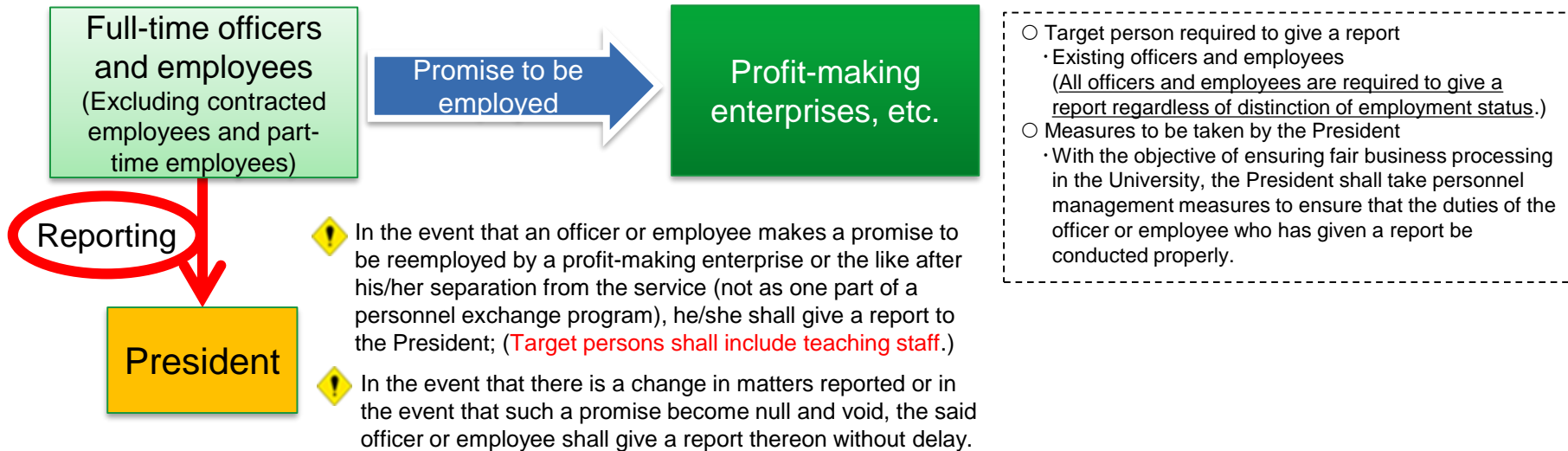


## ③ An officer or employee approached by a former officer or employee who has gained reemployment in a profit-making enterprise or the like is required to give a report thereon.



# 4. Regulations on Reemployment, etc.

## ④ Reemployment Information Reporting



# Contact Information for Inquiries

Any inquiries about the Work Ethic should be directed to the following:

[Contact personnel]

Personnel Systems Planning Group

(staff in charge of personnel systems planning)

Department of Personnel Affairs

Financial and General Affairs Office

Ext.: 6027 and 6028

(the latter is for eastern Hiroshima)

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