

Ritsumeikan University Harassment Prevention Regulations

Enacted on June 20, 2007

Regulation No. 731

Article 1: Purpose

The purpose of these regulations is to specify the necessary matters concerning measures to prevent harassment at the university and to properly respond to issues arising from harassment; thereby ensuring justice during the course of education & research, study, and work at the university and protecting the advantages of students and teaching staff & other staff.

Article 2: Definitions

For the purpose of these regulations, the following terms shall have the meaning as defined in the items below.

- (1) The term “harassment” is defined as speech or behavior by teaching staff and other staff that inflicts any disadvantage or discomfort on the other teaching staff and other staff, students, or relevant parties, thereby violating their human rights; or speech or behavior by students or relevant parties that inflicts any disadvantage or discomfort on other students or teaching staff and other staff, thereby violating their human rights.
- (2) The term “sexual harassment” is defined as sexual speech or behavior that inflicts any disadvantages or discomfort on others against their wishes, thereby violating their human rights.
- (3) The term “academic harassment” is defined as speech or behavior that, through the abuse of an advantageous position in power relations or master-subordinate relations during the course of education and research, harms the advantages or rights relating to the education, research, and study of others. It does not necessarily involve sexual speech or behavior.
- (4) The term “power harassment” is defined as speech or behavior that harms the advantages, rights, character, or dignity of others in a work situation or elsewhere, or speech or behavior that deteriorates the environment of a workplace or other situations. It is the abuse of authority in a working position or of an advantageous position in human relations or other areas that oversteps the bounds of appropriate guidance or admonition, thereby inflicting psychological or physical pain on others in subordinate positions.
- (5) The term “teaching staff and other staff” is defined as teaching staff and non-teaching staff on any employment status regardless of whether or not they work fulltime. This includes dispatched staff and contract-based staff who work at the university as well as researchers without direct employment relations with the university.
- (6) The term “student” is defined as an individual who studies at the university, including undergraduate and graduate students.
- (7) The term “relevant party” is defined as parents or guardians of students, as well as business

operators, their employees, and others, who have a working relationship with the university.

Article 3: Responsibilities of teaching staff & other staff and students

Teaching staff & other staff and students shall not commit sexual harassment, academic harassment, or power harassment in accordance with these regulations and with the “ Ritsumeikan University Harassment Prevention Guidelines ” (hereinafter referred to as the “Guidelines”) established separately.

Article 4: Responsibilities of the President

1. The President shall keep teaching staff and other staff informed of these regulations.
2. The President shall provide training to new teaching staff and other staff so that they can be familiar with the basic matters concerning harassment prevention.
3. The President shall provide training to teaching staff and other staff who newly assume a position to supervise teaching staff and other staff (hereinafter referred to as “supervisors”) so that the supervisors can be familiar with their role regarding harassment prevention.

Article 5: Responsibilities of the supervisors

The supervisors shall strive to prevent harassment and shall make prompt and proper response to issues arising from harassment if such issues occur.

Article 6: Establishment of the Harassment Prevention Committee

The Harassment Prevention Committee (HPC) (hereinafter referred to as the “Committee”) shall be established at the university, with an aim to prevent harassment and to properly respond to issues arising from harassment if such issues occur.

Article 7: Duties of the Committee

1. The Committee shall engage in the duties as specified in the following items for the purpose of the preceding article.
 - (1) Educational activities and training for harassment prevention
 - (2) Investigations on cases of harassment
 - (3) Settlement of harassment issues and recommendations of measures
 - (4) Guidance for preventing the recurrence of harassment
 - (5) Completion of reports on the university’s efforts for harassment prevention and the publication of such reports
 - (6) Establishment of guidelines
 - (7) Other matters necessary for harassment prevention
2. The Committee shall establish the Investigative Committee as necessary. The composition of the Investigative Committee shall be determined before each establishment.

Article 8: Composition and operation of the Committee

1. The Committee shall be composed of those specified in the following items.
 - (1) Chairperson: 1
 - (2) Vice Chairpersons: 3
 - (3) Committee members: More than one
 - (4) Chief Administrative Officer: 1
2. The Chairperson shall represent the Committee and control all the operations.
3. The Vice Chairpersons shall assist the Chairperson. The Kinugasa Campus and Biwako-Kusatsu Campus shall have one Vice Chairperson each. In case the Chairperson has difficulty fulfilling its duties, the Vice Chairperson designated by the Chairperson shall act for the Chairperson.
4. Notwithstanding Paragraph 1, the expert members of the Committee specified in Article 9, Paragraph 5, may attend a meeting of the Committee when receiving the permission of the Chairperson.
5. The Committee may hold a meeting with the attendance of a majority of all members, excluding the expert members of the Committee .

Article 9: Selection of the Committee

1. The Chairperson shall be designated by the President.
2. One of the three Vice Chairperson positions shall be assumed by the Executive Trustee of General Affairs. The remaining two positions shall be appointed by the Chairperson.
3. The Committee members and Chief Administrative Officer shall be appointed by the Chairperson.
4. The Chairperson, Vice Chairpersons, Committee members, and Chief Administrative Officer shall hold their office for one year and may be re-appointed.
5. The Chairperson may appoint expert members of the Committee from professionals outside the university as necessary.

Article 9-2: Counseling

1. Students, teaching staff & other staff, and relevant parties may seek counseling as to harassment.
2. The counseling shall provide for victims of harassment and those specified in the following items:
 - (1) Those who have witnessed a case of harassment against others and felt uncomfortable;
 - (2) Those who have been identified as a perpetrator of harassment by others; and
 - (3) Supervisors who have been consulted as to harassment.

Article 9-3: Methods of settlement

Harassment issues shall be settled in accordance with the methods specified in the following items, and the selection of the methods shall be at the discretion of the Chairperson of the Harassment Prevention Committee.

(1) Settlement by “Notification”

A method to seek a settlement by notifying the individual who has been suspected of committing harassment (hereinafter referred to as the “other party”) that harassment counseling has been provided regarding a particular act, with the anonymity of the counselee preserved according to his/her wishes

(2) Settlement by “Adjustment”

A method to seek a settlement by adjusting the differences in the claims from a harassment counselee and the other party from a fair point of view

(3) Settlement by “Investigation”

A method to seek a settlement by fairly investigating the facts, and when judged to correspond to harassment, taking strict action against the other party including possible disciplinary action

Article 9-4: Making a complaint

A victim of harassment may make a complaint by selecting a method of settlement from those specified in the preceding article.

Article 10: Harassment Advisors

1. In response to counseling or complaints about harassment from teaching staff and other staff or students, harassment Advisors (hereinafter referred to as “Advisors”) shall be positioned under the Committee.
2. Harassment Advisors shall be appointed by the Chairperson.

Article 11: Responsibilities of the Advisors

1. The Advisors shall follow the Guidelines when they offer counseling or respond to complaints.
2. The Advisors shall immediately report to the Chairperson the cases in which they offer counseling.

Article 12: Confidentiality

All individuals who are involved in counseling, complaints, investigations, and the settlement of harassment issues shall respect privacy, honor, and human rights, and shall not divulge to outsiders the details of counseling or complaints, or any other confidential information that may have come to their knowledge. The same shall apply after they have resigned from office.

Article 13: Prohibition of disadvantageous treatment

The President and supervisors shall not give teaching staff and other staff or students disadvantageous treatment by reason of such staff or students having used counseling, made a complaint, cooperated in investigations, or made any other proper response to harassment.

Article 14: Application mutatis mutandis

These regulations shall apply mutatis mutandis to the executives at the Ritsumeikan Trust and the trust's staff. In this case, “teaching staff and other staff” shall be replaced with “executives and the trust’s staff.”

Article 15: Administration

(Deleted)

Article 16: Revision and abolition

The Executive Board of Trustees shall be responsible for the revision or abolition of these regulations.