

**Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools,
Junior High Schools and Senior High Schools Operated by the Ritsumeikan Trust**

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 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”) and to properly respond to issues arising from harassment, thereby ensuring the fairness of education, research, study, and work at Ritsumeikan University and Ritsumeikan Affiliated Schools and protecting the interests of all university students, school-age students, and young children (hereinafter referred to as “students”) as well as faculty and staff.

Article 2-1: Definitions

1. For the purpose of these regulations, the term “harassment” refers to any of the acts corresponding to the requirements established in each of the following items according to the categories set forth in those items, except for those provided for in items (1) through (3) that constitute a proper exercise of one’s authority.

(1) “Sexual Harassment”

“Sexual harassment” refers to conduct that inflicts distress or discomfort on, or gives disadvantageous treatment to, others by means of any unwanted speech or behavior of a sexual nature in connection with education activities, research activities, administrative activities (excluding education and research activities; the same shall apply hereinafter), students’ activities (referring to both curricular and extracurricular ; the same shall apply hereinafter) and other activities at Ritsumeikan University or Ritsumeikan Affiliated Schools.

(2) “Academic Harassment”

“Academic harassment” refers to conduct that inflicts distress or discomfort on, or imposes disadvantageous treatment to, others in an education or research relationship by means of any speech or 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 or behavior of a sexual nature).

(3) “Power Harassment”

“Power harassment” refers to conduct that falls under either of the following cases:

(a) Conduct that inflicts distress or discomfort on, or gives disadvantageous treatment to, others in a work relationship by means of any speech or behavior (excluding unwanted speech or behavior of a sexual nature) made by taking advantage of a superior position in work in connection with administrative activities at Ritsumeikan University or Ritsumeikan Affiliated Schools; or

(b) Conduct that inflicts humiliation, distress or discomfort on, or gives disadvantageous treatment to, others in a student activity relationship by means of any speech or behavior (excluding unwanted speech or behavior of a sexual nature) made by taking advantage of a superior position in student activities in connection with students’ activities at Ritsumeikan University.

(4) “Other Harassment”

“Other harassment” refers to conduct carried out by students, faculty, staff, guardians or relevant parties that inflicts distress or discomfort on, or gives disadvantageous treatment to, other students, faculty, staff, guardians or relevant parties by means of any inappropriate speech or behavior (excluding unwanted speech or behavior

of a sexual nature) in connection with education activities, research activities, administrative activities, students' activities and other activities at Ritsumeikan University or Ritsumeikan Affiliated Schools other than those set forth in the preceding three items.

2. For the purpose of these regulations, the term "faculty and staff" refers to all faculty and staff at Ritsumeikan University and Ritsumeikan Affiliated Schools, and the staff who handle administrative work of the Ritsumeikan Trust.
3. For the purpose of these regulations, the term "students" refers to all university students, school-age students, and young children who are enrolled at Ritsumeikan University and Ritsumeikan Affiliated Schools.
4. For the purpose of these regulations, the term "guardians" refers to persons specified in the following items:
 - (1) Those with parental authority of students, or guardians of minor students, or
 - (2) Those who pay the tuition for students to attend school, or guarantee the character of students.
5. For the purpose of these regulations, the term "relevant parties" refers to persons who have working relations with Ritsumeikan University or Ritsumeikan Affiliated Schools and other persons who are deemed to have adequate involvement in Ritsumeikan University or Ritsumeikan Affiliated Schools, except for those specified in paragraph 2 of Article 2-1.
6. For the purpose of these regulations, the term "supervisor" refers to all deans (college), deans (graduate school), senior executive directors, acting senior executive directors, principals, managing directors (including both those of teaching staff and those of non-teaching staff), deputy managing directors and administrative managers, except for managing directors, deputy managing directors and administrative managers who supervise a specific duty.

Article 2-2: Scope

These regulations shall apply to cases where both parties or either party involved in an issue arising from harassment are students or faculty and staff; except that the provisions of Articles 12 through 13-2 and 17-2 shall not apply to cases where a person who is accused of harassment is a guardian or relevant party.

Article 3: Responsibilities of Faculty, Staff and Students

Faculty and staff and students shall follow these regulations and the guidelines established in accordance with these regulations by the Harassment Prevention Committee of Ritsumeikan University and Ritsumeikan Affiliated Schools (hereinafter referred to as the "Committee") specified in Article 6 and shall not commit harassment.

Article 4: Responsibilities of Chairperson of the Board of Trustees, President and Principals

1. The Chairperson of the Board of Trustees must endeavor to prevent any harassment from occurring by continuously providing faculty and staff with training regarding the prevention of harassment in accordance with these regulations and the guidelines pursuant to the preceding article.
2. The President and principals must endeavor to prevent any harassment from occurring by continuously providing students with training regarding the prevention of harassment in accordance with these regulations and the guidelines pursuant to the preceding article. In such case, if the students are minors, the President and principals must give necessary consideration to education in accordance with their degree of mental and physical development.

Article 5: Responsibilities of Supervisor

Supervisors, as a role model for faculty and staff, shall endeavor to prevent any harassment from occurring and, if any issue arises from harassment, must take prompt and appropriate actions.

Article 6: Establishment of Harassment Prevention Committee

The Committee shall be put in place under Ritsumeikan University and Ritsumeikan Affiliated Schools to prevent any

harassment from occurring and to properly respond to any issue arising from harassment.

Article 7: Duties of the Committee

1. The Committee shall be responsible for matters specified in the following items to achieve the aim expressed in the preceding article:
 - (1) Dissemination of knowledge, awareness-raising, training, and training support regarding preventing harassment,
 - (2) Investigations into cases of harassment,
 - (3) Matters concerning settlement of issues arising from harassment and recommendations for measures,
 - (4) Guidance for preventing the recurrence of harassment,
 - (5) Completion of reports on Ritsumeikan University and Ritsumeikan Affiliated Schools' efforts for harassment prevention and the publication of such reports,
 - (6) Establishment of guidelines,
 - (7) Matters concerning advisors pursuant to Article 14, and
 - (8) Any other necessary matters to prevent harassment in addition to the matters in the preceding items.
2. The Committee may set up an Investigative Committee if it is necessary to investigate the facts concerning any issue arising from harassment.
3. The Investigative Committee set forth in the preceding paragraph must be composed of those outside the reporting line of, or those having no interest in, the parties involved in such harassment in order to ensure the credibility, fairness and appropriateness of its investigations.

Article 8: Composition and Operation of the Committee

1. The Committee shall be composed of the number of members provided for in the following items according to the categories set forth in the items:
 - (1) Chairperson: 1
 - (2) Vice Chairpersons: 5
 - (3) Other 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. In case the Chairperson has difficulty fulfilling their duties, the Vice Chairperson designated by the Chairperson shall act for the Chairperson.
4. Notwithstanding paragraph 1, the Chairperson may request the expert members specified in paragraph 6 of Article 9 to attend a meeting of the Committee.
5. The Committee may hold a meeting with the attendance of a majority of those specified in the items of paragraph 1 hereof.

Article 9: Selection of Committee Members

1. The Chairperson shall be appointed by the Chancellor.
2. The Chairperson shall be able to appoint an acting Chairperson (hereinafter referred to as "Acting Chairperson") when the Chairperson considers it necessary.
3. One of the Vice Chairperson positions shall be assumed by the Executive Trustee of General Affairs and one by the Director of the Center for Research and Training. The remaining three positions shall be appointed by the Chairperson. In this case, each of the Vice Chairpersons appointed by the Chairperson shall be stationed on the following campuses: Kinugasa Campus, Biwako-Kusatsu Campus and Osaka Ibaraki Campus.
4. The other Committee members and Chief Administrative Officer shall be appointed by the Chairperson.
5. The Chairperson, Acting Chairperson, Vice Chairpersons, other Committee members, and Chief Administrative

Officer shall hold their office for one year and may be reappointed.

6. The Chairperson may appoint internal or external professionals as expert members of the Committee as necessary.

Article 10: Counseling

Students, faculty and staff, guardians and relevant parties may seek counseling from advisors as provided in Article 14 regarding issues arising from harassment.

Article 11-1: Making a Complaint

1. A harassment complaint (hereinafter referred to as “complaint”) shall be filed with the Committee by selecting an action from those provided for in the following items according to the categories set forth in the items:
 - (1) “Notification”

Facilitates the settlement of an issue through the Committee notifying the other party that is the subject of the complaint (hereinafter referred to as the “other party”) of the existence and description of the complaint, either revealing the name of a person filing the complaint (hereinafter referred to as the “Complainant”) or ensuring anonymity, and encouraging the other party to stop the speech or behavior related to the complaint
 - (2) “Conciliation”

Facilitates the settlement of an issue through the Committee interviewing the Complainant and/or the other party on relevant facts, holding a discussion with the other party or the individual’s supervisor as necessary, and developing measures to settle the issue in question arising from such harassment along with encouraging the other party or the individual’s supervisor to take such measures
 - (3) “Investigation”

Facilitates the settlement of an issue through the Committee conducting an impartial and proper investigation to find out the relevant facts, determining whether the other party’s speech or behavior constitutes harassment or not, and then notifying the Complainant and the other party of the result of the investigation along with requesting the other party or the individual’s supervisor to take measures to settle the issue in question arising from such harassment as necessary
2. A complaint may not be filed after three years have elapsed since the day on which relevant harassment took place (or the day on which it started in the case of harassment lasting two days or longer).
3. Notwithstanding the preceding paragraph, a complaint may be filed after the period specified in the preceding paragraph has elapsed if there are unavoidable circumstances.
4. The Chairperson may require the Complainant to change actions if the action that the Complainant has selected is deemed inappropriate as a method to settle the issue in question. In such a case, the action replaced by the Complainant shall be deemed to have been selected at the time of filing the complaint with the Committee.

Article 11-2: Requirement for Cooperation with the Duties of the Committee

Students, faculty, staff, guardians and relevant parties must cooperate with the duties of the Committee in good faith, including interviews therewith that the Committee may conduct in order to decide how to deal with a complaint received.

Article 11-3: Non-Acceptance of Complaints

The Committee may decide not to accept a complaint filed in any of the cases described in the following items:

- (1) If such complaint is filed on the basis of the same facts as those concerning a previously filed complaint (excluding those withdrawn pursuant to the provision of the paragraph 1 of Article 11-4),
- (2) If there is deemed to be a more appropriate method to settle the issue in question arising from harassment in relation to the complaint other than the actions set forth in the items of the paragraph 1 of Article 11,
- (3) If the intended purpose of the complaint is beyond the scope of the Committee’s duties, or

- (4) If the Committee deems it appropriate not to accept the complaint for any reason, in addition to the cases set forth in the preceding three items.

Article 11-4: Withdrawal of Complaints

1. The Complainant may withdraw a complaint filed with the Committee; except after the Committee has notified the other party when selecting notification as an action, after the Committee has encouraged the other party or the individual's supervisor to take measures when selecting conciliation as an action, or after the Committee has determined whether the issue in question constitutes harassment or not when selecting investigation as an action.
2. If the Committee has requested the Complainant for any necessary matters to settle the issue arising from harassment, including an interview on facts concerning the complaint, but the Complainant has not responded thereto with no justifiable reason, the Committee may treat such complaint as having been withdrawn by the Complainant.

Article 11-5: Investigation Period

When conducting an investigation by the Committee, the investigation period shall be up to six months; except that this period may be extended by the Chairperson when there is a justifiable reason.

Article 11-6: Request for Urgent Measures

If the Chairperson finds it necessary to take urgent measures in relation to counseling or a complaint, the Chairperson may, with the consent from either the person who received counseling or the Complainant, require a supervisor to take appropriate measures.

Article 12: Recommendation of Disciplinary Actions

When a complaint is identified as constituting harassment as a result of an investigation and the Committee finds it serious enough to warrant disciplinary actions in light of the "Guidelines for Disciplinary Actions (October 17, 2012, Executive Board of Trustees)," the regulations regarding disciplinary actions against students of Ritsumeikan University or the standards for disciplinary actions stipulated by each of Ritsumeikan Affiliated Schools, the Committee shall make a recommendation to persons with the authority to take disciplinary actions against the other party that procedures for disciplinary actions should be considered (hereinafter referred to as "recommendation of disciplinary actions").

Article 13-1: Acceptance of Opinions Prior to Recommendation of Disciplinary Actions

1. When making a recommendation of disciplinary actions, the Committee shall give the other party subject to such recommendation of disciplinary actions (hereinafter referred to as "the other party subject to disciplinary actions") an opportunity to express the individual's opinion in writing in advance within a reasonable time limit set by the Committee.
2. A recommendation of disciplinary actions shall be accompanied by a written opinion thereon submitted by the other party subject to disciplinary actions; except that this shall not apply to cases where the other party subject to disciplinary actions fails to submit a written opinion within the time limit specified in the preceding paragraph or waives the opportunity to express an opinion.

Article 13-2: Recommendation of Measures

The Committee may recommend to Chancellor necessary measures to settle or prevent issues arising from harassment.

Article 14: Advisors

1. The Committee shall have Advisors in place thereunder to respond to counseling and complaints about issues

arising from harassment.

2. Advisors shall be appointed by the Chairperson.
3. Advisors shall perform their duties in accordance with these regulations and the guidelines specified in Article 3.
4. When counseling is sought about an issue arising from harassment, advisors shall promptly notify the Chairperson thereof.

Article 15: deleted

Article 16-1: Confidentiality

1. Those specified in the items of the paragraph 1 of Article 8 and advisors (hereinafter referred to as the “Committee Members”) shall not divulge any confidential information that may have come to their knowledge in the course of their duties to anyone other than the Committee Members. The same shall apply after they have left the position.
2. Notwithstanding the preceding paragraph, the Committee Members may disclose the secret specified in the preceding paragraph to a third party other than the Committee Members in the cases listed in the following items.
 - (1) If it is deemed necessary to perform their duties, or
 - (2) If it is impossible to handle school administrative work relating to the request from the party unless the secret specified in the preceding paragraph is disclosed.

Article 16-2: Respect for Privacy

1. The Complainant, the other party or any third party who has cooperated with any of the actions listed in Article 11-1 shall not disclose any information that may have come to their knowledge during their involvement in such complaint to any third party without due cause.
2. The provision of the preceding paragraph shall not prevent the Complainant or the other party from using the information specified in the preceding paragraph for the purpose of exercising the individual’s rights under law.

Article 17-1: Prohibition of Disadvantageous Treatment

1. Supervisors shall not disadvantageously treat or harass a person who has sought counseling pursuant to Article 10 on account of the individual seeking counseling.
2. Supervisors shall not disadvantageously treat or harass the Complainant on account of the individual filing a complaint.
3. Supervisors shall not disadvantageously treat or harass the other party on account of the individual being the subject of a complaint
4. Supervisors shall not disadvantageously treat or harass the third party specified in the paragraph 1 of Article 16-2 on account of the individual having cooperated with any of the actions set forth in the items of the paragraph 1 of Article 11.

Article 17-2: Recommendation of Disciplinary Actions Related to Disadvantageous Treatment

1. If any supervisor conducts an act in violation of the provisions of the preceding Article, the Committee shall make a recommendation to Chairperson of the Board of Trustees that procedures for disciplinary actions should be considered (hereinafter referred to as “recommendation of disciplinary actions related to disadvantageous treatment”).
2. The provisions of Article 13 shall apply, mutatis mutandis, to a recommendation of disciplinary actions related to disadvantageous treatment. In such case, the terms “recommendation of disciplinary actions” and the “other party” in that Article shall be replaced with the terms “recommendation of disciplinary actions related to disadvantageous treatment” and “supervisor,” respectively.

Article 18: Application Mutatis Mutandis

These regulations shall apply, mutatis mutandis, to the executives at the Ritsumeikan Trust. In this case, the term “faculty and staff” shall be replaced with the term “executives at the Ritsumeikan Trust.”

Article 19: Revision and Abolition

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

Supplementary Provisions (Partially amended on March 5, 2020 with additions with regard to the position of Acting Chairperson)

These regulations shall take effect as of April 1, 2020.