

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 implements appropriate measures to ensure that such incidents do not occur on its campuses, and in the unfortunate event that they do, the university will make the utmost efforts 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

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 offense.
- Keep 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.

If You Witness Someone Being Harassed

If you notice 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, and 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 the Prevention of Harassment, Etc.*

The purpose of the *Kyoto University Regulations Regarding the Prevention of Harassment, Etc.* (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 deal appropriately with harassment problems should they occur (hereafter referred to as "harassment prevention measures").

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 Harassment 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 (fixed-term and part-time), and visiting research scholars. The *Harassment Regulations* also apply to Kyoto University executive staff, as well as persons employed 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, JSPS fellows, persons engaged in study or research at Kyoto University, and persons who are registered or have a status at the university.

"Persons related to the university" includes the parents or guardians of students, emeritus professors, former faculty members, staff members, or students of Kyoto University, current or former faculty members, staff members, or students of other institutions, persons from related businesses, etc., with whom the university's faculty, staff, and students have professional or academic relationships.

3. The Definition of Harassment

(1) Sexual Harassment

- 1) Words or behavior by faculty or staff members that 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 that 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 that 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 or sexual interest) or the victim's gender identity.

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 that cause offense or distress, or are disruptive to the work or education environment (environmental harassment).

(2) Academic Harassment

- 1) Inappropriate words or behavior beyond those required within an appropriate and reasonable scope of duties between faculty members or between faculty members and students that involve an abuse of one's position (position of employment or other hierarchical relationship related to work or study etc.) and that disrupt the research, education, or study environment of another faculty member or student.
- 2) Inappropriate words or behavior beyond those required within an appropriate and reasonable scope of duties involving an abuse of one's authority to give supervision, make evaluations, etc., that disrupt the research, education, or study environment of another faculty member or student.
- 3) Other inappropriate words or behavior directed towards another faculty member, student, etc., in the course of research, education, or study activities, that go

beyond those required within an appropriate and reasonable scope of duties, and which unfairly exploit a relationship of superiority, etc. (including such forms of superiority as superiority in workplace relationships, or superiority of 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 their work, but such instruction, warning, or guidance will not be considered harassment provided it is given within the appropriate and reasonable scope of duties.

Examples of academic harassment include giving unfair treatment with regard to research, education, or study, misappropriating another's research results, slander, emotional abuse, and other actions which, through an abuse of a hierarchical relationship related to work, research, or study, such as those by a professor to an associate professor, or those 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 those required within an appropriate 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 those required within an appropriate 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 directed towards another faculty member, student, etc., in the course of research, education, or study activities, that go beyond those required within an appropriate and reasonable scope of duties, and which unfairly exploit superiority in terms of human relationships, etc. (including such forms of superiority such as superiority in workplace relationships, or superiority of 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 their work, but such instruction, warning, or guidance will not be considered harassment provided it is given within the appropriate and reasonable scope of duties.

Examples of power harassment include the abuse of hierarchical working relationships, such as between a section chief and their subordinates, that hinder a person's work, prejudicial treatment, slander, and other forms of psychological abuse that 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 between a faculty or staff member, student, etc., and a related party, and those between students.

"Words or behavior equivalent thereto" also includes inappropriate words or behavior directed towards 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 directed towards a female faculty or staff member, student, etc., on the grounds that she has become pregnant or gives birth, or those directed towards 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 the 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 that 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 relevant 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 regard to changes of post, change of employment status, promotion, wage increases, bonuses, etc.
- b) Unfair treatment with regard, to enrolling at 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 the following 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 counseling to those who require it.
- c) If necessary, the counselor may seek advice from the Departmental Human Rights Committee established under Item 6 of the *Kyoto University Human Rights Committee Regulations* or the Compliance Department.

2) Departmental Human Rights Committee

- a) As a general rule, the Departmental Human Rights Committee is comprised of a deputy director, an administrative (departmental) 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 or physical or mental health of a student, faculty or staff member due to harassment.

- (b) When it is deemed to be extremely difficult for a student, faculty or staff member to work or study due to harassment.
 - d) If the parties involved in the case are affiliated with different departments, staff members from the respective departments shall, as a general rule, be included among the committee members.
 - e) 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 to that effect may be made by the departmental director to the executive vice-president for research integrity (hereinafter referred to as “the EVP in charge”).
- 3) Directors of departments/faculty consorts, etc.
- a) Directors of departments/faculty consorts, etc., are responsible for harassment prevention in their department, faculty consort, etc., and shall promptly and appropriately deal with any harassment-related problems in the department, faculty consort, etc. In order to prevent harassment, training for faculty, staff, students, etc., training for perpetrators of harassment to improve problematic behavior, etc., and mental health consultation for victims of harassment will be conducted as required. If it is necessary for a harassment-related problem in a department to be investigated, the departmental director will request the Departmental Human Rights Committee to do so, as determined by the department concerned.
In addition, the departmental director should try to gain a proper understanding of the situation, so that the investigation can be completed quickly, report the matter to the EVP in charge and the director of the faculty consort concerned (only if a full-time faculty member is involved in the case; the same shall apply hereinafter), and request any necessary assistance.
 - b) Directors of departments/faculty consorts, etc., should take the measures deemed necessary after the investigation by the Departmental Human Rights Committee. In such cases, the Departmental Human Rights Committee may be asked to make recommendations on the appropriate response, etc.
 - c) In the event that the director of a department/faculty consort, etc. deems it necessary (due to the harassment incident being particularly serious, etc.), they may take urgent measures to safeguard the target of the harassment.

(2) Overview of Harassment Prevention Systems at the University Level

1) The University Counseling Service

- a) The University Counseling Service is located in the Compliance Department, where the staff in charge receive reports and provide counseling.
- b) Counselors provide counseling to those who require it.

2) The EVP in charge

- a) In addition to being in charge of harassment prevention at Kyoto University, the EVP in charge shall, in cooperation with the director of the relevant department/faculty consort, etc., deal quickly and appropriately with incidents of harassment.
- b) When it is necessary to address harassment issues at the university level, the EVP in charge will recruit the assistance of the investigation committees (as described in item 3), below) in order to take prompt and appropriate measures.

3) Investigation Committees

- a) In cases in which the departmental director is personally involved in the harassment-related issue, or in which the complainant declines an investigation at the departmental level and there are objective circumstances in which an investigation by the Departmental Human Rights Committee would make the problem more difficult to resolve, an investigation committee will be established to investigate each specific case.
- b) Investigation committees are comprised of the assistant to the EVP in charge, the members of the Human Rights Committee, and approximately three to five experts, such as external lawyers, who specialize in harassment issues. The committees should undertake an investigation quickly, and report their findings to the EVP in charge. Based on its findings, the committee may also propose appropriate measures to be taken regarding the incident if so requested by the EVP 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 are established in each department and within the Compliance Department respectively (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, 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 regard to the gender of the consultant appointed, 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 email 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 provided to victims of harassment, as well as other persons who are troubled by harassment-related issues, such as the following:
 - 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) Supervisors who have been approached by subordinates wishing to discuss harassment issues.

If a counselor in a department other than those of the parties involved provides a consultation, they shall explain the university system and processes for addressing the issues presented, and instruct the person to consult with their departmental counseling service or the university counseling service. However, a counselor in a department other than those of the parties involved may be able to respond to a case that is difficult to be handled by either of the parties' departments, and should be handled by a different department. In this case, when reporting the matter to the director of the department of the person seeking assistance, the counselor shall cooperate with the relevant departments.

(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, negotiation, or investigation, the counseling staff will report that fact to the director of the person's department, the Departmental Human Rights Committee, or the EVP in charge.

Regarding the report to the director, etc., mentioned in the preceding paragraph, the department's administrative staff in charge will endeavor to make the report without delay, in cooperation with the counseling staff.

(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 EVP in charge receives a report from the counseling staff, and if deemed necessary, the EVP in charge should make an appropriate request to the director of the complainant's department/faculty consort, etc.

(4) Negotiation between the Parties Involved

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

Prior to negotiation, the departmental director must make an advance report of the details of the issue and the plan for resolution to the EVP in charge, and, after implementing the negotiation, the departmental director must report the result.

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

Please note that such negotiation cannot be conducted after an investigation has been launched by the Departmental Human Rights Committee.

(5) The Counseling Staff's Duty of Confidentiality

The counseling staff will strictly preserve the privacy of the 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 with which the alleged perpetrator of the harassment is affiliated.

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 Negotiation 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 in which the departmental director is personally involved in the harassment-

related issue, or in which the complainant declines an investigation at the departmental level and there are objective circumstances in which an investigation by the Departmental Human Rights Committee would make the problem more difficult to resolve, 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 negotiation coordinated 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 Compliance 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 extension period, the specific schedule for the investigation going forward, and any other relevant information.
- d) If the investigation cannot be finished within the extension period, the reason for the delay and the additional extension period must be reported to the parties involved.

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 EVP in Charge

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 extension period, the specific schedule of the investigation going forward, and any other relevant information.
- d) If the investigation cannot be finished within the extension period, the reason for the delay and the additional extension period must be reported.

The departmental director should report to the EVP in charge and the director of the relevant faculty consort, etc., providing a summary of the case at the beginning of the investigation, and the items below upon receipt of the above items a)–d) from the Departmental Human Rights Committee.

- a) The progress and results of the investigation.
- b) The measures taken and their results.
- 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 extension period, the specific schedule of the investigation going forward, and any other relevant information.
- d) If the investigation cannot be finished within the extension period, the reason for the delay and the additional extension period must be reported.

*Regarding the reports to the EVP in charge, if the investigation is deemed to have been insufficient or if there is deemed to be a possibility of significant factual errors, etc., the EVP in charge may recommend that the departmental director reconsider the matter.

(2) Investigation by a University Investigation Committee

1) From Counseling and Negotiation to Investigation

The university and departmental counseling services will report to the EVP in charge in cases in which the departmental director is personally involved in a case of harassment, and will also report to the EVP in charge (through the departmental director in cases being handled by a departmental counseling service) in cases in which there are objective circumstances in which an investigation by the

Departmental Human Rights Committee would make the problem more difficult to resolve. The EVP 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 negotiation coordinated 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 EVP in charge 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 EVP in charge 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 should be informed at that time of the progress of the investigation, the extension period, the specific schedule of the investigation going forward, and any other relevant information.
- d) If the investigation cannot be finished within the extension period, the reason for the delay and the additional extension period must be reported to the parties involved.

7. Measures to Deal with Harassment Problems

Directors of departments/faculty consorts, etc., or the EVP in charge will cooperate as required and take appropriate measures based on the findings reported by the investigation committee.

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 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 the measures taken are deemed to have been insufficient, the EVP in charge may recommend that the departmental director reconsider the matter.

If any punitive measures are deemed to be required, the departmental director will notify the person seeking assistance of such measures on the condition that the person seeking assistance does not disclose that information.

Please note that, even if the person seeking assistance is not satisfied with the outcome of the investigation, the university is not able to respond to such objections or launch a re-investigation.

8. Protection of Privacy and Other Rights

All persons involved in the process of harassment counseling, investigations, and other related procedures will endeavor to protect the privacy and other rights of the parties concerned and related persons.

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, who 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) Improvement of Counseling Services

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

(2) Training of Counseling Staff

The directors of departments/faculty consorts, etc., the Departmental Human Rights Committee, and the EVP in charge 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 directors of departments/faculty consorts, etc., the Departmental Human Rights Committee, and the EVP in charge 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 EVP in charge. The EVP in charge will use this information to enhance the university's harassment prevention measures and endeavor to prevent the recurrence of harassment problems.

(5) Provision of Information about Harassment Counseling and Countermeasures

The directors of departments/faculty consorts, etc., the Departmental Human Rights Committee, and the EVP in charge 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.

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 by 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 in a way that is sexually motivated.
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 that one dislikes, etc.
5. Imposing unreasonable economic burdens
 - Making students or subordinates bear costs that 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 that 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 abuses of authority, such as 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 that are derogatory to a person's character or that 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 due to 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 that 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 taking childcare leave, my boss said, "No man would take childcare leave," and I had to give up on taking the 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 my work 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 shouldn't either." I said, "But I want to take the leave" once more, but my colleague made the same statement, and I had to give up on taking the leave.
4. When I consulted with my boss about being excluded from overtime work, my boss said, "Don't 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 only instructed to do trivial tasks, and I am having difficulty in my work to an extent that cannot be overlooked.
6. When I consulted with my boss about taking pre-childbirth leave, 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 hurry up and quit."
8. My colleague repeatedly or continuously said, "If you were going to get pregnant, you should have avoided the busiest time of year," and I am having difficulty in my work to an extent that cannot be overlooked.
9. My colleague repeatedly or continuously said, "As you are pregnant, we can't let you do any work because we don't know when you'll need to take time off." and does not allow me to do any work. I am having difficulty in my work to an extent that cannot be overlooked.

Kyoto University Harassment Counseling Service

Please refer to the list of counseling staff on the university website at the URL below.

Website: <https://www.kyoto-u.ac.jp/en/about/human-rights/harassment-policy-at-kyoto-university>



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 Student Support Center provides counseling on various problems related to student life.

- Student Support Center, Agency for Student Support and Disability Resources

Website: <https://www.assdr.kyoto-u.ac.jp/ssc/en/guide-to-the-student-support-center/>



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

- Kyoto City Women's Center (Wings Kyoto)

Tel: 075-275-9933,

Website: <https://www.wings-kyoto.jp/>

(Counseling for men also available)



- Kyoto Prefectural Women's Center

Tel: 075-692-3433,

Website: <https://www.kyoto-womensc.jp/>



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

- Human Rights Counseling for Foreigners

Tel: 0570-090-911,

Website: <https://www.moj.go.jp/JINKEN/jinken21.html>



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/madoguchi_annai/soudan01.html



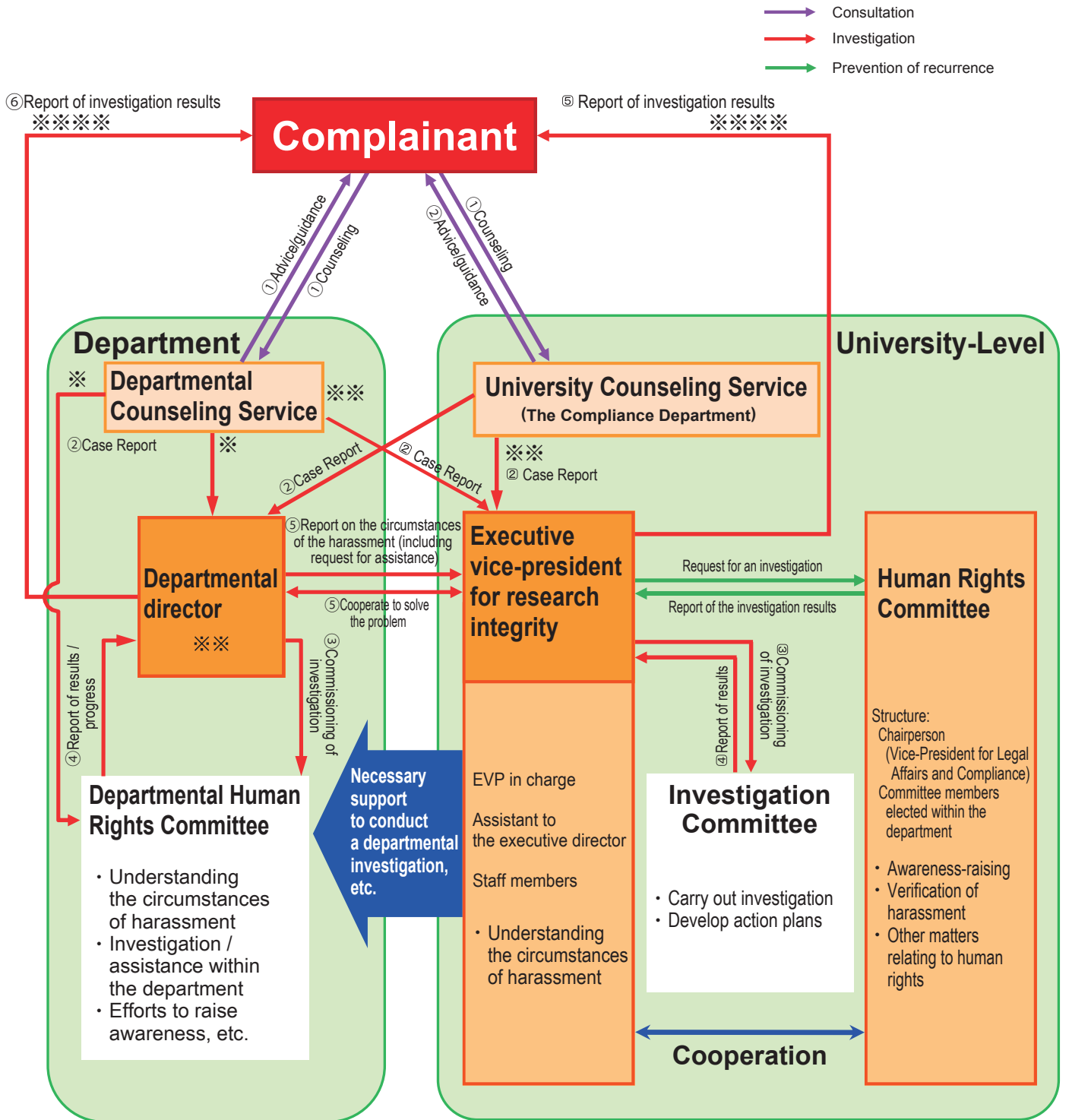
The following facility does not offer counseling, but will accept telephone inquiries regarding harassment, labor issues, and other legal problems, and will refer callers to the appropriate counseling service.

● Japan Legal Support Center Houterasu

Tel: 0570-078377,

Website: <https://www.houterasu.or.jp/site/foreign-nationals/>





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

※※ Harassment cases in which a departmental dean or director is personally involved will be reported to the EVP in charge.

※※※ 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.

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For comments or inquiries, please contact: Human Rights Office, Compliance Department
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