

# **Hitotsubashi University Harassment Prevention Guidelines**

Front cover:

**Ensuring a comfortable study and work environment for Hitotsubashi University students and teaching staff**

**Harassment Prevention Guidelines**

**Hitotsubashi University (a national university corporation), Tokyo, Japan**

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## **Harassment Prevention Guidelines: Aim and fundamental policy**

Harassment can be defined as behavior that violates a person's dignity or that exhibits a lack of sensitivity and respect towards an individual. Sexual violence, including sexual harassment and others, is an act that damages the mental and physical health and dignity of victims and violates their human rights, which should never be tolerated. Hitotsubashi University (hereinafter referred to as the "University") strives to create an environment in which the human rights of all students and staff are fully respected and valued, and everyone is afforded the opportunity for study, education, research and work without harassment and sexual violence. The University commits to taking the necessary measures to resolve any incidents of harassment and sexual violence and taking strict action against the perpetrator of harassment and sexual violence.

The University has set up a Harassment Consultation Office that serves as a point of contact for any student or staff member who feels they have been a victim of harassment.

In the event of a harassment claim being lodged, the University will follow the appropriate procedure to resolve the issue through the Harassment Consultation Office, which offers various processes including 1) Filing for a caution, 2) Filing for mediation, and 3) Petition for action, to the Harassment Committee (hereinafter referred to as the "Committee"). The University commits to strictly protecting the privacy of all individuals involved.

These Harassment Prevention Guidelines are intended to help define harassment, give some concrete examples of harassment, and offer a detailed explanation of the procedure for resolving harassment claims.

## **What are human rights? What constitutes harassment?**

Human rights refer to personal rights that should never be violated. Some of these rights are determined in the Constitution of Japan, including the right to equality under the law, freedom of thought and conscience and academic freedom. In international society, the Universal Declaration of Human Rights advocates that, "Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status." The University takes a strong stance against any violation of human rights. It is our social responsibility as a university to guarantee the right to study free from prejudice and the freedom to pursue educational research. The University accepts the need to increase awareness and understanding of human rights as it is becoming an international educational institution that welcomes students from all over the world.

Harassment can be broadly defined as the violation of human rights. It is behavior or action that injures a person's dignity by causing detriment or discomfort in relation to his/her sex, religion, social origin, ethnicity, race, nationality, ideology, age, occupation, physical traits, sexuality or broader personality.

Harassment can take a number of forms, including sexual harassment, academic harassment, power harassment, harassment relating to pregnancy and childbirth, etc., harassment relating to childcare leave, etc., and alcohol harassment.

## More about harassment

These Guidelines cover a wide range of potential harassment from sexual harassment, characterized by sexual bullying in a variety of situations, to harassment cases where perpetrators such as educators, senior students in seminars, extracurricular activities or student circles, or staff in the workplace abuse their position of seniority in such a way as to make it difficult for a specific individual or individuals to study, work or conduct research. Several types of harassment are explained below. However, some forms of harassment may not fit into any category or, conversely, span multiple categories. For that reason, it is important to implement the broadest possible response.

### 1. Sexual harassment

Sexual harassment refers to sexual acts, or the enforcement of specific gender roles, that cause an individual physical or emotional suffering, embarrassment or discomfort. Harassing same-sex individuals, or harassing other people about their sexual orientation\*1 or sexual identity\*2 also constitutes sexual harassment. Sexual harassment is sexual harassment, whether the perpetrator intended it to be or not.

- \*1 Sexual orientation: A person's sexual identity in relation to the gender to which they are attracted romantically or sexually
- \*2 Sexual identity: How an individual thinks of him/herself in terms of gender

### Examples of sexual harassment

Towards unspecific persons

- A lecturer making rude jokes in class
- The teasing of sexual minorities
- Making references to gender roles in the workplace or classroom such as "You're a man," "And you call yourself a woman," "There is no point educating women," etc.
- Making women prepare the tea, prepare meals or do the washing, etc. during meetings, residential training sessions, or extracurricular activities

Towards a specific person

- Posting something unwanted by the person on SNS.
- Persistently contacting someone or asking someone to go out with the perpetrator, even after being asked not to do so.
- Spreading rumors or sexual rumors that would violate someone's personal integrity
- (Persistently) asking someone about his/her romantic episodes, sexual experiences, etc.
- Persistently wanting to be alone with someone on some pretext.
- Inviting only a specific person to a residential training session or get-together or party.
- Touching the someone's body without the person's consent. Standing very close to someone beyond the range of common sense.
- Making sexist remarks or assigning gender-based roles.
- Coercing someone into lewd behavior
- Giving inquisitive comments on someone's sexual orientation.
- Teasing someone in regards to his/her sexual orientation or sexual identity, based on his/her appearance and gestures.
- Engaging in actions that force someone to admit a certain sexual identity or impose a certain sexual identity on someone.

## 2. Sexual violence

“Sexual violence” including sexual harassment is a behavior that damages the mental and physical health and dignity of victims and violates their human rights, which should never be tolerated. Your body and mind are of your own. You are the one that decides when, where, with whom, and what sexual relationship you would like to have. Any sexual act without consent is a sexual violence and constitutes a serious human right abuse. Sexual violence occurs, irrespective of age and gender. It would occur even with someone very close to you or between a couple or between a husband and a wife. Even if you have had a sexual act under the circumstances where you do not have an equal relationship with the other party or where you cannot refuse to do so or where you cannot definitely say “no,” it does not mean that you really gave consent. Even if you have given consent to a single act, it does not mean that you have given consent to other acts. You can say “no” if you do not want to do such act. You can also escape from the scene or consult with reliable persons or specialized organizations. Any unwanted sexual act constitutes sexual violence.

You and persons around you have the right to have your and their mind and body respected. Sexual violence substantially infringes such right. It could adversely affect a victim’s mental and physical health for a long period of time. Sexual violence should never be tolerated and victims should not be blamed.

What is most important is that you will never be subjected to sexual violence; however, you should note that, on the other hand, you may become a perpetrator because of your wrong understanding. A sexual act without consent may be subject to penalty under the Penal Code. It is important to recognize that you and the other person are equals, to respect the other person’s personality and integrity, and to act from the standpoint of the other person.

If you are subjected to or is likely to have been subjected to sexual violence, you should consult a point of contact on campus, such as the Harassment Consultation Office, the Health Center and the Student Advising and Counseling Office, or in case of emergency, the One-stop Support Centers for Victims of Sexual Crime and Violence (#8891).

### Examples of sexual violence

#### Sexual acts without consent

- Touching, kissing, or sexual intercourse, etc. without consent.
- Molesting someone.
- Engaging in a sexual act with someone who cannot resist under the influence of alcohol or drugs, such as date-rape drugs.
- Causing sexual damage through SNS, etc.

#### Undesired involvement in the sex industry

- Forcing someone to appear in adult videos, by pretending to be a scout for new models and idols.

### One-stop Support Centers for Victims of Sexual Crime and Violence

Dial 8891 on a mobile phone and on an NTT analogue fixed-line phone

Dial 0120-8891-77 on an NTT optical phone

For other phones: 03-5577-3899 (Sexual Assault Relief Center (SARC) Tokyo)

URL: [https://www.gender.go.jp/policy/no\\_violence/seibouryoku/consult.html](https://www.gender.go.jp/policy/no_violence/seibouryoku/consult.html)

### **3. Academic harassment**

Academic harassment refers to actions such as acting inappropriately to hinder someone's education, research or work by taking advantage of a position, authority, or superiority in terms of education or research, and seriously inhibiting someone's eagerness and environment for study, research or work or overstepping authority in such a way that causes emotional or physical suffering or confusion to someone.

#### **Examples of academic harassment**

Harassment of a student by a teacher

- Prevent a student from entering a research room or removing them from a seminar mailing list for no good reason
- Refuse a request to change teachers for no good reason or interfere with such change.
- Force a student to pursue a research topic he/she is not interested in
- Refuse to write recommendation letters for job applications or overseas study for no good reason
- Pronounce an intention to expel or hold back a student for no good reason
- Assign a student an unfair low grade or mark with no good reason
- Refuse to provide guidance or advice on grounds of a non-interference policy Refuse to read a student's research paper.
- Use a student's idea or research data to write a paper without the student's consent
- Excessive reaction to trivial mistakes that include repeated verbal abuse such as shouting or challenging a student's personal integrity

#### **Harassment of a teacher by a student**

- An undergraduate or graduate student threatens a teacher regarding their grades saying something like, "If you don't pass me, I can't guarantee what will happen to you."

#### **A Word of Advice:**

All educators have to adopt a certain level of austerity to maintain authority. At times, a teacher may decide to watch over a student from a distance to encourage greater independence. However, each individual student reacts differently to different situations, and there are times when a teacher unconsciously commits academic harassment. It can be difficult to judge whether an action represents a valid teaching style or academic harassment. For that reason, it is important that teachers and students establish appropriate lines of communication.

Classic symptoms of academic harassment include a reluctance on the part of a student to go to a study room, or the development of physical illnesses such as depression, anorexia or insomnia.

Conversely, there have been some cases when undergraduate or graduate students have shouted at teachers because they are dissatisfied with their grades. This is also a form of academic harassment, and such behavior is completely unacceptable. We encourage any student who has doubts about the mark they have been awarded to follow the correct procedure by applying to the Educational Affairs Division for an explanation of the grading process.

#### **4. Power harassment**

Power harassment refers to inappropriate behavior, guidance or treatment where a person exploits their senior position or competitive advantage in the workplace, which would seriously damage a subordinate, a colleague, or sometimes even a senior member of staff's desire to work, or their working environment.

Power harassment doesn't only occur in the workplace. We should be aware that power harassment can also occur between senior and junior students, or in seminars and student circles where vertical relationships are common.

There are various types of power harassment: Attacking (shouting at people in front of others, thumping desks and threatening behavior), denying (denying a person's work, character or capabilities), coercing (forcing someone to do things a certain way, placing blame on someone) and obstructing (withholding work or necessary information).

#### **Examples of power harassment**

In the workplace:

- Purposely exclude an individual from a group
- Put someone down in front of others
- Make inappropriate comments about a person's ability or character
- Deliberately obstruct a person's promotion or advancement
- Deliberately transfer someone to a department he/she won't be happy in
- Deliberately withhold necessary work-related information
- Force someone to do a personal errand that is unrelated to his/her work
- Spread rumors or personal information to make someone uncomfortable in the workplace
- Force someone to attend a drinking session or other event against his/her will
- Force a specific staff member to work late into the night on some pretext.

At extracurricular activities or student circles:

- Force someone to do something against his/her will by saying it is tradition
- Force a staff member to stay on at activities late into the night
- Force current students to abide by old boy and old girl customs
- Force students to act in a way that violates current social standards
- Ignore a clear request from a student to quit an activity or circle

## **5. Pregnancy, childbirth and childcare/family care leave harassment**

Pregnancy and childbirth harassment, or childcare/family care leave harassment refers to criticism of a person for getting pregnant and having children, or for making use of the systems in place for supporting pregnancy, childbirth, and applications for leave to care for children or family members. It also refers to any other behavior relating to the above circumstances that damages another person's work or study environment. Action which is based on an objective consideration of workload sharing or safety considerations does not constitute harassment.

Pregnancy, childbirth and childcare/family care leave harassment occurs not only in the workplace but in places of study as well. This damages not only the study environment for the victim, but also the environment for surrounding people, leading to a deterioration in motivation and considerable damage for both individuals and organizations at large.

Negative comments and actions surrounding pregnancy, childbirth and childcare/family care leave can eventually lead to harassment, so we should all take care to avoid such behavior.

The University offers a variety of systems that educators can use in the case of pregnancy, childbirth, or applying for childcare/family care leave.

Please check the relevant working regulations to help you understand which systems can be used in each case.

### **Examples of pregnancy, childbirth and childcare/family care leave harassment**

In the workplace:

- A person talks to a senior member of staff about taking childcare leave but has to give up the idea because the senior staff member says, "You're a man. You can't take childcare leave."
- A person tells the people around that he/she is going to ask to take family care leave, and a colleague or colleagues say, "I wouldn't ask to take it. You shouldn't either." The individual then repeats his/her desire to take family care leave but colleagues reply in the same negative way so that the individual feels obliged to give up the idea.
- A person feels uncomfortable because senior staff and colleagues repeatedly or consistently say, "You are being selfish by working shorter hours. You are causing problems for the rest of us."
- A woman tells a senior member of staff that she is pregnant and the senior staff member says, "I will hire someone else so you will have to leave."
- A person feels uncomfortable because senior staff and colleagues repeatedly or consistently say, "If you had to get pregnant, you should have done it when we are not so busy."



## **6. Alcohol harassment**

Alcohol harassment refers to actions that take advantage of vertical relationships or a sense of belonging to a group, etc. such as a dormitory, extracurricular activity, student circle or a class to force someone to drink alcohol or apply psychological pressure so that someone feels they have to drink alcohol, resulting in either a deterioration in a person's physical condition or a person feeling uncomfortable. Please be aware that the consumption of alcohol can be extremely dangerous and even life threatening for people with a low tolerance to alcohol.

### **Examples of alcohol harassment**

- Senior students, old boys and old girls apply psychological pressure to make a person feel they have to drink alcohol by saying things like, "It is a dormitory, activity or circle tradition," or "It is a rite of passage."
- Force people to consume alcohol to get a party going, such as drinking a drink down in one go, or playing forfeit games.
- Hold a drinking party where preparations for severe drunkenness are made in advance, such as preparing sick bags and buckets.
- Encourage persons under 20 years of age to drink alcohol. This is against the law.

### **How to avoid another alcohol harassment tragedy**

#### **Hitotsubashi University Basic Rules on Student Consumption of Alcohol (enacted on January 6, 2010; and revised on April 1, 2022)**

Hitotsubashi University sets forth the basic rules on student consumption of alcohol as follows in order to protect the safety and health of students and to maintain and promote the environment appropriate for an educational and research institution. Any student who violates these rules shall be punished in accordance with the University code.

- |        |   |
|--------|---|
| Rule 1 | Hitotsubashi University students shall not consume alcohol on the University campus. Hitotsubashi University students shall not bring alcoholic beverages into the University campus. However, this shall not apply in cases where specially permitted by the University or where it is in the presence of and under the responsibility of a teacher. |
| Rule 2 | Hitotsubashi University shall not allow students under 20 years of age to consume alcohol. Hitotsubashi University students shall not encourage or force any person under 20 years of age to consume alcohol.   |
| Rule 3 | When consuming alcohol with other people, a Hitotsubashi University student shall always respect individual's characteristics and be responsible for his/her own conduct. Especially, a Hitotsubashi University student shall not force any other person to consume alcohol under any circumstance.   |
| Rule 4 | When a Hitotsubashi University student consumes alcohol, they must take appropriate action if they see any other person's health or life is in danger by immediately calling an ambulance and ensuring the person is transported to a medical facility, etc.  |

In the past, there was an extremely tragic incident at the University in which a newly enrolled student died after consuming alcohol at a party for new students at the University's dormitory Ikkyo-Ryo in Kodaira. The dormitory's welcome party is an important opportunity for all new students recently separated from their family and hometown to make new friends in the dormitory, which will become a central focus of their new life. However, the dormitory had a poor tradition whereby elder students would get new students completely drunk, and force new students and students under 20 years of age to drink alcohol. That tradition resulted in a terrible tragedy. A tragedy that encouraged the University to establish the above rules on student alcohol consumption. The victim's family has experienced unimaginable pain at the loss of their beloved child. We pray the student is at peace. We have determined to learn from this tragedy to ensure a similar incident of alcohol harassment can never happen again. We have repeatedly discussed and considered aspects to determine and rigorously enforce these fundamental rules concerning student alcohol consumption.

## **7. Infringement of personal rights and privacy rights, etc.**

The term “personal rights” means the rights to protect personal interests inseparable from the right-holder, such as life, body, freedom, honor, reputation and publicity. Generally speaking, infringement of these rights will be punished and legal compensation therefor may be required. The University shall treat such infringement as a harassment that deteriorates and inhibits the study and work environment of victims, and must take strict measures therefor. Recently, defamation and privacy infringement on SNS, etc. become social issues. What is displeased varies depending on an individual person, so you should be careful about expressions or content to be used.

### **Types of infringement of personal rights**

There are several types of infringement of personal rights.

- Insult
- Compulsion and intimidation
- Privacy infringement
- Defamation

### **Examples of infringement of personal rights and privacy rights, etc.**

- Post something that lowers the social evaluation of another person on SNS (such as X, formerly Twitter, and Facebook).
- Disseminate the fact or information about another person that is not (or not desired to be) publicly disclosed by the person, even if it will not lower the social evaluation of the person.
- Imply the possibility of causing harm, etc. to life, body, freedom, honor or property of another person.
- Forcing another person to do something by implying harming the person.
- Forcing another person to tell, or looking for the information on, something private.
- Perform actions that insult or hurt another person openly, even if not presenting a fact.
- Telling a fact about another person’s private life or something that might be treated as such to your friends or colleagues.
- Denying, disregarding, insulting or teasing physical or cultural features (including religious customs, etc.)
- Treating another person unfairly and differently from others due to the person’s attribute relating to ethnicity, race or nationality.

### **A Word of Advice:**

Damage caused by defamation on SNS is increasing. You should avoid making a post on SNS such as X (formerly Twitter) and Instagram in a manner that allows the identification or implication of other individuals or groups. Even if such post is true, it cannot be judged whether the information is allowed to be made public without any authorization. “Freedom of expression” cannot be ensured without respecting the rights of others. Accordingly, it is a matter of course that you should not defame others, and you should not post information about others on SNS casually. If you are not sure whether or not posting of certain information of another person is appropriate, you should confirm with the person in advance.

## **What to do if you feel you are a victim of harassment**

If you feel you have been a victim of harassment, please do not keep it to yourself but find someone who you can talk to. The Harassment Consultation Office has specialist counsellors who are here to help.

We have mentioned many examples of harassment in this guideline document, but we realize that these are classic examples and that many cases of harassment may fall outside these parameters. Victims of harassment tend to question whether they themselves are to blame, whether they are being oversensitive. They often feel it is their fault because they didn't say "no" to the perpetrator earlier. Specialist counsellors will help you to objectively understand the situation.

It is important that you record as many details as possible about the time when you felt harassed, such as the date, time, and location, what happened, and whether there was anyone else around at the time. Email records are important evidence, so please keep them. If there is someone who can give verbal evidence, then we can ask them to cooperate at a later date.

### **Harassment Consultation Office**

#### **1. Roles of the Harassment Consultation Office**

The Harassment Consultation Office is staffed by professional counsellors trained to respond to harassment issues. Counsellors are also available for consultation at each graduate school and some workplaces.

The Harassment Consultation Office can listen to what you have to say, help you deal with your feelings and understand the situation, and help you find the best way to resolve the problem. If the problem is not resolved through consultation and you decide to submit a filing or petition to the Harassment Committee, the counsellors can help you organize written documents that effectively reflect your thoughts and feelings.

After confirming your consent or desire, counsellors can conduct coordination within the University in cooperation with the faculty, graduate school or any other department to which you belong.

Please contact our professional counsellors by any means that suits you best: email, telephone and the like. You can find a list of our specialist and generalist counsellors on the University homepage at <https://www.hit-u.ac.jp/harassment/>.

#### **2. Your privacy will be protected**

The Harassment Consultation Office commits to doing everything possible to protect the privacy of any individual seeking advice. We will not tell anyone that you have sought advice without prior consent. Rest assured your privacy and wellbeing will be protected, so please do visit the Office if you need help.

### **3. Filing and petition to the Harassment Committee**

If the problem is not resolved through consultation with the Harassment Consultation Office, you can submit a filing or petition for the prescribed procedures to the Harassment Committee.

There are three possible procedures: 1) File for a caution (asking for the behavior to be stopped), 2) File for mediation (attempt to resolve issues through mutual discussion) and 3) Petition for action (asking the University to take action against the perpetrator). You, as the victim of harassment, are free to decide which of the three options you choose. You can also change or drop the procedure at any time. We strive to ensure you choose the best procedure for you in close consultation with the counsellors at the Harassment Consultation Office. The Office has all of the necessary documents for “filing” and “petition” on hand.

If the suspected harassment behavior continues after you have applied for mediation or for action to be taken by the University, or while you are in the process of doing so, the Harassment Committee will consider the urgency of your case, and if necessary hear your opinion and take temporary measures to halt the behavior in question.

#### **File for a caution—Asking for the behavior to be stopped**

This is a useful response when a perpetrator persists with harassment behavior due to his/her wrong assumptions or the behavior starts to escalate.

As a result, the victim becomes increasingly uncomfortable and sometimes fearful, and finds it increasingly difficult to attend lessons or go to work. In such cases, it is important to ensure the perpetrator is aware of the offending action as soon as possible. Once you have filed for a caution and the Harassment Committee decides your problem is a genuine one, a person designated by the Committee will confirm the behavior directly with the alleged perpetrator and issue a caution or instruction to cease the behavior immediately.

#### **File for mediation—Attempt to resolve issues through mutual discussion**

Mediation is a process where the two sides discuss the cause of the harassment with mediators present and seek to resolve the problem. If you file for mediation, the Harassment Committee will consider your application. Once the Committee decides an application requires mediation, it will select mediators from among the candidates listed on the register of candidates for mediators and Inquiry Committee members.

Multiple mediators will attend the mediation process. The mediators can help ensure discussions go smoothly and suggest potential solutions, but ultimately the two parties involved must decide and agree the nature of any action to be taken.

Once a mediation has reached a successful conclusion, mediators will confirm the agreed points in writing, and report to the Harassment Committee.

### **Petition for action — Asking the University to take action against the perpetrator**

A petition for action is when the victim of harassment asks the University to issue a punishment or take concrete action against the perpetrator. Once you submit a petition for action to the Harassment Committee, the Committee will deliberate whether to accept your petition or not, and inform you of its decision.

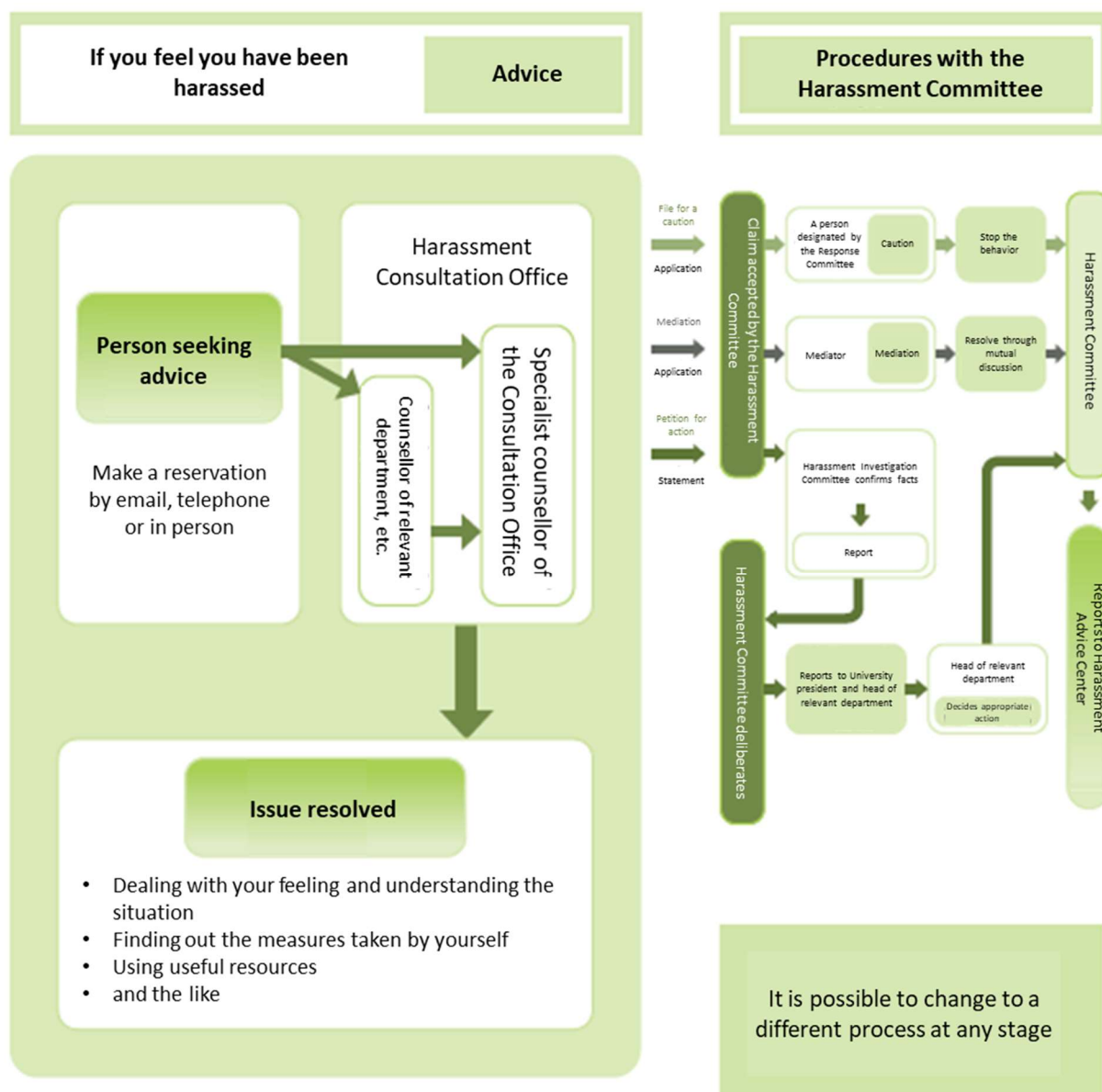
If the petition is accepted, the Harassment Committee will swiftly set up an Inquiry Committee to investigate the facts of your case. The Harassment Committee assigns members from the register of candidates for mediators and Inquiry Committee members to staff the Inquiry Committee.

Great care is taken when selecting members of the Inquiry Committee to ensure a balanced ratio of male and female members, and to ensure the Committee is neutral and fair.

### **The process from investigation through action**

1. The Inquiry Committee will hear accounts from both you as the petitioner and the person who is being petitioned against to ascertain the facts.
2. Once its investigation is completed, the Inquiry Committee will report its findings to the Harassment Committee.
3. The Harassment Committee will consider possible action based on the Inquiry Committee findings, and decide the appropriate action to be taken (caution, suspension, warning, etc.).
4. In order to ensure appropriate action is taken, the Harassment Committee will convey its recommendations and reasoning to the relevant Dean and the President of the University. The Harassment Committee will also convey its decision, either verbally or in writing, to the petitioner.
5. The relevant Dean will decide what action to take as the responsible faculty or graduate school based on the report findings, and issue the punishment to the perpetrator.
6. The Harassment Committee will receive an action report from the relevant Dean, and convey details of the action taken to the petitioner.

**The process from seeking advice through to problem resolution  
(All cases will be treated as strictly confidential)**



**Contact the Harassment Consultation Office**

TEL: 042-580-8148

E-mail: [harassment@ad.hit-u.ac.jp](mailto:harassment@ad.hit-u.ac.jp)

(The above address is an exclusive address so the content is secure and there is no risk of leakage)

When you get in touch with us, please tell us your name (with your student number if you are registered as a student).

**Prohibiting disadvantageous treatment of the persons who seek advice or submit petition and preventing the re-occurrence of harassment and the occurrence of secondary victimization and secondary harm**

Any person who is alleged as being a perpetrator of harassment shall not contact or give disadvantageous treatment, such as harassment and retaliation, to the person who has sought advice or submit a petition, on the basis of such allegation. Then, if the alleged fact has been confirmed in the Harassment Committee and it is found that harassment has actually occurred, the perpetrator must accept the fact, reflect on his/her action and take care to never commit the same mistake.

Third party colleagues or neighbors must not abuse a student or staff member who sought advice and claimed harassment by spreading rumors or acting in any way that might constitute harassment or be detrimental to the person's study, research or work.

Censuring, denying the damage caused, or trivializing the issue causes additional distress for the person who followed the harassment resolution procedure, and could adversely affect their physical and mental health, and daily life.

The University will take strict action if it discovers such behavior has taken place.

**Preventing the submission of false accusations**

Anyone who is found to have deliberately made a false claim in relation to harassment or submitted false evidence when seeking advice, mediation, lodging a complaint, or during questioning will be punished by the University in accordance with the University code or the working regulations.



### **How to avoid harassment issues**

The most fundamental rule of successful social relations is to always treat all people as equals, to respect their personality and integrity, and to consider their feelings and position in all of your actions. It is absolutely unacceptable to abuse a position of power to control someone, exert psychological pressure, or cause another individual bodily harm.

Even if the perpetrator has no intention to cause offense but is simply making a joke or trying to be friendly, this kind of behavior may be interpreted by others as harassment. While some people may not consider your action to be harassment, others might. This may be due to social, cultural or religious differences, or due to the environment in which an individual was brought up, their gender or age. That is the nature of harassment.

Everyone should be aware that they could become a victim or a perpetrator of harassment.

If someone tells you they feel uncomfortable with your behavior, it is important not to make a selfish judgement but to humbly accept the other person's declaration and respond honestly to it.

Harassment is not limited to one-on-one abuse.

For instance, there are times in student circles and seminars when groups of elder students, old boys, etc. may force their opinions, or apply pressure on new students to do something they don't want to. People often lose the ability to question bad practices or situations when they are in a group because the actions are based on group traditions or unwritten rules. In such cases, it can be extremely difficult for the person or persons being harassed to say no.

If there are any points of concern, student circle and seminar operations should be revised to ensure all people can participate positively, safely and comfortably.

We would urge teachers and students to attend the study sessions and educational activities held by the University on this topic.

#### **! To avoid becoming a perpetrator**

- The way you take something is different from that of others. If you notice someone feeling uncomfortable with your action, don't repeat such action.
- Even if the other party expresses no discomfort, he/she may do so only because he/she cannot stand against your "force." It is important to confirm the other party's true intention.
- In some cases, it is difficult to determine whether the action concerned constitutes harassment. You should place importance on having appropriate communication in general.

**Hitotsubashi University rules surrounding prevention of harassment**

University Rule Number 141

Hitotsubashi University rules surrounding prevention of harassment

Aim:

Article 1        These rules aim to protect human rights and ensure a good study and working environment for all students and staff, etc. at Hitotsubashi University by prescribing the necessary matters relating to the promotion of initiatives for prevention and eradication of harassment and prevention of sexual violence, etc. and the actions taken when any problem arises out of harassment, etc. (meaning harassment and sexual violence, etc.; hereinafter the same shall apply) (hereinafter referred to as the “prevention of harassment”) in Hitotsubashi University.

Definitions:

Article 2        The terms listed in items 1 to 7 below are defined as written in the item text.

1. Harassment: Harassment refers to sexual harassment, academic harassment, power harassment, pregnancy and childbirth harassment, childcare leave harassment, and other harassment.
2. Sexual harassment: Sexual harassment is defined as sexual acts, including behavior based on specific gender roles or behavior based on bias with regard to sexual orientation or sexual identity, which make another person or persons uncomfortable, or cause emotional suffering, physical suffering, or embarrassment.
3. Academic harassment: Academic harassment occurs when an individual seriously inhibits the research or research environment of a student or subordinate by taking advantage of a superior position or jurisdiction in education or research and acting inappropriately in terms of the teaching and treatment of a student or subordinate or oversteps authority in such a way that causes emotional or physical suffering or confusion for a student or subordinate.
4. Power harassment: Power harassment occurs when a person exploits their position or their superior personal relationships, etc. in the workplace and acts in a way that exceeds reasonable work-related boundaries towards another member of teaching staff in terms of the teaching and treatment of him/her, causing a person to suffer emotionally or physically, or seriously impacting a person’s desire to work or his/her working environment.
5. Pregnancy and childbirth harassment: Pregnancy and childbirth harassment is defined as behavior towards a woman that damages her work or study environment, in reference to the woman’s pregnancy, childbirth, application for maternity leave as stipulated in Paragraph 1, Article 65 of the Labor Standards Act (Act No. 49 of 1947), maternity leave taken under Paragraph 1 or Paragraph 2 of the same Article 65, or matters described in Article 2-3 of the Ordinance for Enforcement of the Act on Ensuring Equal Opportunities for and Treatment of Men and Women in Employment (Ordinance of the Ministry of Labor No. 2 of 1986).

6. Childcare/family care leave harassment: Childcare/family care leave harassment is defined as behavior that damages a person's work or study environment, in reference to the person's decision to take childcare/family care leave or use systems or measures stipulated in Article 76 of the Ordinance for Enforcement of the Act on Childcare Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members (Ordinance of the Ministry of Labor No. 25 of 1991).
7. Other harassment: Other harassment refers to any bullying or abuse that infringes the personal rights or privacy rights of another person or persons.
8. Sexual violence, etc. Sexual violence, etc. refers to the following acts committed by making it difficult for a person to form, express, or fulfill the intention not to consent due to the acts or events listed in items of paragraph 1 of Article 176 of the Penal Code (Act No. 45 of 1907; hereinafter referred to as the "Penal Code") or other similar acts or events, or taking advantage of that condition:
  - a. Engaging in sexual intercourse, etc. as prescribed in Article 177 of the Penal Code (hereinafter referred to as "sexual intercourse, etc.") with the person or causing the person to engage in sexual intercourse, etc. (except in cases where a person forcibly engages in sexual intercourse, etc. through assault or intimidation or where there are special circumstances that are deemed not likely to cause physical or mental damage).
  - b. Engaging in indecent acts against the person or causing the person to engage in indecent acts (except for the acts listed in a. above).
  - c. Engaging in any act constituting the crimes prescribed in Article 182 of the Penal Code, the crimes prescribed in Articles 5 through 8 of the Act on Regulation and Punishment of Acts Relating to Child Prostitution and Child Pornography, and the Protection of Children (Act No. 52 of 1999), or the crimes prescribed in Articles 2 through 6 of the Act on Punishment for Filming Sexual Images and Removal of Electronic or Magnetic Records of Sexual Images Recorded in Seized Articles (Act No. 67 of 2023) (except for the acts listed in a. and b. above)
  - d. Engaging in any of the following acts that cause significant shame to the person or make the person feel uneasy, or causing the person to engage in such acts (except for the acts listed in a., b. and c. above):
    - (1) Touching any sexual part or other parts of the body of the person directly or over the clothing or any other thing to wear.
    - (2) Using a camera or other device to photograph, or pointing or installing a camera or other device for the purpose of photographing, any portion of the person's undergarments or body that is normally covered by clothing.

#### Responsibility:

##### Article 3

1. Hitotsubashi University must take necessary measures for the prevention of harassment, such as holding study sessions and educational activities.
2. Hitotsubashi University must promptly and appropriately deal with any problem arising from harassment, etc.

#### Harassment Committee:

##### Article 4

1. Hitotsubashi University has a Harassment Committee on site.

2. The Harassment Committee deliberates on the items required to achieve the aim stated in Article 1 above.
3. Necessary items concerning the Harassment Committee are determined in a separate regulation.

#### Harassment Consultation Office:

- Article 5
1. Hitotsubashi University has a Harassment Consultation Office on site.
  2. The Harassment Consultation Office offers advice concerning the harassment, etc. of teaching staff or students, etc.
  3. Necessary items concerning the Harassment Consultation Office are determined in a separate regulation.

#### Commitment to confidentiality, etc.:

- Article 6
- Members of the Harassment Committee and people involved in the Harassment Consultation Office must never share secret information gained while dealing with harassment, etc. or problems that stem from harassment, etc. without good reason, or use that information in their personal affairs. They must act cautiously and take great care to protect the good name and privacy of all persons involved.

#### Prohibiting unfair treatment:

- Article 7
- Hitotsubashi University teaching staff must not treat any member of the teaching staff or student unfairly who took valid action against harassment, etc., such as submitting a claim of harassment, etc. and cooperating in the investigation of that said claim, on the grounds of having taken such action.

#### Miscellaneous provisions:

- Article 8
- In addition to these rules, there are other necessary items pertaining to the prevention of harassment in Hitotsubashi University and the determination of an appropriate response to problems that stem from harassment. These are stipulated in separate documents.

#### Other relevant regulations

University Rule Number 142

Rules concerning Hitotsubashi University's Harassment Committee

University Rule Number 143

Detailed rules concerning Hitotsubashi University's Harassment Consultation Office

University Rule Number 144

Detailed rules concerning Hitotsubashi University's harassment mediators and the Inquiry Committee

## Where to go to seek advice or report harassment

For advice on harassment problems, please contact

### **Harassment Consultation Office**

TEL: 042-580-8148

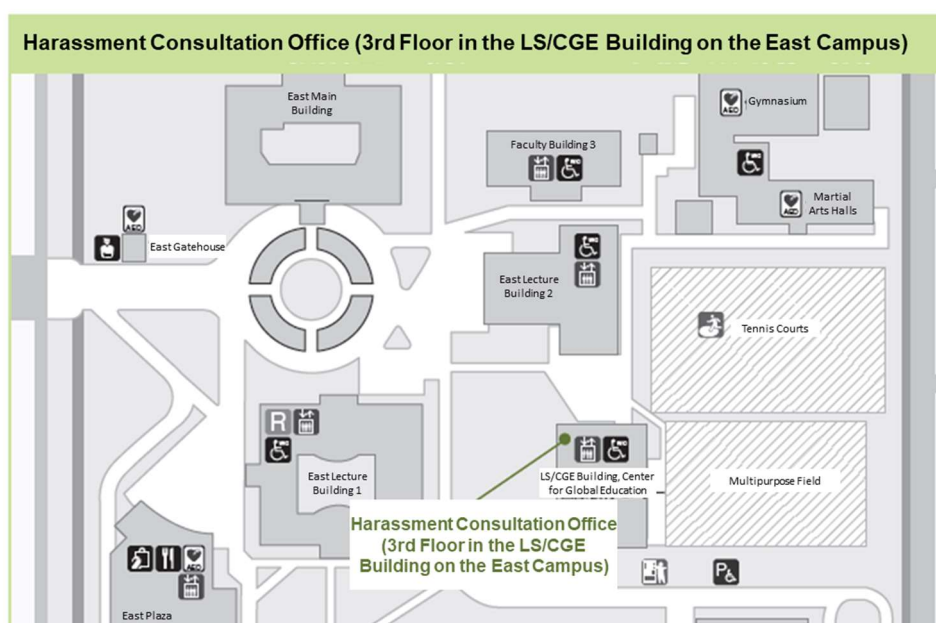
E-mail: [harassment@ad.hit-u.ac.jp](mailto:harassment@ad.hit-u.ac.jp)

URL <https://www.hit-u.ac.jp/harassment/index.html>

**The Harassment Consultation Office can provide advice from specialist counsellors.**

Please check the website for opening hours.

You can also find the names and contact details for individual counsellors for each graduate school and workplace.



## Off-campus Advice Centers (Public Organizations)

Tokyo Labor Bureau, General Labor Consultation Corner  
0120-601-556 Telephone advice(9:30-17:30) (Mon-Fri)

Ministry of Justice

Emergency human rights advice for everyone

0570-003-110 Telephone advice (8:30-17:15) (Mon-Fri)

Women's rights hotline

0570-070-810 Telephone advice (8:30-17:15) (Mon-Fri)

Tokyo Metropolitan Government, Bureau of Social Welfare

Women's advice center

03-5261-3110 Telephone advice (9:00-21:00) (Mon-Fri)

(9:00-17:00) (Sat, Sun, national holidays, year-end and New Year's holidays)

Women's advice center (Tama branch)

042-522-4232 Telephone advice (9:00-16:00) (Mon-Fri)

Emergencies outside office hours: 03-5261-3911 Telephone advice

Tokyo Women's Plaza

Counselling for women

03-5467-2455 Telephone advice/face-to-face (reservation required) (9:00-21:00) (Daily)

Counselling for men

03-3400-5313 Telephone advice (17:00-20:00) (Mon, Wed and Thu)

(14:00-17:00) (Sat)

In person (reservation is required) (19:00-20:00) (Wed and Thu)

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**Harassment Prevention Guidelines**  
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**TEL:042-580-8138 (Student Services Division)**  
**TEL: 042-580-8027 (Personnel Division)**