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**Ritsumeikan University and Ritsumeikan
Affiliated Schools
Harassment Prevention
Guidelines**

Ritsumeikan University and Ritsumeikan Affiliated Schools

Harassment Prevention Committee

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I. Preventing Harassment

Ritsumeikan University and Ritsumeikan Affiliated Schools strive to create a climate where people facilitate each other's growth by valuing character and mutually respecting diversity.

1. Purpose of these Guidelines

By refusing to tolerate harassment, Ritsumeikan University and the elementary schools, junior high schools, and senior high schools operated by the Ritsumeikan Trust (hereinafter referred to as "Ritsumeikan Affiliated Schools") are creating a community where all university students, school-age students, young children (hereinafter referred to as "students"), faculty and staff can engage in dynamic learning, education, research and work in safe and pleasant education, research and work environments. This encourages the learning and growth of students and is crucial to fulfilling Ritsumeikan University and Ritsumeikan Affiliated Schools' social mission.

With respect for the dignity and human rights of all students, faculty and staff of Ritsumeikan University and Ritsumeikan Affiliated Schools, these guidelines were established to create safe and pleasant education, research and work environments, to prevent and eliminate harassment, and to institute appropriate measures should harassment occur.

2. Basic Stance of Ritsumeikan University and Ritsumeikan Affiliated Schools

Ritsumeikan University and Ritsumeikan Affiliated Schools are educational and research institutions that promote education and research. In accordance with the spirit of respect for fundamental human rights of the Constitution of Japan and the "Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment," Ritsumeikan University and Ritsumeikan Affiliated Schools will not tolerate any infringement of human rights threatening the dignity, safety or security of all students, faculty and staff. The same applies to harassment in the form of speech and behavior that infringes on human rights (hereinafter "speech and behavior").

With the understanding and cooperation of all students, faculty and staff, Ritsumeikan University and Ritsumeikan Affiliated Schools strive to be a harassment-free educational and research institution.

3. Efforts Made by Ritsumeikan University and Ritsumeikan Affiliated Schools

Ritsumeikan University and Ritsumeikan Affiliated Schools have established the "Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools, Junior High Schools and Senior High Schools Operated by the Ritsumeikan Trust" (hereinafter referred to as the "Regulations") and the "Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Guidelines" (hereinafter referred to as the "Guidelines"). While further clarifying its stance on respect for human rights that it has taken to the present, Ritsumeikan University and Ritsumeikan Affiliated Schools are promoting efforts to ensure that no harassment whatsoever be tolerated.

In addition to the Regulations and the Guidelines, Ritsumeikan University and Ritsumeikan Affiliated Schools are also using the Ritsumeikan Charter, "Ritsumeikan University Action Guidelines for Teaching Staff and Other Staff" and "Code of Conduct for Ritsumeikan Affiliated Schools Teaching Staff and Other Staff" to clarify its stance on respecting human rights.

■ The Ritsumeikan Charter

The Ritsumeikan Academy formulated the "Ritsumeikan Charter" in 2006, showing therein its basic guidelines for the future.

As stipulated in the ideals of the Ritsumeikan Charter, Ritsumeikan University will pursue the creation of universal values based on academic freedom and will search for solutions to the pressing issues facing humankind, in order to help open the door to the future of the human race. To this end, it is important for all members of the university to respect each other and mutually accept universal rights and human rights as human beings, regardless of ideology, faith, race, citizenship or origin. As the university is a place for growth and development, as well as for the free pursuit of truth, nothing is more important than respecting each other's

character and freely interacting with each other.

■ **Action Guidelines for Faculty and Staff**

Ritsumeikan University established the “Action Guidelines for Teaching Staff and Other Staff” in 2010 to accomplish the purposes of the Ritsumeikan Charter. The action guidelines state that faculty and staff at Ritsumeikan University should be conscious of the social responsibility borne by those who are engaged in higher education and research, respect fundamental human rights, fulfill their duties with integrity and fairness, live up to high ethical standards and public decency, and place emphasis on legal compliance. Accordingly, faculty and staff at the university are required to respect fundamental human rights and the character, values and privacy of undergraduate and graduate students, along with all the other people working at the university. In addition, the action guidelines demand that faculty and staff do not commit any acts of violence, harassment or discriminatory behavior, and that such acts are strictly dealt with.

■ **Code of Conduct for Ritsumeikan Affiliated Schools Faculty and Staff**

Ritsumeikan Affiliated Schools faculty and staff shall adhere to the stipulations of the “Compliance Promotion Regulations.” Compliance refers to adherence by trustees, faculty and staff to laws and the rules and regulations established by the Ritsumeikan Trust. It also refers to acting with the high ethical standards and public decency expected of individuals engaged in education and research, and carrying out one's duties in an equitable, fair and honest manner. In addition, the faculty and staff of Ritsumeikan affiliated schools are required to fulfill their duties in accordance with the relevant work regulations, and refrain from harassment as stipulated in the Regulations and related laws and regulations. Further, if harassment occurs, individuals are expected to handle the matter in a strict manner.

4. Definitions

(1) The definitions of the terms used in the Guidelines and examples are shown below (Regulations, Article 2).

① Students

All university students, school-age students and young children who are enrolled at Ritsumeikan University and Ritsumeikan Affiliated Schools (including non-degree students, auditing students, trainees, research students and special auditing students)

② Faculty and Staff

All faculty and staff at Ritsumeikan University and Ritsumeikan Affiliated Schools, and the staff who handle administrative work of the Ritsumeikan Trust

<Faculty Members>

“Faculty members” refers to the teaching staff directly employed by Ritsumeikan University and Ritsumeikan Affiliated Schools (including faculty members with no fixed employment term, faculty members with fixed-term employment, faculty members with limited-term employment, specially appointed faculty members (*tokumei kyoin*), specially invited faculty members (*tokubetsu shohei kyoin*), *tokubetsu ninyo* faculty members, extended tenured faculty members, *sennin* lecturers, specially appointed assistant professors (*tokunin jokyō*), assistants, full-time lecturers, *shokutaku* lecturers and part-time lecturers (*jugyo tanto koshi/hijokin koshi*)), as well as visiting faculty members.

<Staff>

“Staff” refers to the administrative personnel directly employed by Ritsumeikan University and Ritsumeikan Affiliated Schools such as the administrative staff with no fixed employment term, extended tenure administrative staff, professional administrative staff with specific duties (*tokutei gyomu senmon shokuin*), contract administrative staff, administrative assistant staff (*jimu hojo shokuin*), senior researchers, and research assistants, as well as staff from temporary staffing agencies and managers/coaches working under a contract.

③ Relevant Parties

Persons other than faculty and staff who are recognized as having working relationships with Ritsumeikan University or Ritsumeikan Affiliated Schools and other persons who are deemed to have equivalent involvement in Ritsumeikan University or Ritsumeikan Affiliated Schools

Included here are, for example, visiting faculty members, employees of contractors engaging in cleaning and security services at Ritsumeikan University and Ritsumeikan Affiliated Schools, employees of Ritsumeikan University Co-operative, researchers with no employment relationship, vendors of laboratory equipment and consumables, photocopier service persons and members of alumni and graduates' associations.

④ Guardians

Payers of school expenses and guarantors

⑤ Supervisors

Deans (college), deans (graduate school), senior executive directors, acting senior executive directors, principals, managing directors (including both those of faculty members and those of administrative staff, but excluding those in affiliated schools), deputy managing directors and administrative managers (except extended-tenure deputy managing directors and administrative managers)

Supervisors are required to endeavor to prevent harassment through providing training, creating a working environment with an atmosphere of open communication and responding appropriately in the event of relationship issues.

5. Scope of Application of the Regulations

If both or one of the parties to a issue resulting from a harassment is a student, faculty or staff, the Regulations shall apply.

(1) Harassment arising in the relations between students, faculty or staff of Ritsumeikan University and Ritsumeikan Affiliated Schools:

The Regulations shall apply regardless of time or place, even if said harassment occurred outside of school hours, outside of work hours or off campus.

For example, they apply to speech and behavior in a seminar member trip or party. On the other hand, they do not apply to issues such as those associated with one student borrowing a personal gaming device from another because they are private acts occurring outside class or student circle activities.

*In the event that a teacher affiliated with Ritsumeikan University and Ritsumeikan Affiliated Schools harasses another person while serving as a part-time instructor or the like at another school, with permission for dual employment having first been obtained, it shall be handled as a personal matter as said act would be considered to have occurred off the job.

Generally, such cases shall be handled by the other school involved. However, if as a result it becomes clear that an act of wrongdoing occurred that would considerably harm the honor and credibility of Ritsumeikan University and Ritsumeikan Affiliated Schools, the perpetrator could be subject to disciplinary action.

(2) In the event that either the complainant^{*1} or the other party^{*2} is a student, faculty or staff of Ritsumeikan University or a Ritsumeikan Affiliated School:

If the complainant is a student, faculty or staff of Ritsumeikan University or Ritsumeikan Affiliated Schools and the other party is neither a student, faculty nor staff of Ritsumeikan University or Ritsumeikan Affiliated Schools, explanation of the intent of the Guidelines to the other party may be called for to elicit said party's understanding. In addition, when such an understanding is obtained, the institution or organization to which said party belongs shall be contacted and notified and may be requested to prevent a recurrence or conduct an inquiry.

For example, the Regulations shall apply to an administrative staff member verbally abusing a clerk at a company the staff member visited on a business trip. However, they shall not apply to students, faculty or staff verbally insulting a person with whom that individual became acquainted on a private trip (i.e., a private act).

*1 Complainant: The person making a complaint of harassment

*2 Other party: The person accused of harassing the complainant

II. What is Harassment?

1. Definition of Harassment

Harassment refers to acts occurring in relation to education activities, research activities, administrative activities, students' activities (such as student circle activities) and other activities at Ritsumeikan University and Ritsumeikan Affiliated Schools. Even if there is discomfort or distress, those acts which take place within the proper use of power in respective activities shall not constitute harassment. For example, details that include a sexual element necessary to explain differences in the application of law in class do not constitute harassment even if it causes distress.

Harassment refers to speech and behavior among students, faculty and staff, or relevant parties concerning personal attributes, character or other features that causes another person psychological or physical harm, thus damaging that person's education, research, study or work environment, and imposing disadvantageous treatment to them in education, research or work.

Personal attributes include sex, gender identity, sexual orientation, age, ability, physical and mental condition, nationality, ethnicity, race, origin, place of birth, family connections, thinking, ideology, religion, occupation and anything else related to social standing.

In the Regulations, harassment is categorized into four types that educational or research institutions are prone to: sexual harassment, academic harassment, power harassment, and other harassment.

2. Sexual Harassment

(1) Definition of Sexual Harassment (Regulations, Article 2-1, Paragraph 1, Item (1))

In the Regulations, sexual harassment is defined as "conduct that inflicts humiliation, distress or discomfort on, or imposes disadvantageous treatment to, others by means of any unwanted speech and behavior of a sexual nature."

It refers to causing another discomfort, humiliation or psychological distress or interfering with the study or work environment of another by means of sexual (in a broad sense) speech or behavior, or imposing disadvantageous treatment to another in their study or work environment in response to the individual's refusal or resistance to such speech and behavior.

Any person can be a sexual harassment offender regardless of hierarchical relationship, position or sex.

(2) Types of Sexual Harassment

1) Unwanted sexual propositions and forced sexual activity

This refers to making relentless or coercive sexual propositions to another, touching the body of another without good reason, or engaging in stalking and similar acts.

2) Quid pro quo sexual harassment

This refers to directing sexual speech and behavior to another, making unwanted sexual demands or propositions on another, or putting another at an advantage or a disadvantage in personnel, school or work matters based on their submission, refusal or resistance to such acts. This includes speech and behavior implying the same.

3) Hostile environment sexual harassment

This refers to sexual speech and behavior toward another in venues for education, research, study or work that damages their education, research, study or work environment by making their education, research, study or work environment so uncomfortable as to seriously impede the person's performance.

4) Speech and behavior intending to discriminate on the basis of gender

This refers to speech and behavior that is intended to discriminate students, faculty and staff of Ritsumeikan University or Ritsumeikan Affiliated Schools on the basis of gender.

*Please refer to "Speech and Behavior That May Constitute Sexual Harassment" on page 20.

(3) Sexual Harassment Based on Gender Identity and Sexual Orientation

Sexual harassment also applies to those of the same sex. It applies regardless of the gender identity or sexual orientation of the person who feels that they have been harmed by harassment. (More specifically, it applies regardless of the person's awareness of their sexuality, what they feel their sexual identity to be, or to whom they are attracted to romantically or sexually.)

(“Guidelines Concerning Measures to be Taken by Employers in Terms of Employment Management with Regard to Problems Caused by Sexual Harassment in the Workplace” (amended August 2, 2016; Public Notice of the Ministry of Health, Labour and Welfare, No. 314))

People making offensive remarks to those who identify as lesbian, gay, bisexual and transgender (LGBT) and people who speak or behave negatively concerning another person's personality, ability or behavior for the sole reason that said person is a sexual minority, are infringing on human rights, and this shall be deemed sexual harassment.

*Please refer to “Speech and Behavior Toward Sexual Minorities (LGBT) That May Constitute Sexual Harassment” on page 20.

■ **Understanding Forced Agreements and Relationships**

Sexual speech and behavior that goes against the wishes of others constitutes sexual harassment.

Because teachers and students are particularly prone to power relationships, hierarchical relationships and authority exerted from a superior position, the party incurring harm (hereinafter referred to as the “victim”) often feels forced to accept or tolerate such speech and behavior.

Therefore, one party's lack of clear refusal must not be simply taken by the other party as consent.

■ **Sexual Harassment of Young Children and School-age Students**

Sexual harassment of young children and school-age students must never be excused. Such harassment will harm the dignity and character of children, decrease their desire to learn, and have other unavoidable negative effects on their future growth. Furthermore, schools are built on the support, understanding, and assistance of parents, the local community and society. If sexual harassment of young children or school-age students were to occur, it would create a strong sense of distrust towards not only the school involved, but also to all faculty and staff at the Ritsumeikan Academy. Ultimately, this could endanger the very existence of the school.

Moreover, depending on the details of sexual harassment of young children and school-age students, said harassment may constitute violations of the Penal Code, the Child Welfare Act, or other ordinances of the respective region (in the case of Kyoto Prefecture, the Ordinance Regarding the Healthy Development of Youths), and the perpetrator may be held criminally responsible. Furthermore, if recognized as an act of sexual harassment, the perpetrator will be subject to internal Work Regulations at the school, including disciplinary action (Article 60) and dismissal (Article 22).

(4) Maternity Harassment

Female faculty and staff, female students and the like must not be subjected to inappropriate speech and behavior due to pregnancy childbirth or when they utilize the childcare leave system. The use of such conditions as reasons for dismissal, termination of employment, demanding voluntary resignation from work, demanding voluntary withdrawal from school, or demanding taking a leave of absence from school is considered disadvantageous treatment and prohibited by law.

(Since January 1, 2017, employers are obligated to take preventive measures in line with the amendment of the Child Care and Family Care Leave Law and the Equal Employment Opportunity Act.)

However, maternity harassment shall not apply to speech and behavior based on what is necessary from a work standpoint viewed objectively in light of the required division of work, safety considerations, and the like.

1) Harassment of Those Making Use of Systems, etc.

*This refers to speech and behavior related to the use of the following systems and measures (hereinafter referred to as “systems, etc.”) that damage the work or school environment.

- ① Health management measures during pregnancy and following childbirth
- ② Employment restrictions on hazardous work
- ③ Maternity leave prior to childbirth
- ④ Switching to light work
- ⑤ Restricting overtime work, late-night work and work on holidays
- ⑥ Childcare breaks
- ⑦ Leave of absence from school

<Anything Suggestive of Dismissal or Other Disadvantageous Treatment>

This refers to anything suggestive of dismissal, refusal to provide guidance on education and research, or other disadvantageous treatment to female students, faculty and staff.

<Anything Hindering Requests to Use or the Actual Use of Systems, etc.>

- This refers to bosses, faculty advisors and the like telling female students, faculty or staff who have consulted on or requested the use of systems, etc., not to do so.
- It also refers to the coworkers and friends telling female students, faculty or staff who have consulted on or requested the use of systems, etc., not to do so.

<Anything that Harasses Others for Having Used Systems, etc.>

This refers to bosses, faculty advisors, coworkers, or friends harassing female students, faculty or staff for having used systems, etc. (via speech and behavior, not letting them work, making them do routine work only, etc.).

2) Situational Harassment

*This refers to speech and behavior related to the following reasons concerning pregnancy or childbirth (hereinafter referred to as “pregnancy, etc.”) that damage the work or school environment.

- ① Having gotten pregnant
- ② Having given birth
- ③ Being unable or having been unable to engage in work due to restrictions on hazardous work
- ④ Being unable to work due to postpartum work restrictions, or taking maternity leave
- ⑤ Being unable or having been unable to provide services related to work for reasons stemming from pregnancy or childbirth (e.g., morning sickness, hyperemesis gravidarum, the danger of miscarriage, failure to recover from childbirth, etc.) or that productivity has decreased

<Anything Suggestive of Dismissal or Other Disadvantageous Treatment>

This refers to bosses, faculty advisors, etc., suggesting dismissal, refusal to provide guidance on education and research, or other disadvantageous treatment to female students, faculty or staff.

<Anything that Harasses Women for Having gotten Pregnant, etc.>

This refers to bosses, faculty advisors, coworkers, or friends who harass female students, faculty or staff for having gotten pregnant, etc.

*Please refer to “Speech and Behavior That May Constitute Maternity Harassment” on page 21.

3. Academic Harassment

(1) Definition of Academic Harassment (Regulations, Article 2-1, Paragraph 1, Item (2))

In the Regulations, academic harassment is defined as “conduct that inflicts distress or discomfort on, or imposes disadvantageous treatment to, others in an education or research relationship by means of any speech and behavior that takes advantage of a superior position in education or research in connection with education activities or research activities at Ritsumeikan University (excluding unwanted speech and behavior of a sexual nature).”

“Superior positions” include not only positions in hierarchical relationships but also power relationships and authoritative positions.

Although people may feel dissatisfaction or discomfort with instructions, cautions or guidance necessary for the purpose of education, research or work depending on how they take it, it does not constitute harassment if it is within the proper scope of education, research or work.

Classification and examples of academic harassment are listed as follows.

- 1) Educational Harassment
 - ① Refusing to provide or neglecting necessary educational guidance for no reason
 - ② Imposing excessive assignments
 - ③ Giving unfair treatment such as unfair evaluation related to the conferral of academic degrees or credits
 - ④ Violating or threatening freedom of choice regarding career or employment
- 2) Research Harassment
 - ① Refusing to provide a research theme, prohibiting the use of equipment or facilities, or unfairly restricting opportunities to publicize research (i.e., “research marginalization”)
 - ② Misappropriation of others’ research achievements or personal ideas (i.e., “research exploitation”)

4. Power Harassment

- (1) Definition of Power Harassment (Regulations, Article 2-1, Paragraph 1, Item (3))

In the Regulations, power harassment is defined as follows:

- (a) “Conduct that inflicts distress or discomfort on, or imposes disadvantageous treatment to, others in a work relationship by means of any speech and behavior that takes advantage of a superior position in work in connection with administrative activities (excluding unwanted speech and behavior of a sexual nature).”
- (b) “Conduct that inflicts distress or discomfort on, or imposes disadvantageous treatment to, others in a student activities relationship by means of any speech and behavior that takes advantage of a superior position in student activities in connection with student activities at Ritsumeikan University (excluding unwanted speech and behavior of a sexual nature).”

“Superior positions” here include not only positions and titles but also superiority in interpersonal relationships. Power harassment takes place not only from superiors to subordinates but also between senior and junior students, between coworkers, and from subordinates to their bosses based on various superior positions (such as having professional skills or accumulated knowledge, etc.).

Although people may feel dissatisfaction or discomfort with instructions, cautions or guidance necessary for the purpose of education, research, study, or work depending on how they take it, it does not constitute harassment if it is within the proper scope of education, research, study, or work.

- (2) Power Harassment: Actions (Types and Specific Acts) and Approaches

Actions: Types and Specific Acts	Approaches
(1) Physical aggression (i.e., violence or injury)	This is not included within the proper scope of work.
(2) Psychological aggression (e.g., intimidation, verbal abuse, etc.)	Generally, this exceeds the proper scope of work.
(3) Separation from interpersonal relationships (i.e., isolation, exclusion from friendships, or ignoring)	
(4) Unreasonable demands (i.e., demanding obviously unnecessary or impossible tasks at work, or obstructing work)	Specific determinations on whether these actions exceed the proper scope of work would conceivably depend on the situation and the frequency of the actions.
(5) Belittling demands (i.e., ordering a person to do	

<p>work that is far below their abilities or experience, or not assigning work, either of which would be irrational from a work standpoint)</p> <p>(6) Infringing on personal matters (i.e., being overly intrusive about personal matters)</p>	
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(3) Power Harassment Between Students

Speech and behavior based on position or superiority in a situation, even among students in extracurricular activities, is considered power harassment; it is not limited to the workplace.

- Senior students’ orders having an atmosphere of absolute obedience, and going against them would result in not being allowed to practice
- Senior students coercing others into going to drinking parties everyday
- One person is singled out for unfair treatment in extracurricular activities

5. Other Harassment

In the Regulations, other harassment is defined as “conduct carried out by students, faculty, staff, guardians or relevant parties that inflicts distress or discomfort on, or imposes disadvantageous treatment to, other students, faculty, staff, guardians or relevant parties by means of any inappropriate speech and behavior (excluding unwanted speech and behavior of a sexual nature).”

For example, even if Student A presents a survey of a certain region’s situation during a seminar and causes discomfort to Student B who is from that region, it does not constitute inappropriate speech and behavior as it is a report on survey results. On the other hand, negative speech not derived from the survey results may constitute inappropriate speech such as “Student B must be XXX because he is from this region.”

This kind of speech and behavior is also harassment.

The definition of sexual harassment was established in the 1997 amendment of the Equal Employment Opportunity Act. Since that time, harassment hidden in various communities, including workplaces and schools, has surfaced. At present, over 30 types of harassment are commonly known, including those often heard about. Here are some examples of such harassment.

(1) Alcohol Harassment

Above all, encouraging or forcing students under 20 to drink alcohol is a crime.

Alcohol harassment involves drinking, and because forcing someone to drink alcohol can cause acute alcohol poisoning, this type of harassment can lead to a life-threatening situation.

- Forcing others to drink alcohol with no regard for their physical constitution, condition, etc.
- Making others chug alcohol
- Intentionally getting others drunk
- Drunk senior students dragging others to second or third afterparties, and not allowing them to go home
- Being inconsiderate of people who do not drink alcohol (e.g., by not providing non-alcoholic beverages, etc.)

(2) Gender Harassment

Gender harassment refers to speech and behavior based on fixed gender stereotypes of men and women - regardless of individual abilities and characteristics - that makes others feel uncomfortable. Unlike sexual harassment, it involves harassing others by criticizing speech and behavior that deviate from or conform to common notions of “masculinity” and “femininity.” In terms of respect for diverse lifestyles, one must not criticize or impose a way of life on others.

- Only having women serve tea and only having men do work requiring physical strength in the workplace
- Saying things like, “For a man/woman, you’re...” or “You should be more masculine/feminine”

*Please refer to “Speech and Behavior That May Constitute Gender Harassment” on page 22.

(3) Racial Harassment

Racial harassment is unjust discriminatory speech and behavior based on differences in race, nationality or ethnicity. Because a principle of the Ritsumeikan University Charter is to "...pursue the creation of universal values based on academic freedom and search for solutions to the pressing issues facing humankind..." it is important for all members of Ritsumeikan University and Ritsumeikan Affiliated Schools to respect each other and acknowledge each other's fundamental human rights regardless of race, nationality and other such differences.

*Please refer to "Speech and Behavior That May Constitute Racial Harassment" on page 21.

(4) Dating Violence

Dating violence is when the dominating partner in a romantic relationship of domination and submission physically abuses the other, or psychologically abuses the other with speech and behavior.

- Behaving violently (e.g., punching or kicking) toward the other partner when they do not do exactly what one says.
- Restricting the behavior, attire or social circle of the other partner
- Forcing the other partner to tell them their email or LINE password

(5) School Harassment

School harassment refers to acts such as inappropriate speech and behavior by faculty toward school-age students based on their superior position in education and guidance, or inappropriate speech and behavior used between young children or school-age students, that unfairly puts young children or school-age students at a disadvantage in their studies or harms the study environment of others at an elementary school, junior high school or senior high school.

However, careful consideration must be given when determining whether or not to treat issues arising between young children or school-age students, or matters concerning education and guidance, as harassment from the perspective of children's developmental stage and accountability. Generally, immediate response from an educational perspective will be taken at the Ritsumeikan Affiliated School concerned. For prompt settlement and response, such children are encouraged to consult teachers they are familiar with at school.

III. Basic Attitude to Avoid Harassing Others

In order to avoid harassing others, nothing is more important than standing for respect of fundamental human rights.

People tend to think that it is difficult to form a judgement about harassment because it feels different depending on the individual or one's position. Therefore, it may be a good idea to look at it from the other persons' perspective.

For example, in the case of sexual harassment, suppose a case in which your speech and behavior is directed at your partner, children, or any other person who is important to you. If you have a sense of discomfort, such speech and behavior is likely to constitute harassment.

In the case of academic or power harassment, think about how you would feel if you were treated in the same way you treated others. If you have a sense of unfairness or feel discouraged, it is likely to constitute harassment. Moreover, please be fully aware of the following points.

1. The criteria for assessing harassment is how the person receives it.

In particular, sexual speech and behavior is taken differently depending on whether it is between individuals or between different genders, or depending on position or intent. It should be kept in mind that one of the criterion for assessing whether or not it is sexual harassment is how the other person felt. Even if the behavior is intended to express a sense of intimacy, it may make the other person uncomfortable or put them at a disadvantage in their study or work environment regardless of one's intention. Arbitrarily presuming that "this level of speech and behavior will be acceptable to that person" or being under the impression that one has a close personal relationship with the other person may lead to harassment.

2. Do not repeat the same speech and behavior.

If you realize that your speech and behavior is rejected or disliked by the other person, you must not repeat such speech and behavior.

3. The person being harassed does not always express how they feel.

A person that is being harassed doesn't always indicate that they are uncomfortable. There are many cases where those suffering harassment cannot refuse because the perpetrator is their faculty advisor or boss. Not expressing refusal should not be taken as "agreement."

4. Pay attention to situations that are an extension of work, education and research.

It is not enough to be careful about harassment only during working hours, in the workplace, during class hours, and during research hours. For example, you need to pay sufficient attention to harassment even in situations such as training retreats, parties, dinners, and other various events where a relationship in work, education or research is maintained.

■ **Romantic Relationships Between Faculty Members and Students**

(1) Faculty members have an absolutely advantageous position over students (i.e., there is a power relationship between faculty members and students).

The relationship between faculty members and students cannot be one as equals. At universities in particular, they appear to be in relationships as equals since they exchange views and debate with each other. However, faculty members have the authority to grade students and thus are in a position of absolute advantage over their students.

Furthermore, in graduate schools, the power of faculty advisors becomes even stronger. As advisors that make final determinations regarding research supervision and academic degree dissertation screening, graduate school faculty advisors can exert decisive influence on the graduate students under their guidance. Faculty members should be aware they are in a position in which it is easy to harass based on this superiority.

For the reasons above, a romantic relationship between faculty members and students can easily lead to serious sexual harassment issues, including academic harassment, once the relationship has broken down. In particular, such a relationship with young children and school-age students will have an unavoidable impact on their later growth. Faculty members are required to be strongly aware of this.

(2) Toward Maintaining a Wholesome Environment for Education and Research

Faculty members must always be aware of their special power relationship with students and need to be careful not to enter into inappropriate relationships with them. If by some chance a faculty member forms a romantic relationship with a student (including those whom the faculty member has the authority to grade), that faculty member must inform the dean of their college or graduate school, senior executive director, managing director of faculty, or principal to maintain the equity of academic evaluation and a wholesome environment for education and research. As the responsible supervisor(s), the informed individual(s) will then take necessary measures for education or research so that the private relationship and the teaching relationship do not coexist.

IV. If You Are the Victim of Harassment, You Are Not Responsible

Harassment is not the responsibility of the victim. Please do not blame yourself or put up with it. Take action toward settlement before the situation worsens. There are cases where the perpetrator is completely unaware that their speech and behavior constitutes harassment. If you are not in a hostile relationship with the perpetrator, you may be able to quickly settle the issue yourself by directly telling the other person verbally or in writing that their speech and behavior constitutes harassment and made you uncomfortable, or by informing a supervisor of the situation.

In the case of an emergency where you may be physically harmed, seek help from people close to you, administrative offices, etc., or in some cases contact the police immediately. If you go to the police in an emergency, faculty and/or staff members will accompany you.

On the website for the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee (hereinafter referred to as “Harassment Prevention Committee”), you can find information about ways to respond to harassment, emergency contacts and external counseling offices. You can also refer to the PowerPoint version of the “Harassment Prevention Handbook” leaflet included in the new student guidance materials booklet, and excerpt versions of the Handbook are available at college administrative offices and other locations.

V. Processes and Procedures for Responses to Encourage Issue Settlement

1. Harassment Counseling

(1) Harassment Advisors (Regulations, Article 14)

- ① In order to respond to harassment consultations, there are “Harassment Advisors” (hereafter referred to as “advisors”) stationed on Ritsumeikan University’s four campuses: Kinugasa, BKC, Suzaku, and OIC. These individuals were selected from among the faculty members of each college and graduate school, and from among the administrative staff of each college administrative office, the Office of Student Affairs, the Medical Service Center (Office of Medical Services), the Office of Payroll and Employee Benefits, etc. Faculty and staff advisors are stationed at each Ritsumeikan Affiliated School.
- ② Advisors receive training twice a year in order to be able to respond to harassment consultations correctly.
- ③ Advisors provide counseling regarding the harassment that the counselee (i.e., person who feels they have been harmed) claims to have experienced. If the counselee wishes to file a complaint, the advisor will provide a written complaint form to the counselee, receive it when completed, and promptly submit it to the Harassment Prevention Committee Administrative Office (hereinafter referred to as “Administrative Office”).

(2) Applying for and Receiving Counseling

- ① In addition to students, faculty, and staff, who feel they have been harmed by harassment, counseling can also be provided to those who felt uncomfortable seeing and/or hearing someone else being harassed, those who were told by someone else that they were harassing others, supervisors and relevant parties who have received harassment consultations, and guardians of young children or school-age students of Ritsumeikan Affiliated Schools.
- ② Counseling can be scheduled by phone, fax or email.
- ③ Generally, counseling is provided face-to-face at a facility or location with reliable privacy protection.
- ④ Individuals that wish to receive counseling can select the advisor with whom they are familiar and feel most at ease talking to, regardless of their campus, college, graduate school, or school. In addition, if there is a good reason, the counselee may request to change advisors during the counseling process.
- ⑤ The counselee can also seek support from specialists (e.g., professional advisors) and specialized institutions inside and outside the university when desired or necessary.
- ⑥ Advisors have a duty of confidentiality. Without the consent of the counselees, the details of counseling will not be communicated to anyone other than members of the Harassment Prevention Committee.
- ⑦ Of course, if people other than the advisor have been consulted regarding the harassment, they may take part in the counseling process. However, as it may be necessary to take immediate action to settle the counselee’s issue, please recommend that the individual consult with a advisor as necessary.

(3) Record of Harassment Details

The actual circumstances of harassment may not be immediately obvious to anyone other than the complainant and the other party (hereinafter referred to as “parties involved”). If you feel you are the victim of harassment, as detailed and accurately as possible, try to make a record of when, where, by whom,

and how you were harassed, and who was watching or listening nearby at the time.

2. Specific Complaint Filing Method and Processes

Counselees who feel they have been harmed by harassment can file a “complaint” with the Harassment Prevention Committee aside from taking action toward settlement on their own and receiving support as per advice from a advisor.

(1) Types of Complaints and How They Are Handled (Regulations, Article 11)

“Complaints” are classified as follows, and counselees choose the settlement method.

1) “Notification”

- ① The Harassment Prevention Committee notifies the other party that a harassment complaint has been filed by the complainant and the content thereof, either using the complainant’s real name or anonymously, and encourages the other party to stop the speech and behavior in question to settle the issue.
- ② After interviewing the complainant and confirming the content of the complaint to be communicated to the other party, the Harassment Prevention Committee members and the Administrative Office staff will inform the other party of the content of the complaint.
- ③ The Administrative Office then notifies the complainant that the other party has been informed.

<This does not constitute acknowledgment that an act of harassment occurred.>

2) “Conciliation”

- ① After interviewing the complainant and/or the other party about the facts, the Harassment Prevention Committee, as necessary, consulting with the other party or their supervisor in order to formulate measures to settle the issue arising from the harassment, then encourage the other party or their supervisor to settle the issue by implementing those measures.
- ② Based on interviews with the parties involved, appropriate measures to be taken are determined through discussion between the Administrative Office, the Harassment Prevention Committee members and the parties involved, or between the Chairperson of the Harassment Prevention Committee and the other party’s supervisor (i.e., dean of their college or graduate school, senior executive director, acting senior executive director, principal, managing director of faculty, managing director of administrative staff, deputy managing director, or administrative manager).

At the discretion of the Chairperson of the Harassment Prevention Committee, there may be cases in which an interview is held with only one of the parties, or conciliation achieved through the supervisor of only one party.

- ③ The Chairperson of the Harassment Prevention Committee communicates the conciliation results to the complainant.

<This does not constitute acknowledgment that an act of harassment occurred.>

3) “Investigation”

- ① The Harassment Prevention Committee conducts a fair and appropriate investigation to establish the facts about the other party’s speech and behavior that the complainant made a claim about, determines whether the other party’s speech and behavior constitutes harassment or not, and then notifies the parties involved of the resulting determination to deepen their understanding of the issue. Along with that, the committee encourages settlement of the issue by recommending to the other party or their supervisor, as necessary, measures to be implemented in order to settle the issue arising from the harassment.
- ② Generally, an “investigation” is conducted when the content of counseling or a written complaint indicate the possibility of speech and behavior constituting harassment and it is deemed appropriate to settle the issue through investigation. It will also be used as a method to settle issues when “conciliation” is unsuccessful.

- ③ An Investigation Committee is established under the Harassment Prevention Committee to determine the facts and whether or not an act of harassment occurred based on interviews with the parties involved and third parties, and a review of the materials. The Investigation Committee will in principle be composed of members of the Harassment Prevention Committee and the Administrative Office. In consideration of the neutrality and fairness of the investigation, the Investigation Committee shall be composed of individuals outside the reporting line of or with no interest in the parties involved (Regulations, Article 7, Paragraph 3).
- ④ After the Harassment Prevention Committee has approved the report from the Investigation Committee, the Chairperson of the Harassment Prevention Committee will report the results (i.e., whether or not the act was determined to be harassment) to the parties involved.
- ⑤ If the Harassment Prevention Committee determines that the harassment is serious and calls for disciplinary actions, the Chairperson of the Harassment Prevention Committee may make a “recommendation” for disciplinary procedures. For students, recommendations will be made to the dean of the student’s college or graduate school, or the Principal of the student’s Ritsumeikan Affiliated School (hereinafter referred to as the “head of the college or school”). For faculty and staff, recommendations are made to the Chairperson of the Board of Trustees.
Decisions shall be made in accordance with the “Guidelines for Disciplinary Actions (October 17, 2012, Executive Board of Trustees),” the Ritsumeikan University Regulations Regarding Disciplinary Actions, or the criteria for disciplinary actions established by each Ritsumeikan Affiliated School (Regulations, Article 12).
- ⑥ In the event that the Harassment Prevention Committee makes a “recommendation” for disciplinary action, if the other party has an opinion on the determination of harassment, they may submit their opinion in writing to the Chairperson of the Harassment Prevention Committee within two weeks from the date of receiving the investigation report. The Harassment Prevention Committee submits its recommendation with any opinions received from the other party attached (Regulations, Article 13).
- ⑦ The Harassment Prevention Committee may recommend to the Chancellor that necessary measures or responses be taken to settle issues arising from harassment (Regulations, Article 13-2). The Chancellor then makes specific requests to the supervisor who should take such measures or responses.
- ⑧ Generally, the period required for investigation should be within six months, though it may take less or more time depending on the complexity of the investigation or the number of the parties involved (Regulations, Article 11-5).

(2) Time Limit for Filing a Complaint (Regulations, Article 11-1, Paragraph 2)

Students, faculty and staff who claim to have suffered harassment may file harassment complaints within three years from the date of harassment, provided that it took place while they were enrolled or employed at Ritsumeikan University or Ritsumeikan Affiliated Schools (applicable after April 1, 2020). If the harassment is claimed to have continued for a certain period, the first day of the harassment is the starting point of the three years.

Up until March 31, 2020, former students, etc., may file harassment complaints within three years after losing their enrollment status due to graduation from, degree completion at or withdrawal from Ritsumeikan University or Ritsumeikan Affiliated Schools. Faculty, staff and relevant parties may file complaints within three years after leaving their positions. Guardians of students may file within three years after the student concerned lost their enrollment status. In each of these cases, complaints may be made provided that the harassment took place while the individual was enrolled or employed at Ritsumeikan University or Ritsumeikan Affiliated Schools.

In addition, complaints may be filed even after three years have elapsed if there were unavoidable

circumstances such as hospitalization (Regulations, Article 11, Paragraph 3).

(3) Steps Toward Settlement

- ① When the Harassment Prevention Committee receives the “Record of Harassment Counseling” prepared by the advisor, if the Chairperson determines an emergency response is necessary, certain actions, such as educational measures, may be taken before a written complaint is submitted or before the Harassment Prevention Committee holds a meeting (Regulations, Article 11-6).
- ② The person who can make a complaint is limited to the person who feels that they have been harmed by harassment. For minors, their guardians can also file complaints.
- ③ A complaint can be made by submitting a “written complaint form” to the advisor.
- ④ Once a complaint is made, the Harassment Prevention Committee will be immediately notified by the advisor.

At that time, if the appropriateness of the complaint and the most effective settlement method cannot be determined based only on the counseling content and submitted materials, a preliminary investigation may be conducted prior to initiating specific measures for a settlement.

- ⑤ If the Chairperson of the Harassment Prevention Committee deems that the settlement method chosen by the complainant (i.e., notification, conciliation or investigation) is inappropriate for settling the issue, the Chairperson can request the complainant to change the settlement method (Regulations, Article 11, Paragraph 4).

Even if the settlement method has been changed for a complaint, the date of complaint will remain unchanged; for example, if the initial complaint was dated April 1, then the complaint with a changed settlement method will still be dated April 1.

- ⑥ Assistance for Voluntary Action in Each College, School and Department if the Complainant and the Other Party Are from the Same Division

If the complainant and the other party are from the same division, an arrangement may be made in which members of the division would play a key role in conciliation. In that case, the Harassment Prevention Committee will provide advice or support from the perspective of equity and fairness.

3. Important Points Regarding Harassment Counseling and Complaints

(1) Confidentiality (Regulations, Article 16, Paragraphs 1 and 2)

Advisors, members of the Harassment Prevention Committee, members of the Investigation Committee, and any other person who is involved in counseling or any of the processes for making a complaint about harassment have a duty of confidentiality to preserve the privacy of counselees, the parties involved and others related to the content of counseling or complaints. These individuals are not to divulge the real names of those concerned, the details of counseling or complaints, or any other information that may have come to their knowledge, even if they have left their jobs. Any violation of these regulations may be subject to disciplinary actions under the Work Regulations. Such information may be disclosed, however, in the event an emergency response is requested by the Harassment Prevention Committee Chairperson or otherwise required for the performance of duties.

(2) Respect for Privacy (Regulations, Article 16-2, Paragraphs 1 and 2)

The parties involved and third parties who cooperated in the process of notification, conciliation or investigation shall not unnecessarily disclose to others any matters reported by the Harassment Prevention Committee, the real names of the persons concerned, specifics of the case, or any other previously known information.

For example, no Harassment Prevention Committee report content should be posted on SNS, or shown or told to friends. However, the parties involved may use such information when needed for legal procedures such as claiming damages.

(3) Prohibition of Disadvantageous Treatment (Regulations, Articles 17-1 and 17-2)

Supervisors shall neither impose disadvantageous treatment to nor harass the counselees, complainants or third

parties who cooperated with the investigation (e.g., making them do routine work, etc.). Intentionally harassing or unfairly imposing disadvantageous treatment to the other party will constitute harassment of the other party. If such an act should be committed, the Harassment Prevention Committee will recommend the Chairperson of the Board of Trustees to consider procedures for disciplinary actions.

(4) Cooperation with the Duties of the Harassment Prevention Committee (Regulations, Article 11-2)

With respect to complaints, the parties involved and third parties shall cooperate with fact-finding investigations in good faith. They shall not refuse interviews, make false complaints or make false testimonies.

With respect to investigations, the parties involved are not permitted to refuse the investigation concerned or refuse to receive the investigation report results. If you are asked to cooperate as a third party, please cooperate as much as you can in order to confirm the facts and settle the issue. As previously stated, a duty of confidentiality is strictly imposed on those dealing with investigations; therefore, you will neither have your privacy violated nor suffer any disadvantage due to your testimony. Your cooperation is requested in order to respond promptly.

(5) Withdrawal of Complaint by the Complainant (Regulations, Article 11-4, Paragraph 1)

The complainant can withdraw their complaint if the Harassment Prevention Committee has not yet issued a notification to the other party in the case of settlement through notification, if the Harassment Prevention Committee has not yet requested the supervisor or the other party to take measures in the case of settlement through conciliation, or if the Harassment Prevention Committee has not yet made a decision on whether or not the case constitutes harassment in the case of settlement through investigation.

(6) Withdrawal of Complaint Due to Non-cooperation of Complainant (Regulations, Article 11-4, Paragraph 2)

If the complainant has not cooperated with the settlement of the issue for more than three months since the filing of the complaint, and the Harassment Prevention Committee deems that the complainant has no intention to settle the issue, the complaint will be regarded as having been withdrawn.

However, this shall not apply if the Harassment Prevention Committee finds that there are unavoidable circumstances such as illness or studying abroad.

(7) Policy of Non-interference in Complaints

With respect to complaints, the parties involved cannot be represented by proxy. This is because harassment complaints are internal procedures premised on the cooperation of students, faculty and staff. The appointment of a proxy may hinder the clarification of facts. However, if the complainant is a young child or school-age student and is a minor, their guardians may serve as a proxy.

(8) Non-acceptance of Complaints (Regulations, Article 11-3)

The Harassment Prevention Committee may decide to not accept a complaint if the complaint is founded on the same facts as those concerning a previously filed complaint, if a method other than filing a complaint is deemed more appropriate, if settlement of the issue is beyond the scope of Harassment Prevention Committee's duties, or in other cases where non-acceptance is deemed appropriate.

Such cases include, for example, complaints filed for the second time for which the Harassment Prevention Committee has already notified the complainants that the act concerned does not constitute harassment, complaints about an RU academic society response that should be brought against the academic society concerned, demands for graduation even though the student concerned has not satisfied graduation requirements, complaints filed even though the complainant has no legitimate interest in making the complaint, etc.

If a complaint is not accepted, the complainant will be promptly notified. The other party and related third parties will also be notified only when necessary.

(9) When a Complaint is Determined to Not Be Harassment

Even if complaint has been accepted for investigation, it may not be able to be determined from the results of the investigation that an act of harassment has occurred; moreover, it may be determined that the relevant act has occurred, but it does not constitute harassment.

4. Harassment Prevention Committee

(1) Functions of the Harassment Prevention Committee

One of the important duties of the Harassment Prevention Committee is to investigate harassment cases, encourage settlement of the issue, and recommend necessary measures and disciplinary actions. For this purpose, the committee needs to have a certain level of authority. The Chairperson is designated by the Chancellor, and one of the Vice Chairperson positions is assumed by the Executive Trustee of General Affairs. In addition, there is a system in place that allows the remaining Vice Chairpersons and the Chief Administrative Officer to flexibly respond to specific matters, and final decisions will be the responsibility of the Harassment Prevention Committee or its Chairperson.

When necessary, the Harassment Prevention Committee may also provide advice on how supervisors should respond.

(2) Emergency Measures Taken by the Harassment Prevention Committee (Regulations, Article 11-6)

If the Chairperson of the Harassment Prevention Committee determines that an emergency response is necessary, they may require the relevant organizations to take “measures.” Such measures include, with consent of the complainant, changing their seminars or classes as an educational measure, or suspending the other party’s RAINBOW account. In addition, the Chairperson may require that the supervising dean of the college or graduate school, principal, etc., to remove the faculty member who is the other party from being in charge of the relevant class, or prevent the student who is the other party from studying abroad. Regardless of whether or not the Harassment Prevention Committee determines that the act constitutes harassment based on the results of a fair investigation by the Investigation Committee, the Harassment Prevention Committee will propose settlement methods and request supervisors to respond to the issue within the appropriate scope in consideration for the human rights of both parties involved, such as by requesting proper responses and appropriate guidance to be taken while consulting with the relevant organizations as necessary. For cases concerning extracurricular activities, such requests may be made via supervisors to advisors or managing directors.

(3) Disciplinary Action Against Students, Faculty, Staff, Etc. (Regulations, Articles 12 and 13)

- ① Faculty or staff who have committed an act of harassment may be subject to disciplinary action based on the “Work Regulations for Teaching Staff and Other Staff”. Similarly, students who have committed an act of harassment may be subject to disciplinary action based on the “Ritsumeikan University Student Disciplinary Regulations.” Young children and school-age students may be subject to disciplinary action based on the regulations of each school.
- ② Final decisions regarding “disciplinary action” are made not by the Harassment Prevention Committee, but based on the “Regulations Regarding Procedures for Disciplinary Action against Teaching Staff and Other Staff” in the case of faculty and staff, or the “Ritsumeikan University Student Disciplinary Regulations” in the case of students. In the case of young children and school-age students, final decisions are made based on school regulations. If a decision is made to start procedures for disciplinary action, details of the investigation by the Harassment Prevention Committee are made available to the relevant institutions.
- ③ When it has been decided that disciplinary action will be taken for an act of harassment, an announcement will be made based on the “Guidelines Regarding the Announcement of Disciplinary Action” in the case of faculty and staff, or the “Ritsumeikan University Student Disciplinary Regulations” in the case of students.

(4) Prohibition of Retaliatory Actions by the Parties Involved and Third Parties

The counselee, complainant, third parties, and other party must not harass or take retaliatory actions against each other in relation to the counseling or complaint. Please respect each other’s human rights and privacy.

(5) Recurrence Prevention and Victim Support

Once it is concluded that the case constitutes harassment, the other party will receive support and guidance to encourage awareness and reflection within an appropriate scope, such as by making them fully aware of the harassment through the investigation report results and requests to their supervisor, as well as requiring training to ensure that they do not reoffend.

The complainant's supervisor will be requested to provide support to the complainant within an appropriate scope and with due consideration for the human rights of both parties involved, which may include the creation of an environment in which the complainant can continue their studies or work with peace of mind.

VI. Awareness-raising, Education, and Training (Regulations, Articles 4-1 and 4-2)

The Harassment Prevention Committee not only settles harassment issues, but also continues to collect/provide information and engage in public relations (e.g., leaflets, websites, etc.) related to harassment prevention, improves the guidance and support capabilities of "harassment advisors," makes efforts to raise awareness of and carries out education/training regarding harassment prevention aimed at students, faculty and staff of Ritsumeikan University and Ritsumeikan Affiliated schools,* and makes every effort to create campus and school environments that will not give rise to harassment.

*Harassment prevention training at Ritsumeikan Affiliated Schools are conducted by individual schools as part of their school affairs. Education and training for young children and school-age students are carried out at each school according to the children's stage of development, taking into account necessary educational considerations

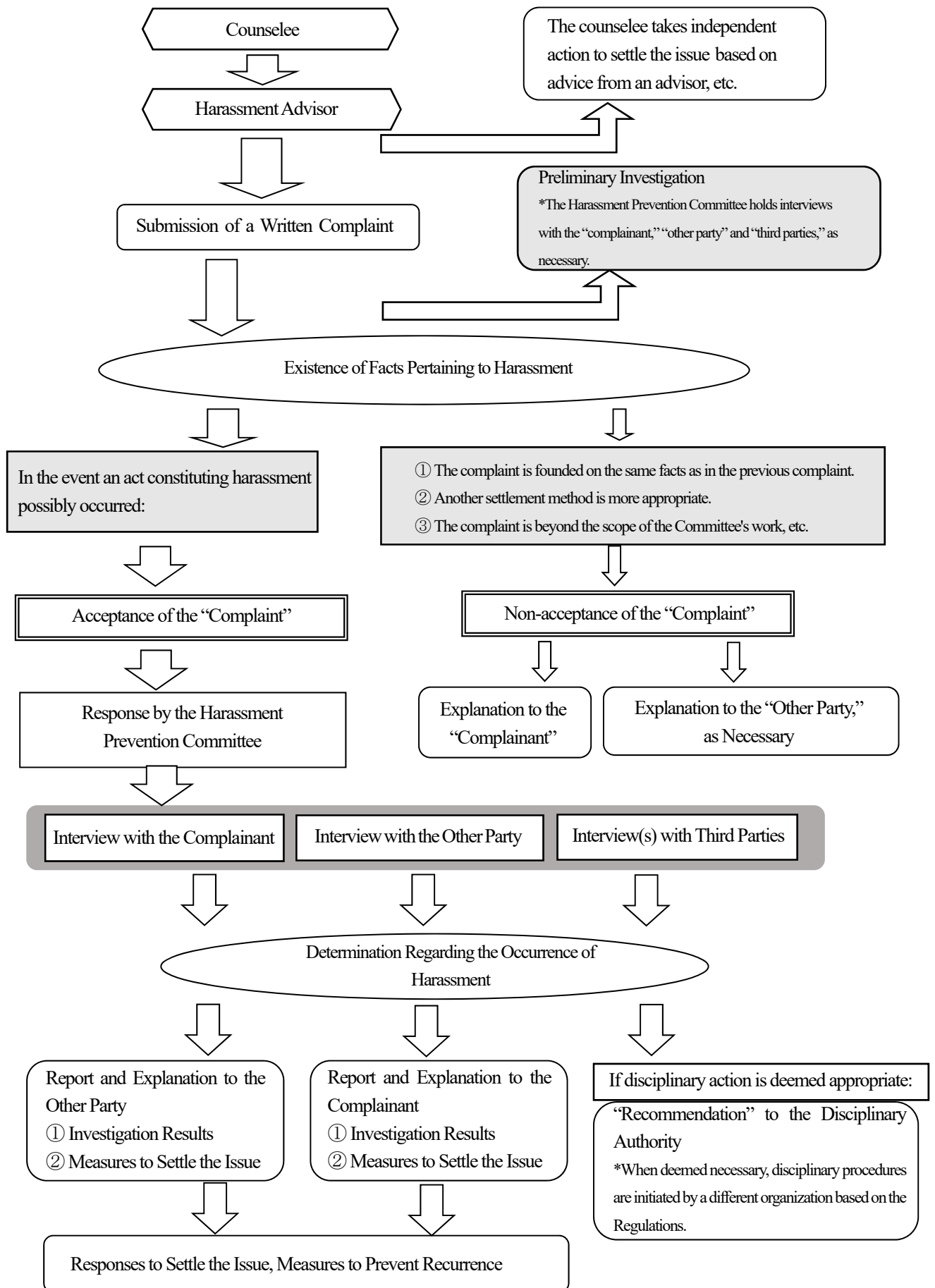
VII. Review and Revision of Guidelines

These Guidelines will be implemented from July 1, 2007. In addition, if it becomes necessary to check the operation status, it will be reviewed and revised.

14th Revision, April 1, 2019.

This revision will be implemented on April 1, 2019; complaints filed by March 31, 2019 or earlier will be handled based on the previous version of the Guidelines.

[General Procedure for Responding to “Investigation” Complaints]



*The examples of “speech and behavior” that follow are merely examples. Other speech and behavior can also constitute harassment. Also, one type of speech and behavior may constitute other types of harassment depending on the context.

■ Speech and Behavior That May Constitute Sexual Harassment

1. Sexual Speech
 - (1) Speech based on sexual interest or desire
 - ① Asking someone about their bust-hip-weight measurements or talking about their physical characteristics (e.g., “*Chotto futotta jyanai*” (“You gained a little weight”), “*Chotto yasetan jyanai*” (“You lost a little weight”), etc.).
 - ② Telling obscene jokes.
 - ③ Asking a woman who seems not to be feeling well, “*Kyo wa seiribi ka*” (“Are you on your period?”), “*Mo konenki ka*” (“Are you already in menopause?”), etc.
 - ④ Asking someone about their sexual experiences or sex life.
 - ⑤ Making someone an object of sexual gossip or sexual teasing.
 - ⑥ Talking about one’s personal sexual experiences.
2. Sexual Behavior
 - (1) Speech based on sexual interest or desire
 - ① Coercing someone into a sexual relationship.
 - ② Touching someone’s body unnecessarily.
 - ③ Persistently asking someone out to eat or out on a date
 - ④ Constantly looking at someone’s body.
 - ⑤ Making phone calls of a sexual nature, or sending letters, emails or SNS communications with sexual content.
 - ⑥ Deliberately showing someone obscene photographs or reading obscene articles from magazines, etc.
 - ⑦ Using obscene photos, etc., as PC desktop backgrounds.
 - (2) Speech and Behavior Intended to Discriminate on the Basis of Gender
 - ① Forcing someone to sing a duet at karaoke.
 - ② Making someone sit next to the boss, serve sake, or slow dance at drinking parties.

■ Speech and Behavior Against Sexual Minorities (LGBT) That May Constitute Sexual Harassment

- Teasing someone or making someone a target of bullying in regards to their sexual orientation or gender identity.
- Harassing someone who has come out and disclosed their LGBT identity.
- Calling someone names that show unacceptance of their identity (e.g., *homo* (homo), *okama* (queer), etc.
- Speech and behavior that expresses disgust (e.g., “*Homo wa sawaruna*” (“Don’t touch me, you homo”), “*Rezu wa kimochiwarui*” (“Lesbians give me the creeps”), etc.
- Saying, “*Eh, kimi kocchi nano*” (“Oh, you’re like this?”) while placing the back of the hand against the face in a gesture used in Japan to connote homosexuality.
- Saying, “*Doseiai toka seidoitsuseishogai toka no hitotte, koko ni wa inai yone*” (“No one here is a gay or has a gender identity disorder, right?”)
- Saying, “*~ santte, otoko? Onna? Docchida ka wakaranai yone*” (“Is ~ a man? Woman? I don’t know which”) when referring to an LGBT person.

■ Speech and Behavior That May Constitute Maternity Harassment

1. Harassment of Those Making Use of Systems, etc.
 - When a female student, faculty member or staff member consults her boss about taking time off from work for a prenatal checkup and the boss tells her “*Byoin wa yasumi no hi ni iku mono da*” (“Going to the hospital is something done on the weekend or holidays”) or the like, and does not offer assistance.
 - Saying, “*Sankyu, ikukyu wa mitomenai*” (“Maternity leave and childcare leave will not be approved”), or “*Mo konakuteii kara taishoku todoke (taigaku todoke) wo kakinasai*” (“You do not need to come [to work or school] anymore, so write a letter of resignation [withdrawal]”).
 - Saying, “*Shushokushita bakari nano ni ninshin shite, sankyu, ikukyu toru nante zuzushii*” (“You’ve just started working here! You have a lot of nerve taking maternity and childcare leave”).
 - When a coworker says to a female student, faculty member or staff member taking time off for childcare, “*Anata ga hayaku kaeru sei de mawari no hito wa shigoto ga fue, meiwaku shiteiru*” (“You’re causing trouble by going home early and making more work for everyone else”).
2. Situational Harassment
 - Telling a female student, faculty member or staff member who has announced that she is pregnant, “*Tsugi no keiyaku koshin wa shinai*” (“I won’t renew your contract next time”), “*Hoka no hito wo yatou node hayameni yamete hoshi*” (“I’m going to hire someone else, so I want you to quit soon”), or “*Taigaku [kyugaku] shinasai*” (“Just withdraw [take a leave of absence] from school”).
 - Telling a female member who has been hospitalized owing to the danger of miscarriage that she should no longer bother coming to work or school and should just write her letter of resignation.
 - When a faculty advisor tells a female researcher, who has announced that she is pregnant, “*Kodomo wo toru ka, kenkyu wo toru ka docchi ka ni shiro*” (“You have to choose between having children or doing research”).
 - When a faculty advisor tells a female student, who has been absent from school due to severe morning sickness, “*Gakugyo ni sennen dekinai nara daigaku wo yameteshimae*” (“If you can’t focus on your education, you should just drop out”).
 - Saying things like “*Ookina onaka de urouro suruna*” (“Don’t just hang around with that big belly of yours”), “*Mezawari*” (“You’re an eyesore”), or “*Meiwaku*” (“You’re a nuisance”).
- Although it is not “maternity harassment,” directing speech and behavior like the following to a male student, faculty member or staff member who has requested childcare leave may constitute harassment.
 - When a boss says to a male student, faculty member or staff member who has requested childcare leave, “*Otoko ga ikukyu wo toru nante arien*” (“I can’t believe a man would take childcare leave”), etc.
 - When a coworker says to a male student, faculty member or staff member who has requested childcare leave, “*Omae ga yasumi wo toru sei de mawari no hito wa shigoto ga fue, meiwaku shiteiru*” (“You’re causing trouble by taking leave and making more work for everyone else”).

■ Speech and Behavior That May Constitute Racial Harassment

- Harassing people or subjecting them to unfair treatment because of one’s prejudices against people from a specific country or of a certain race or ethnicity, or because of their nationality.
- Unfair discriminatory speech and behavior from a teacher during class against a specific country, race or ethnicity with no relation to the theme of the class.
- Ignoring international students’ cultural backgrounds and forcing them to act according to the same standards as Japanese people.
- Routinely telling jokes that make fun of a specific country, race or ethnicity.

- Using racial slurs as a form of bullying in class, during extracurricular activities, or in the workplace.

■ Speech and Behavior That May Constitute Gender Harassment

Speech and behavior based on beliefs regarding fixed gender roles as follows:

- Saying things like, “*Otoko no kuse ni konjo ga nai*” (“For a man, you have no guts”), “*Onna ni wa shigoto wo makaserarenai*” (“You can’t trust a woman with work”), or “*Josei wa shigotoba no hana deareba ii*” (“It’s enough for a woman to be office eye candy”).
- Addressing people in a way that shows unacceptance of their identity with the intention to discriminate on the basis of gender, such as by using the terms *otoko no ko* (boy), *onna no ko* (girl), *boku* (casual form of “I” used by Japanese men), *boya* (boy), *ojosan* (young lady), *ojisan* (uncle), *obasan* (aunt), etc.
- Forcing women in the office to serve tea, clean, and help with personal matters just because they are women.

■ Speech and Behavior That May Constitute Other Forms of Harassment

The following remarks related to age, appearance, ability, etc., that were made with the intention to ridicule or insult constitute harassment.

- *ojisan* (uncle – used to mean old man), *obasan* (aunt – used to mean old woman), *ji-jii* (old man), *ba-baa* (old lady)
- *boku* (casual form of “I” used by Japanese men but can indicate that speaker views the listener as inferior or immature when used as “you”), *boya* (boy), *ojosan* (young lady), etc.), *boya* (boy), *ojosan* (young lady)
- *debu* (fatty), *busu* (ugly woman), *busaiku* (ugly), *hage* (baldy)
- *baka* (stupid), *muno* (incompetent)