

I Preventing Harassment

— **Ritsumeikan University and Ritsumeikan Affiliated Schools strive to create a safe and welcoming environment for study, teaching and learning, research or work, predicated on the principles of respecting all individuals and honoring diversity** —

1. Purpose of These Guidelines

Ritsumeikan University and Ritsumeikan Affiliated Schools (comprising of primary schools, junior high schools and senior high schools operated by the Ritsumeikan Trust) are committed to the principles of respecting the individual and honoring diversity as a way to ensure that students of all ages, from primary school to university level, as well as faculty and staff, are provided with a safe and welcoming environment in which to study, teach, pursue research or work, in order to fully support the personal learning and growth of students, faculty and staff. Harassment represents a major violation of human rights that fails to respect the principles of individuality and diversity. Ritsumeikan University and Ritsumeikan Affiliated Schools have put in place a range of programs and initiatives designed to prevent harassment, as well as measures to be taken in response to a suspected incidence of harassment.

These guidelines are designed to help prevent harassment by setting out definitions of what constitutes harassment and describing procedures for dealing with a suspected incidence of harassment.

2. Ritsumeikan University and Ritsumeikan Affiliated Schools' General Stance and Resolve Regarding Harassment

As teaching and research institutions, Ritsumeikan University and Ritsumeikan Affiliated Schools are required to demonstrate respect for, and are forbidden from committing any transgression of, fundamental human rights as set out in the Constitution of Japan. This constitutes the general stance that informs our commitment to providing a harassment-free environment for the pursuit of study, teaching and learning, research and administrative work at Ritsumeikan University and Ritsumeikan Affiliated Schools, predicated on the understanding and cooperation of all students, faculty and staff.

3. Efforts Being Made by Ritsumeikan University and Ritsumeikan Affiliated Schools

The Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Guidelines document (“the Guidelines,” this document) has been issued in conjunction with the Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools, Junior High Schools and Senior High Schools Operated by the Ritsumeikan Trust (“the Regulations”) in order to provide a clear and simple explanation of the Regulations. Ritsumeikan University and Ritsumeikan Affiliated Schools have also put in place a range of programs and initiatives designed to prevent harassment, including but not limited to training programs, in line with the provisions of the Regulations and the Guidelines.

The Ritsumeikan Charter and Ritsumeikan University Action Guidelines for Faculty and Staff (see below) also represent significant documents on prevention of harassment that explicitly set out our stance regarding respect for human rights.

■ The Ritsumeikan Charter

The Ritsumeikan Charter was issued by Ritsumeikan Academy in 2006 as a statement of the basic principles of the organization. The Charter sets out our commitment to shaping the future of humankind by creating universal values and finding solutions to the key issues for humankind, predicated on the principles of academic freedom. To this end, the Charter stresses the importance of respecting the diversity of the many individuals present within the Academy and looking beyond differences in ideology, faith, race, citizenship or origin in order to respect the rights of one another. The Academy should be a place for personal growth and development and a place for the

pursuit of truth. As such, it is critically important for all of us to show respect for and enjoy freedom of interaction with one another.

■ **Action Guidelines for Faculty and Staff**

The Action Guidelines were issued by Ritsumeikan University in 2010 to further promote the objectives of the Ritsumeikan Charter. The preamble to the Action Guidelines calls on the faculty and staff of Ritsumeikan University to conduct themselves “with the high ethical standards and public decency expected of individuals engaged in education and research, and carry out their 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.” With regards to human rights, the Charter calls on faculty and staff to demonstrate respect for the basic human rights of all individuals in the course of their duties, including individual character, value systems and privacy considerations; to refrain from any and all acts of violence or speech and/or behavior that constitutes harassment or discrimination; and to take action to address any such act that may occur.

4. Definitions Used in the Regulations (Excluding the Definition of Harassment)

(1) Faculty and Staff (Regulations, Article 2-1, Paragraph 3)

The term “faculty and staff” refers to faculty members and administrative staff members at Ritsumeikan University and Ritsumeikan Affiliated Schools as well as administrative staff at the Ritsumeikan Trust. The distinction between faculty members and staff members is described below.

① Faculty Members

The term “faculty members” encompasses all teaching staff employed directly by Ritsumeikan University and Ritsumeikan Affiliated Schools in teaching roles, whether with or without fixed-term employment or with limited-term employment, including specially appointed faculty members (*tokumei kyoin*), specially invited faculty members (*tokubetsu shohei kyoin*), specially employed faculty (*tokubetsu ninyo*), extended tenure faculty members, senior (*sennin*) lecturers, specially appointed assistant professors (*tokunin jokyo*), assistants, full-time lecturers, *shokutaku* lecturers and part-time lecturers (*jugyo tanto koshi/hijokin koshi*), as well as visiting faculty members.

② Staff Members

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

(2) Students (Regulations, Article 2-1, Paragraph 4)

The general term “students” encompasses undergraduate and graduate students enrolled at Ritsumeikan University and Ritsumeikan Affiliated Schools as well as primary, junior high and high school students enrolled at Ritsumeikan Affiliated Schools. The more specific term “university students” refers to students at tertiary level including non-degree students, auditing students, trainees, research students and special auditing students.

(3) Guardians (Regulations, Article 2-1, Paragraph 5)

The term “guardian” includes parents and legal guardians of students as well as any person who pays the tuition for the student to attend school, or a person who is responsible for the student and their financial situation.

(4) Relevant Parties (Regulations, Article 2-1, Paragraph 6)

The term “relevant parties” refers to people who have a significant level of involvement with Ritsumeikan University and/or Ritsumeikan Affiliated Schools, but are not considered to be faculty, staff, students or guardians as defined above. This includes, but is not limited to: visiting faculty members; employees of contractors that provide cleaning and security services to Ritsumeikan University and Ritsumeikan Affiliated Schools; employees of Ritsumeikan University Co-operative; researchers with no employment relationship; suppliers of equipment and consumables; equipment repair and maintenance personnel; and members of alumni and graduates' associations.

(5) Supervisors (Regulations, Article 2-1, Paragraph 7)

The term “supervisors” encompasses college and graduate school deans, senior executive directors and acting senior executive directors, school principals, managing directors (whether responsible for faculty members or administrative staff), and deputy managing directors and administrative managers (excepting those on extended tenure).

5. Scope of Application of the Regulations

The Regulations apply in all cases where at least one party to harassment is a student or a member of the faculty or staff member. Where the harassment has been perpetrated on a student or faculty or staff member by a person who is not a student or faculty or staff member, an effort will be made to explain the Regulations and/or Guidelines to the perpetrator and, contingent on their understanding, to report the situation to their employer or organization and request that steps be taken to investigate and/or prevent the harassment behavior.