

Brief Overview of Working Discipline

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Personnel Systems Planning Group

Department of Personnel Affairs

Financial and General Affairs Office



HIROSHIMA UNIVERSITY

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1. Definitions of Working Discipline



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



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

04

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.

See Hiroshima University Official Website >
人事制度・手続 > 各種手続(体系別) >
[兼業](#) *Japanese only

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.

See leaflet
[“Overview of Work Ethic.”](#)

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. Observing Working Discipline During Vacation



3-1. Complete Control of Personal Information

Observing Working
Discipline During
Vacation

Complete Control of
Personal
Information



Please handle personal information with particular care and refrain from taking it outside the university.



If it is absolutely necessary to take personal information off-campus, ensure it is encrypted or otherwise protected, and obtain prior approval from the personal information administrator (e.g., General Support Office Director, Support Office Director, or Group Leader).


Reference *Japanese only


[Hiroshima University Regulations on the Handling of Personal Information](#)
[Hiroshima University Regulations on Information Security](#)

3-2. Prevention of Scandals from Occurring Due to or in Connection with Drinking

Observing Working Discipline During Vacation

Preventing scandals from occurring due to or in connection with drinking

 When drinking during vacation, take appropriate infection control measures, observe proper manners and etiquette, and be careful not to cause any scandals related to alcohol consumption.

 Never drive a vehicle after drinking, and be cautious of driving under the influence the morning after drinking.

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

Observing Working Discipline During Vacation

Restrictions on Having a Relationship with an Interested Party or Parties



Be aware that relationships with interested parties may always be in violation of staff ethics regulations.



Even relationships with non-interested parties may violate staff ethics regulations if they are socially questionable or raise suspicion.

3-4. Caution Regarding the Use of Social Media

Observing Working
Discipline During
Vacation

Caution Regarding
the Use of Social
Media



The use of social media may negatively affect not only the individual posting but also colleagues, departments, and the university as a whole.



Understand the nature and social norms of social media and use it with caution.

Reference:

[Hiroshima University Social Media Guidelines for Members](#)

Contact Information for Inquiries

Any inquiries about the working discipline 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

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* This text has been partially translated into English by a generative AI (Microsoft Copilot).