

# **Preventing and Coping with Harassment at Kyoto University**

The education, research and medical undertakings carried out at Kyoto University involve a broad spectrum of human interaction and relationships. For students, faculty, and staff, it is vital that these relationships are positive and productive. However, the relationships between instructors and students, supervisors and staff, can on occasion develop into an inappropriate power relationship. Such cases can not only hinder work and study, but can cause profound emotional distress to the targets of the harassment. This includes such inappropriate behavior as sexual harassment.

Kyoto University is making the utmost efforts to ensure that such incidents do not occur on its campuses, and in the unfortunate event that they do, to respond swiftly to remedy the situation. Kyoto University respects the individual rights of all of its students, faculty, and staff, and strives to ensure that each person can devote themselves to their work or study in a conducive environment.

# Preventing and Coping with Harassment

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## If You are a Target of Harassment

- Do not endure the harassment alone – discuss the matter with someone you can trust.
- Through your words and actions, make it clear to the person who is harassing you that their behavior is disagreeable to you. If you merely ignore or endure the harassment, the situation will not improve. In some cases of harassment, the perpetrator is unaware that their actions are causing offence.
- Make a written record of the instances of harassment. If there are witnesses, confirm the occurrences with them.
- Discuss the matter with the university Counseling Service.

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## If You Witness Someone Being Harassed

**When you are aware that someone is being harassed, please offer assistance to the target of the harassment.**

- If you witness disagreeable behavior, please caution the perpetrator about their conduct.
- If necessary, please act as a witness.
- Please listen to what the target of the harassment has to say and be supportive – don't place the blame on them.
- Please encourage the target of the harassment to visit the university Counseling Service – offer to accompany them.

Due to the very nature of harassment, it is difficult for targets of harassment to come forward. The university Counseling Service is open, not only to the targets of harassment themselves, but also to third-party witnesses of harassment.

## 1. The Purpose of this Booklet

Kyoto University's measures to prevent and eliminate harassment, as well as the university's policy for dealing appropriately with harassment problems are detailed in the *Kyoto University Regulations regarding Harassment* and its *Application Report*.

The purpose of the *Kyoto University Regulations regarding Harassment* and the *Application Report* (hereafter referred to as the *Harassment Regulations*), is to provide protective measures for students, faculty, and staff members in the university environment by establishing measures to prevent and eliminate harassment, and to deal appropriately with harassment problems should they occur.

This booklet aims to explain the contents of the *Harassment Regulations* as simply as possible, and inform students, faculty, and staff of the university's policies regarding harassment and how it should be dealt with.

## 2. The Scope of the Regulations

The *Harassment Regulations* apply to Kyoto University students, faculty, and staff. The *Harassment Regulations* are also applicable to instances of harassment between Kyoto University students, faculty, and staff and other persons related to the university.

"Faculty and staff" includes faculty members, administrative staff, technical staff, teaching and research associates (both fixed-term and hourly-rate), international teaching staff, and visiting research scholars. The *Harassment Regulations* also apply to Kyoto University executive staff, as well as persons engaged in employment at the university through contracts with external agencies.

"Students" includes undergraduate and graduate students, scholarship students sent by government offices or businesses, international students, non-degree students, auditors, special auditing students, research students, special research students etc., research fellows, persons engaged in study or research at Kyoto University, and persons registered or identified with the university.

"Persons related to the university" includes the parents or guardians of students, emeritus professors, former faculty or staff members of Kyoto University or other institutions, former students etc.

### 3. The Definition of Harassment

#### (1) Sexual Harassment

- 1) Words or behavior by faculty or staff members which are based on a sexual interest or are sexual in nature and cause offense to a student, faculty, or staff member, or person related to the university.
- 2) Words or behavior by a student which are based on a sexual interest or are sexual in nature and cause offense to a student, faculty, or staff member, or person related to the university.
- 3) Words or behavior by a person related to the university which are based on a sexual interest or are sexual in nature and cause offense to a student, faculty, or staff member.

Sexual harassment includes not only acts committed against individuals of the opposite sex, but also acts committed against individuals of the same sex.

Words or behavior of a sexual nature may be considered sexual harassment, regardless of the victim's sexual orientation (which sex is the object of the victim's romantic interest or sexual interest) or the victim's gender identity (gender-related self-consciousness).

Examples of sexual harassment include basing a person's employment, promotion, academic evaluation etc. on their acceptance of sexual advances (quid pro quo sexual harassment), and verbal expressions or actions of a sexual nature which cause offense or distress, or are disruptive to the work or education environment (environmental harassment).

#### (2) Academic Harassment

- 1) Inappropriate words or behavior beyond a proper and reasonable scope of duties between faculty members or between faculty members and students involving an abuse of one's position (position of employment or other hierarchical relationship related to work or study etc.) which disrupt the research, education or study environment of another faculty member or student.
- 2) Inappropriate words or behavior beyond a proper and reasonable scope of duties involving an abuse of one's authority to give supervision, make evaluations, etc. which disrupt the research, education or study environment of another faculty member or student.

- 3) Other inappropriate words or behavior committed against another faculty member, student, etc., in the course of research, education or schooling activities, beyond a proper and reasonable scope of duties, by unfairly exploiting superiority in terms of human relationships, etc. (including various types of superiority such as superiority in human relationships within a workplace, or superiority in professional knowledge or experience).

Sometimes an individual may, due to personal feelings, become unhappy or unsatisfied with a necessary instruction, warning, or guidance given in the course of business, but such instruction, warning or guidance will not be considered harassment as long as it is given within a proper and reasonable scope of duties.

Examples of academic harassment include giving unfair treatment with regards to research, education or study, misappropriating another's research results, slander, emotional abuse, and other actions which, through abuse of a hierarchical relationship related to work, research, or study, such as by a professor to an associate professor, or by a professor to a student, etc. disrupt a person's research, education or study, undermines their confidence or ambition, or disrupts their work, research or study environment.

### **(3) Power Harassment**

- 1) Inappropriate words or behavior beyond a proper and reasonable scope of duties between faculty and staff members involving an abuse of one's position (position of employment or other hierarchical relationship related to work etc.).
- 2) Inappropriate words or behavior beyond a proper and reasonable scope of duties towards other faculty or staff members involving an abuse of one's authority to issue directions or orders.
- 3) Other inappropriate words or behavior committed against another faculty member, student, etc., in the course of research, education or schooling activities, beyond a proper and reasonable scope of duties, by unfairly exploiting superiority in terms of human relationships, etc. (including various types of superiority such as superiority in human relationships within a workplace, or superiority in professional knowledge or experience).

Sometimes an individual may, due to personal feelings, become unhappy or unsatisfied with a necessary instruction, warning, or guidance given in the course

of business, but such instruction, warning or guidance will not be considered harassment as long as it is given within a proper and reasonable scope of duties.

Examples of power harassment include abuse of hierarchical working relationships, such as between a section chief and his or her subordinates, which hinder a person's work, prejudicial treatment, slander and other forms of psychological abuse which undermine the target of the harassment's confidence or ambition, or disrupt their work environment.

#### **(4) Harassment**

Harassment is classified as sexual harassment, academic harassment, power harassment, or words or behavior equivalent thereto.

"Words or behavior equivalent thereto" refers to words or behavior that disrupt the working environment of a faculty or staff member, etc., or the educational environment of a student, etc., by unfairly exploiting a position, power relationship, etc., except for words or behavior based on a position or authority, or other superiority in human relationships, etc. For example, "words or behavior equivalent thereto" includes those committed between a faculty or staff member, student, etc., and a related party, and those committed between students.

"Words or behavior equivalent thereto" also includes inappropriate words or behavior committed against a female faculty or staff member on the grounds that she is taking leave before childbirth or uses any other system related to pregnancy or childbirth, those committed against a female faculty or staff member, student, etc., on the grounds that she has become pregnant or gives birth, or those committed against a faculty or staff member on the grounds that he/she takes child care leave or family care leave or uses any other system related to child care or family care, etc.

Whether or not a person's words or behavior can be defined as harassment depends on whether or not those words or actions were inappropriate from an objective point of view, regardless of the perpetrator's awareness of that fact, or their intentions. Harassment is also not limited to words and actions which occur during work or study hours, or hours when the persons involved are at the university. For example, inappropriate behavior at social gatherings or receptions for academic meetings etc. in which the relationships established in the university environment are present is also classified as harassment.

## **(5) Problems caused by Harassment**

- 1) Targets of harassment may feel so uncomfortable in their work or study environment that they can no longer dedicate themselves to their duties or studies.
- 2) By responding to harassment (resisting, complaining or voicing objection), students, faculty, or staff may face the following difficulties:
  - a) Unfair treatment with regards to changes of post, change of employment status, promotion, wage increases, bonuses etc.
  - b) Unfair treatment with regards to entering the university, academic advancement, grading and assessment, and receiving education and research supervision.
  - c) Slander and other such ill-treatment.

## **4. Preventing and Coping with Harassment**

(For actual response procedures, please also refer to Sections: 5. Harassment Counseling, 6. The Investigation Process, and the Harassment Prevention and Response Chart).

### **(1) Outline of Harassment Prevention Systems at the Departmental Level**

- 1) Departmental Counseling Service
  - a) Faculty and staff members in each department act as counselors.
  - b) Counselors provide support to those seeking counsel.
  - c) If necessary, the counselor may seek advice from the Departmental Human Rights Committee established in Item 6 of the *Kyoto University Human Rights Committee Regulations*, or Counseling Office in the General Student Support Center, or Counseling Service in the Personnel Division, General Affairs Department.
- 2) Departmental Human Rights Committee
  - a) As a general rule, the Departmental Human Rights Committee is comprised of a deputy director, head clerk / director, and several faculty and staff members. If necessary, an external lawyer, a counselor, and other experts specializing in harassment issues may also participate as advisors.
  - b) The Departmental Human Rights Committee gives advice and guidance to the Counseling Service.

- c) As a general rule, the Departmental Human Rights Committee will convene meetings and investigations to deal with each case of harassment. In such cases, the committee members must be impartial, and have no connection to any of the parties involved in the case. The following cases shall require the inclusion of external experts among the committee members:
- (a) When it is deemed that significant damage may have been caused to the life, mind and/or body of a student, faculty or staff member due to harassment; or
  - (b) When it is deemed to be extremely difficult for a student, faculty or staff member to work or study due to harassment.
- d) In cases where it is deemed difficult for the Departmental Human Rights Committee to convene meetings, if the complainant wishes for an investigation to be undertaken by an investigation committee, a request may be made via a departmental director to the vice-president in charge of legal affairs and compliance.

### 3) Departmental Directors

- a) Departmental directors are responsible for harassment prevention in their department. In the event that harassment related problems occur, the director will request an investigation to be carried out by the Departmental Human Rights Committee. Departmental directors should appropriately try to gain an understanding of the situation so that the investigation can be completed quickly, as well as report the matter to the vice-president in charge and the dean of the school concerned (only when a regular faculty member is involved in the case; the same shall apply hereinafter), request any necessary assistance.
- b) Departmental directors or deans of schools, etc., should take the measures deemed necessary after the investigation by Departmental Human Rights Committee. In such cases, the committee will request that the departmental director take appropriate action and mediate between the parties involved.
- c) In the event that the departmental director or deans of schools, etc. deems it necessary (due to the harassment incident being particularly serious etc.), the departmental director may take urgent measures to safeguard the target of the harassment.



## **(2) Outline of Harassment Prevention Systems at the University Level**

### 1) The University Counseling Service

- a) University Counseling Services are located in the Counseling Office of the General Student Support Center and in the Personnel Division of the General Affairs Department.
- b) Faculty members who specialize in harassment issues act as counselors in the General Student Support Center, and staff members act as counselors in the Personal Division.
- c) Counselors provide support to those seeking counsel.

### 2) The Vice-President in charge of Legal Affairs and Compliance

- a) In addition to being in charge of harassment prevention at Kyoto University, the vice-president in charge of legal affairs and compliance should, in cooperation with the relevant departmental director, cope quickly and appropriately with incidents of harassment.
- b) When it is necessary to address harassment issues at the university-level, the vice-president in charge of legal affairs and compliance will recruit the assistance of 3) the investigation committee in order to take prompt and appropriate measures.

### 3) Investigation Committees

- a) In cases in which a dean or director has been involved in a harassment incident, or the targets of the harassment decline an investigation on the departmental level, etc., or situations in which an investigation by the Departmental Human Rights Committee would be objectively considered to be problematic, an investigation committee will be established to investigate each individual case.
- b) Investigation committees are comprised of the assistant to the executive director, the members of Human Rights Committee, and approximately 3 to 5 experts, such as external lawyers, who specialize in harassment issues. The committees should undertake an investigation quickly, and report their findings to the vice-president in charge of legal affairs and compliance. Based on its findings, the committee may also propose appropriate measures to be taken regarding the incident if so requested by the vice-president in charge.

## 5. Harassment Counseling

(Please also refer to Section 6. The Investigation Process, and the Harassment Prevention and Response Chart)

### (1) Counseling Service and Counseling Staff

The harassment counseling service for each department and the all-university counseling service have been established in the Counseling Office of the General Student Support Center and in the Personnel Division of the General Affairs Department (please refer to Section 4. Preventing and Responding to Harassment). The names and contact details of the counseling staff can be found on the Kyoto University website as well as in relevant leaflets etc.

- 1) In general, more than one counselor will deal with each case. The counseling staff will endeavor to comply with the wishes and requirements of those seeking assistance with regards to providing gender consultant who is appointed according to the consuler's request etc. as appropriate. If a counselor is unable to meet a complainant's requirements, a different counselor may be assigned. The same counselor must not deal with parties from both sides in a single case.
- 2) Counseling is generally done face-to-face; however, counseling by telephone, letters, or e-mail is also possible. In cases where it is difficult for the target of the harassment to receive counseling directly, the counseling may be sought anonymously or through a representative.
- 3) Counseling is also given to those who have been accused of perpetrating harassment, as well as to the following persons:
  - a) Students, faculty, and staff members who feel distressed due to witnessing an incident of harassment.
  - b) Students, faculty, and staff members who have received an indication that they are perpetrating harassment.
  - c) Other persons troubled by harassment-related issues, such as supervisors who have been approached by subordinates wishing to discuss harassment issues.

### (2) The Role of the Counseling Staff

The counseling staff will listen earnestly to those seeking assistance, and endeavor to grasp the facts of the situation in order to resolve the problem. While trying to resolve

the problem, the counseling staff will explain Kyoto University's system and process for dealing with harassment issues, and will, after determining the complainant's wishes, give advice on the appropriate course of action. The counseling staff will continue to give necessary advice and guidance during and after any investigations.

When the person seeking assistance requests urgent protective measures, coordination or investigation, the counseling staff will report the fact to the director of the person's department, the Departmental Human Rights Committee or the vice-president in charge of legal affairs and compliance.

### **(3) Urgent Protective Measures**

After receiving a report from the counseling staff, the director of the complainant's department should take prompt, appropriate action if the harassment problem is deemed to be sufficiently serious to require urgent protective measures. This also applies to cases in which urgent protective measures are deemed necessary during the investigation process etc. The need for urgent protective measures should also be considered in cases in which the vice-president in charge of legal affairs and compliance receives a report from the counseling staff, and if deemed necessary the vice-president in charge should make an appropriate request to the director of the complainant's department or deans of schools, etc.

### **(4) Coordination**

The departmental director who has received the report from the counseling staff of the request for coordination of the person seeking assistance will draft a settlement proposal in consultation with the person seeking assistance and conduct coordination between the parties involved in the case. A case will be settled when an agreement is reached between both parties involved in the case.

When an agreement of settlement is not reached between both parties involved in the case or no progress is made in the coordination for more than three months, the departmental director will terminate the coordination and notify the fact to the person seeking assistance.

### **(5) The Counseling Staff's Duty of Confidentiality**

The counseling staff will strictly preserve the privacy of those seeking complainant. The counseling staff will, however, while continuing to respect the complainant's

privacy and upon obtaining consent from the complainant, make a report of the situation to the departmental director or the Departmental Human Rights Committee in cases where such action is deemed necessary to prevent or shed light on an incident of harassment. Upon receiving such a report, the departmental director or Departmental Human Rights Committee are obliged to preserve its confidentiality.

#### **(6) Counseling Involving Persons other than Kyoto University Students, Faculty, and Staff**

The Counseling Service will also deal with cases of harassment in which the perpetrator is not a Kyoto University student, faculty, or staff member. In such cases, the counselor will make a report to the Departmental Human Rights Committee or departmental director and request that appropriate measures be taken by either the department or the university. The department or university will, as appropriate, inform or make inquiries to the institution or organization to which the alleged perpetrator of the harassment belongs.

The Counseling Service will also provide counseling to persons from outside the university who claim to have been harassed by a Kyoto University student, faculty or staff member. In such cases, the matter will be dealt with appropriately in the same way as complaints made by Kyoto University students, faculty, or staff members.

## **6. The Investigation Process**

(Please also refer to Section 5. Harassment Counseling, and the Harassment Prevention and Response Chart)

### **(1) Investigation by the Departmental Human Rights Committee**

#### **1) From Counseling and Coordination to Investigation**

If a complainant requests that an investigation be undertaken, the University or Departmental Counseling Service will, as a general rule, convey that information to the departmental director or Departmental Human Rights Committee. However, in cases such as those in which the persons involved belong to more than one department or the complainant does not want an investigation at the departmental level, and so it is objectively deemed that an investigation by Departmental Human Rights Committee may complicate the harassment problem, the investigation will be undertaken by a university investigation committee.

The counseling staff will respect the wishes of the complainant and fully explain the investigation process.

If an investigation is to be conducted into the case, the coordination by the departmental director will be terminated.

## 2) The Investigation Process

a) Upon receiving a request for an investigation from the University or Departmental Counseling Service, the departmental director or Departmental Human Rights Committee will promptly take the necessary measures, such as forming a committee to undertake the investigation, and inform both sides involved in the incident that the investigation is underway. The departmental director or Departmental Human Rights Committee may request the advice and assistance of the Human Rights Promotion Section of the Legal Affairs and Human Rights Department in undertaking the investigation.

b) Persons with an interest in the alleged harassment incident should not be involved in undertaking the investigation. The persons involved in the incident should be informed about the members comprising the committee and their opinions should be sought. They should also be given sufficient opportunities to voice their opinions throughout the investigation process.

c) As a general rule, investigations by the Departmental Human Rights Committee should be concluded within three months of the formation of the investigation committee. In the event that the investigation is not resolved within three months, the persons concerned should be informed, at the three-month point, of the progress of the investigation, the future schedule of the investigation, and any other relevant information. The specific procedure of an investigation will be decided depending on the department in which it is being undertaken.

## 3) Reports to the Departmental Director and the Vice-president in Charge of Legal Affairs and Compliance

The Departmental Human Rights Committee should report the following matters to the departmental director.

a) The investigation's progress and results.

b) An examination of the measures taken etc. if requested by the departmental director.

- c) In the event that the investigation is not concluded within three months, a report should be made of the progress of the investigation at the three-month point, the future schedule of the investigation, and any other relevant information.

The departmental director should report to the vice-president and the director or dean of the department or school concerned in charge of legal affairs and compliance, providing a summary of the case at the beginning of the investigation, and the items below upon receipt of the above items a) ~ c) from the Departmental Human Rights Committee.

- a) The progress and results of the investigation.
- b) The results measures taken etc.
- c) In the event that the investigation is not concluded within three months, a report should be made of the progress of the investigation at the three-month point, the future schedule of the investigation, and any other relevant information.

## **(2) Investigation by a University Investigation Committee**

### 1) From Counseling and Coordination to Investigation

If a complainant requests that an investigation is undertaken by a university investigation committee, the details of the request will be conveyed to the vice-president in charge of legal affairs and compliance by the University of Departmental Counseling Service (in the case that the request is made to the Departmental Counseling Service, the information will be conveyed by the departmental director). The vice-president in charge will consider the information provided, and decide whether or not the matter can be appropriately handled at the departmental level. If it is deemed that an investigation at the departmental level would be problematic, the investigation will be undertaken at the university-level.

The counseling staff will respect the wishes of the complainant and fully explain the investigation process.

If an investigation is to be conducted into the case, the coordination by the departmental director will be terminated.

## 2) The Investigation Process

- a) In cases where it is deemed that an investigation at the departmental level would be problematic, the vice-president in charge of legal affairs and compliance will, upon receiving a request for an investigation from the departmental director or University Counseling Service, promptly take the necessary measures, such as forming a committee to undertake a university-level investigation. The vice-president in charge of legal affairs and compliance will inform both sides involved in the incident that an investigation committee has been formed.
- b) Persons with an interest in the alleged harassment incident should not be involved in undertaking the investigation. The persons involved in the incident should be informed about the members comprising the committee and their opinions should be sought. They should also be given sufficient opportunities to voice their opinions throughout the investigation process.
- c) As a general rule, investigations by a university investigation committee should be concluded within three months of the formation of the committee. In the event that the investigation is not resolved within three months, the persons concerned and the director or dean of the department or school concerned should be informed at that time, via the vice-president in charge of legal affairs and compliance, of the progress of the investigation, the future schedule of the investigation, and any other relevant information.

## 7. Measures Taken to Deal with Harassment Problems

The departmental director or the vice-president in charge of legal affairs and compliance will cooperate with the investigation committee and take appropriate measures based on their findings.

Measures taken to deal with harassment problems should be appropriate for each case, and may include an apology, measures to separate the parties involved in the their academic or employment setting, or measures to compensate any detriment suffered as a result of the harassment. Punitive measures will be taken if deemed appropriate by the investigation committee.

If any punitive measure is determined, the departmental director will notify the person seeking assistance of such measure on the condition that the person seeking assistance does not disclose the contents.

## **8. Protection of Privacy**

All persons involved in harassment counseling and investigation, etc., will endeavor to protect the privacy of the parties concerned.

## **9. Prohibition of Unfair Treatment**

Kyoto University faculty, staff, and students must not treat unfairly or unreasonably any Kyoto University faculty, staff, students, or persons related to the university who are involved in harassment consultations, are acting in cooperation with a harassment investigation, or who are acting justly in response to an incident.

## **10. Other Measures to Prevent and Cope with Harassment**

### **(1) Enhancement of the Counseling Service**

The university will ensure that university and departmental counseling services are easily accessible.

### **(2) Training of Counseling Staff**

The director or the dean of the school, Departmental Human Rights Committee and the vice-president in charge of legal affairs and compliance will make arrangements for counseling staff to receive training in order to improve their ability to give appropriate advice etc.

### **(3) Training of Investigation Committee Members**

When an investigation committee is formed, the director or the dean of the school, Departmental Human Rights Committee and the vice-president in charge of legal affairs and compliance will make arrangements for the committee members to receive training in order to ensure that they have the requisite knowledge to conduct an effective investigation.



#### **(4) Preventing and Coping with Harassment**

The Human Rights Committee will examine the circumstances and measures being taken in harassment cases and report their findings to the vice-president in charge of legal affairs and compliance. The vice-president in charge will use this information to enhance the university's anti-harassment measures and endeavor to prevent the recurrence of harassment problems.

#### **(5) Publicizing of Harassment Counseling and Countermeasure Methods**

The director or the dean of the school, Departmental Human Rights Committee and the vice-president in charge of legal affairs and compliance will clearly define the university's system for counseling and dealing with harassment, and will promote the awareness of harassment issues and the methods of dealing with them on the university website etc.

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### **Examples of Sexual Harassment**

#### **Quid Pro Quo Sexual Harassment**

1. Causing a person's academic supervision or evaluation, or their employment or working conditions and supervision etc. to be affected their acceptance or refusal of sexual advances.
2. Attempting to make sexual advances in exchange for benefits that can be dispensed due to one's position, such as awarding or withholding certain benefits, or giving preferential academic supervision or evaluation.
3. The expression of sexual feelings towards someone during the course of work duties.

#### **Environmental Harassment**

1. Persistently or coercively seeking social or sexual interaction (including stalking).
2. Coercively attempting to initiate physical contact or sexual acts.
3. Requesting that someone dress or act in a certain way based on sexual appeal.
4. Disrupting the course of daily work with sexual words or behavior, for example disrupting someone's work with comments about their sexual attractiveness or one's own sexual feelings.
5. Moving close to, or making physical contact with someone, with sexual motives.

6. Making someone feel uncomfortable through sexually-related words or behavior.
7. Making generalized and derogatory comments about men or women.
8. Making sexually-related appraisals or spreading rumors that may be derogatory to a person's character.
9. Engaging in any of the above behavior based on a person's sexual orientation.

### **Examples of Academic Harassment**

1. Directly or indirectly disrupting education or research activities
  - Preventing someone from utilizing materials, equipment, etc.
2. Hindering graduation or academic advancement
  - Disapproving of a person's academic advancement, graduation or completion of courses without a valid reason; not awarding credit; having someone repeat an academic year through arbitrarily changing the criteria for course completion or graduation
3. Limiting a person's employment options
  - Hindering a person's employment or academic advancement; coercing someone into undesired changes of course or position etc.; forcing someone to choose between marriage and study, for example by telling them that they will be unable to proceed as a researcher if they get married, etc.; coercing someone into applying for a post that does not accord with their personal wishes.
4. Neglect or discrimination in supervision duties
  - Being negligent in education or research supervision duties; discriminating against subordinates or students to which one is providing supervision. Refusing to give supervision or using contemptuous language towards students or subordinates which one dislikes etc.
5. Imposing unreasonable economic burdens
  - Making students or subordinates bear costs which would usually be borne by research funds etc.
6. Misappropriating another's research results
  - Violating the international rules of research thesis authorship; plagiarizing ideas; not acknowledging as the primary author persons who made the most significant research contribution by conducting experiments, producing ideas etc.; unauthorized quotation of unpublished students' theses by supervising professors, etc.
7. Emotional abuse
  - Speech or conduct which is injurious or derogatory to students or subordinates (even if provoked), regardless of whether or not the person is present; disposing

of materials, such as theses, brought by students or subordinates by throwing them in the trash or tearing them up; refusing to accept such materials, or not giving them due consideration, for example by not reading them properly, refusing to communicate directly with students or subordinates, etc.

8. Violence

9. Slander

- Spreading false rumors; insulting or slandering someone; distributing slanderous materials

10. Instructing someone to work under unreasonable conditions

- Instructing someone to work late at night, or alone, without reason; instructing someone to conduct experiments late at night or on holidays etc.

11. Other abuses of authority

- a) Enforcement of unreasonable rules
- b) Pressuring someone into an intimate relationship
- c) Coercing someone to commit dishonest or illegal acts; coercing someone to receive dishonest earnings or benefits etc.
- d) Other: Pressuring someone to work late at night to make materials for an academic presentation for which they are not a co-presenter etc.

12. Invasion of privacy

- Persistently asking for detailed information about a person's family, friends or partner etc., attempting to pry or interfere in someone's private life etc.

13. Excluding or ostracizing international students, students from other institutions, auditing students, guests etc.

- Discriminatory treatment based on a student's status or position etc.

14. Other

- Treating students disdainfully or contemptuously etc.

## **Examples of Power Harassment**

1. Disparaging someone in front of others.
2. Words or behavior which are derogatory to a person's character or which violate their human rights, and which cannot be considered legitimate supervision or instruction.
3. Ostracizing someone.
4. Intentionally preventing a person's promotion or advancement through ill-will.
5. Intentionally transferring a person to a post that is disagreeable to them.
6. Acting oblivious to a person's existence.
7. Spreading rumors which are injurious to a person's reputation.

## **Examples of words or behavior that may be considered harassment related to pregnancy, childbirth, child care leave, etc.**

1. When I consulted with my boss about use of child care leave, my boss said “No man would take child care leave” and I was forced to give up on taking child care leave.
2. My colleague repeatedly or continuously said “You are not considerate of other people and are causing a nuisance by working shortened working hours” and I am having difficulty in working to an extent that cannot be overlooked.
3. When I informed my colleague that I would like to make a request to take family care leave, my colleague said “If I were you, I would not make such a request. And you should not either.” I said, “But I would like to make the request” one more time, but the colleague made the same statement, and now I am forced to give up on taking family care leave.
4. When I consulted with my boss about being excluded from overtime work, my boss said “Do not expect a promotion in the next evaluation.”
5. My colleague repeatedly or continuously said “Since you are excluded from overtime work, we cannot let you do any important work.” I am forced to do only miscellaneous chores and I am having difficulty in working to an extent that cannot be overlooked.
6. When I consulted with my boss about the use of leave before childbirth, my boss said “If you want to take leave, then you should just quit.”
7. I reported my pregnancy to my boss, and my boss said “We will hire another person so you should quit promptly.”
8. My colleague repeatedly or continuously said “You are now pregnant, but you should have avoided the busiest time of year” and I am having difficulty in working to an extent that cannot be overlooked.
9. My colleague repeatedly or continuously said “Since you are pregnant, we cannot let you do any work” and does not allow me to do any work. I am having difficulty in working to an extent that cannot be overlooked.

## Kyoto University Harassment Counseling Service

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### University Counseling Service

- Counseling Office in the General Student Support Center

Tel: 075-753-2515, E-mail: [counseling@mail.gssc.kyoto-u.ac.jp](mailto:counseling@mail.gssc.kyoto-u.ac.jp)

Open Hours: (Generally) Monday to Friday 10:00 a.m. to 5:00 p.m.

Staff: Yasushi Sugihara, Katsuko Murakami, Junko Nakagawa, Ryuta Wada,  
Hiroyuki Furukawa, Shinya Nakafuji

- Counseling Service in the Personnel Division, General Affairs Department

E-mail: [830madoguchi@mail2.adm.kyoto-u.ac.jp](mailto:830madoguchi@mail2.adm.kyoto-u.ac.jp)

Open Hours: (Generally) Monday to Friday 10:00 a.m. to 5:00 p.m.

### Departmental Counseling Service

Available in each respective department. Please refer to the list of departmental counseling staff on the university website at the URL below.

[http://www.kyoto-u.ac.jp/ja/about/foundation/human\\_rights/harassment/index.html](http://www.kyoto-u.ac.jp/ja/about/foundation/human_rights/harassment/index.html)

## Other Counseling Services

Please refer to the relevant websites for details of opening hours and days of operation etc. Services may not be available in English.

The following facilities offer counseling regarding women's issues in addition to harassment counseling.

- Kyoto City Women's Center (Wings Kyoto)  
Tel: 075-212-7830 , Website: <http://www.wings-kyoto.jp/>  
(Counseling for men also available)
- Kyoto Prefectural Women's Center  
Tel: 075-692-3433 , Website: <http://www.kyoto-womensc.jp/>

The following facilities offer counseling regarding human rights issues in addition to harassment counseling.

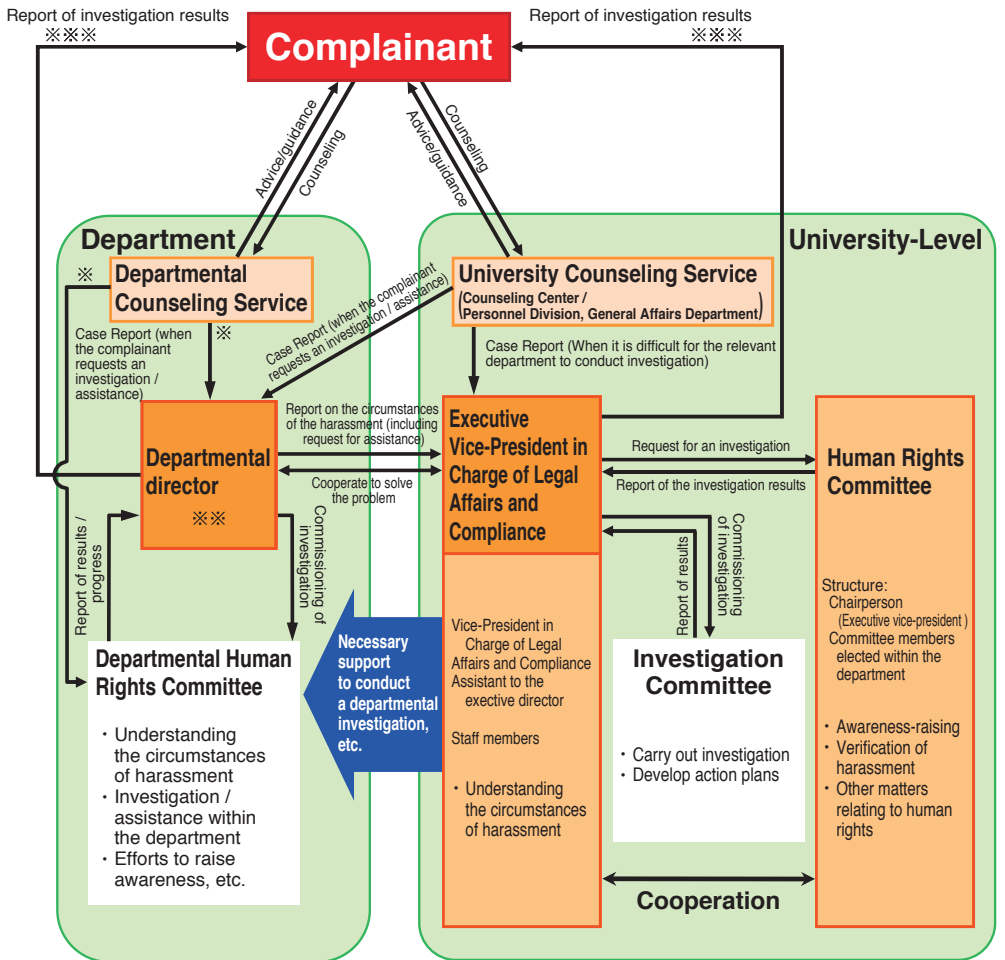
- The Ministry of Justice Online Human Rights Counseling Service  
Website: <http://www.moj.go.jp/JINKEN/jinken113.html>
- Kyoto District Legal Affairs Bureau  
Tel: 075-231-2001

The following facility offers counseling regarding labor issues in addition to harassment counseling.

- Kyoto City Comprehensive Labor Counseling Corner  
Website: <https://jsite.mhlw.go.jp/kyoto-roudoukyoku/home.html>

The following facility does not offer counseling, but will accept telephone enquires regarding harassment, labor issues and other legal problems, and will refer callers to the appropriate counseling service.

- Japan Legal Support Center Houterasu  
Tel: 0570-078374 , Website: <http://www.houterasu.or.jp/en/index.html>



※ Preparation for this departmental investigation will be undertaken within the appropriate department.

※※ If a case involves a regular faculty member, the Departmental Director will report on the start, progress, and the results of the investigation conducted in the Department to the Dean of School, etc.

※※※ If it is decided that disciplinary action is to be taken, the complainant shall be notified of the decision on the condition that the information is confidential and must not be divulged.

## **Preventing and Coping with Harassment at Kyoto University**

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For comments or inquiries, please contact: Personnel Division, General Affairs Department  
E-mail : [syokuin@mail2.adm.kyoto-u.ac.jp](mailto:syokuin@mail2.adm.kyoto-u.ac.jp)