

Tokyo University of Agriculture and Technology
Harassment Prevention and Response Guidelines
(Revised September 21, 2017)

1. Preventing Harassment

Tokyo University of Agriculture and Technology (TUAT) has declared that it will create an educational, research and employment environment in which harassment injurious to individual human rights and academic freedom is not tolerated in any form.

With that in mind, we've compiled the "TUAT Harassment Prevention and Response Guidelines." Revising our existing rules for preventing sexual and other forms of harassment based on these guidelines, we have delineated TUAT's rules for harassment prevention and responses, launching the Harassment Prevention and Response Committee with the goal of preventing all forms of harassment and providing prompt redress to victims. We have also established specialized harassment consultation offices for consultations and to act as problem-solving intermediaries when grievances are submitted to this committee.

Expert counselors at the harassment consultation offices will offer a compassionate ear to people subjected to harassment, assess their distress and states of mind, and provide advice about future actions and measures for obtaining support. These counselors offer advice and handle the mediation of grievances submitted, respecting the personal privacy of their clients and their wishes throughout the response process following counseling. The Harassment Prevention and Response Committee has an arbitration system, and there will also be formal corrective actions. Please consult the counselors, who will mediate allegations and resolve problems. They also provide advice to teachers who have been consulted about harassment and submitting grievances, as well as to other concerned parties.

We will not generally undertake the settlement of grievances or investigations related to anonymous questions or accusations, but Harassment Prevention and Response Committee reports used for educational efforts will provide all parties concerned anonymity and only include the details and number of incidents.

Please see the harassment response flowchart for an overview of the post-counseling flow process (responses and corrective action) and TUAT's rules for harassment prevention and responses for the various rules regarding harassment prevention. We strongly urge everyone at TUAT to read these guidelines and use them as a reference to change their ways of thinking and as guidelines for conduct.

2. Definition of Harassment

TUAT defines harassment as "engaging in inappropriate speech or conduct based on a discriminatory mindset, or the misuse of a position of power to cause harm (mental and/or physical) to another person during the pursuit of studies or research or the performance of work duties."

Harassment is characterized by conduct that is perceived as unpleasant, demeaning, hostile or threatening by those being harassed, or is regarded as such by rational third parties.

Examples of harassment include discriminatory words or deeds; persistent bullying; persecution; teasing; unpleasant comments about someone's personality or appearance; and sustained, illogical criticism. Other examples include disparagement, along with promising rewards (credit approval, recommendations, promotions, and so on) in exchange for sexual favors or acts; denying necessary guidance or support; and engaging in intimidation.

Please note that the intent of the perpetrator does not matter when defining harassment.

3. Types of Harassment and Specific Examples

Our objective is to create a university campus free of bullying and various forms of coerced compliance against a backdrop of hierarchical or power relationships, starting with gender-based discriminatory speech and conduct and discrimination based on race, ethnicity, social position, place of birth or alma mater, as well as disabilities or illness. Everyone at the university must consciously respect each other's character and other people's cultural backgrounds, recognizing that harassment consciously and unconsciously infringes on the other person's personal rights, sometimes resulting in serious damage to mental and physical health. For example, even when one person might not consider what they did to be harassment, it can be perceived as harassment when there are social, cultural or religious differences in relationships among people who have different countries of origin.

1) Sexual harassment

Sexual harassment is a form of gender discrimination that infringes on human rights. Characterized by inappropriate gender-based comments and actions in academic, work or social situations, it often occurs among people in unequal positions. The university also views the abuse of a position of authority or trust as serious sexual harassment, regardless of whether benefits or disadvantages have clearly been suggested. Engaging in discriminatory statements regarding sexual orientation is considered sexual harassment as well.

Please be aware that whether certain speech or conduct is considered sexual harassment depends above all on how the other party perceives it (whether that person feels uncomfortable) and is not determined according to the sensibilities of the person engaging in that speech or conduct.

Criminal Offenses

Rape, sexual assault, stalking, molestation, voyeurism and secretly filming people are considered either criminal acts or anti-nuisance ordinance offenses. Harassment counselors can provide advice about necessary procedures as well as mental and physical care and support, including through emergency response measures.

2) Harassment related to pregnancy, childbirth, childcare or nursing care leave

Harassment related to pregnancy, childbirth, childcare or nursing care leave includes speech or actions by superiors or coworkers in the workplace regarding university personnel's use of systems related to pregnancy, childbirth, childcare or nursing care. It covers harm to university personnel's work environment and harm to female personnel's work environment through speech or conduct related to pregnancy or childbirth.

Please do not engage in speech or conduct that disparages pregnancy, childbirth, childcare or nursing care leave, because this can be a factor in occurrences of harassment related to such situations.

Note that from the objective perspectives of division of work responsibilities and safety considerations, words and deeds based on work-related requirements do not correspond to harassment related to pregnancy, childbirth, and childcare or nursing care leave.

Additionally, university personnel who will be using systems related to pregnancy, childbirth, childcare or nursing care need to be aware of the appropriate performance of their duties proportionate to their own physical condition and how they use these

systems. They also need to communicate clearly with those around them so that they are not subjected to harassing speech and conduct.

Identical awareness is required with regard to student pregnancies and childbirth.

3) Racial and ethnic harassment

Racial and ethnic harassment are viewed as forms of racial discrimination, which is forbidden. The university deems any kinds of demeaning or offensive actions or expressions based on race, ethnicity or national background—as well as instigating participation in such conduct—as harassment.

4) Academic harassment

Academic harassment occurs when someone at TUAT in a position of authority inflicts mental and/or physical penalties or harm through inappropriate speech or conduct on others related to the performance of the latter's studies, research or work duties. (This is in accordance with a white paper on preventing academic harassment by a five-university joint research council.)

Depending on their background or various situations, however, the same kinds of speech or actions may not be considered academic harassment.

Academic harassment problems are difficult to handle and resolve because they involve delicate issues. It is hard to draw a line between appropriate educational and research guidance and abuse of official authority and powers, and definitions are also vague. However, such situations are rapidly increasing in number nationwide—particularly in science faculties and graduate schools—which require us to respond to these cases as harassment to aid victims and improve educational environments.

Harassment deprives people of their right to safely, securely receive an education, conduct research or work in a comfortable environment, and is damaging to individual rights. As such, instructors in particular should be fully aware of this, rigorously avoiding conduct that betrays the trust of students and subordinates and endeavoring to create a good environment for education, research and employment.

5) Power harassment (workplace power harassment)

Power harassment is conduct based on status within the workplace in terms of work duties and favorable positions in interpersonal relations. This type of harassment exceeds appropriate business limits, and inflicts mental or physical distress on people in the same workplace or adversely affects the workplace environment.

This is not just something that occurs between superiors and subordinates, nor is it limited to status in terms of work duties among veteran and junior employees or coworkers. It also includes things done from various positions of superiority related to interpersonal relationships and specialized expertise; depending on the content, it may also involve things done by subordinates to their superiors. (In accordance with the Ministry of Health, Labour and Welfare's roundtable conference working group report on workplace bullying and harassment problems)

6) Alcohol harassment

Alcohol harassment involves compelling people to chug alcohol, not having nonalcoholic drinks available when out drinking, forcing people to pour drinks, and compelling people who are unable to drink alcohol for health reasons to drink.

7) Other types of harassment

Other forms of harassment involve smoking, excessive emailing or calling, and so on.

4. When You Experience Harassment

1) If you feel you are being harassed, first try to clearly convey through both your words and attitude that you do not accept the other person's conduct and that it makes you uncomfortable. It is important to have the courage to protest and clearly express your wishes to the other person. Even so, there may also be instances in which you are unable to say "no" (which is one characteristic of harassment). You also need to talk with the people around you and have them help you. You should not feel that you are wrong or that you have to put up with the behavior.

2) It may be easier to convey your thoughts through notes, letters or email. Be sure to make copies. This action alone may be enough to stop the harassment.

3) You may believe that it would be a hassle if you were refused instruction or the harassment got worse because you said "no." If the other person starts exhibiting that kind of behavior, please make a record of it and visit your campuses' harassment consultation office. The university does not tolerate that kind of harassment.

It is crucial to keep a record detailing any occurrences related to problems that trouble you. This is especially true if you feel that you cannot talk to the other person or if the harassment continues even after you have talked. Please write down the details of how that conduct has ended up changing your student life, studies or research efforts, or your work and life in society, as well as how it is damaging your mental and physical health.

4) If you are unable to carry out these steps on your own, or the harassment does not stop, please talk with a harassment counselor and file a grievance.

5. Harassment Counseling, Consultation Contacts, and Subsequent Responses (refer to the harassment response flowchart)

Harassment counselors (below, counselors) are specialized counselors who have specific training and work at TUAT on a full- or part-time basis.

If you find it difficult to come by yourself, please have someone accompany you. Counselors put themselves in your shoes, help you to understand and sort out the situation, and provide counseling so that you can decide on a course of action for coping and ways of resolving the problem. If necessary, they will provide information about counseling and medical care specialists. They will file grievances according to your wishes and present ways of solving the problem. Counselors guard your dignity and privacy.

Typical methods of resolving the problem include cautioning or warning the other party, investigating the facts of the situation, arbitration (discussions among those involved), advice, and compulsory measures, including sanctions. These actions are undertaken as quickly as possible while going through formal procedures, but are above all carried out after sufficiently confirming what you want to do. Procedures for filing grievances and such can be dropped at any stage.

If conduct suspected of constituting harassment continues after a grievance has been filed (and even while counseling is under way) and calls for urgency because it is causing serious mental and physical harm, the Harassment Prevention and Response Committee can recommend emergency response measures as a special measure to the heads of the departments with which the concerned parties are affiliated.

A final resolution is sometimes reached through counseling alone. Counseling does not always lead to investigations of, reports about or the punishment of perpetrators (respondents). Every step is taken to ensure the utmost respect for your wishes and to protect your privacy during the entire process following counseling and the filing of a grievance. Personal information is not disclosed without your consent, and only revealed to people acting on your behalf. Confidentiality is maintained in all investigations.

University personnel other than counselors that you have consulted are asked to report the specifics to consultation contacts after receiving your consent to do so. Counselors also provide advice to university personnel who have been consulted as well as students.

The university treats accusations of harassment very seriously. As such, false accusations that are malicious and not grounded in fact—unfounded slander—are unacceptable.

Campus bulletin boards and the university's website have detailed information about counseling hours and office locations. Counseling is also available by email, phone or postal mail.

Harassment Consultation Contacts

Counseling hours and office locations are shown below. Please check the university's website for details.

<http://www.tuat.ac.jp/~jinjika/sekuhara/soudansitsu.htm>

Email address for counseling (for both campuses): sa-sodan@cc.tuat.ac.jp

Fuchu Campus Consultation Office

Location: 1F, Main Building for Faculty of Agriculture

Counseling hours: Once a week, generally on Thursday or Friday, 9 a.m. to noon

Tel: 042-367-5536 (on-campus extension 5536)

Note: Calls are taken only during counseling hours.

Koganei Campus Consultation Office

Location: 3F, Administration Building for Faculty of Engineering

Counseling hours: Once a week, generally on Wednesday or Friday, 9 a.m. to noon

Tel: 042-388-7018 (on-campus extension 7018)

Note: Calls are taken only during counseling hours.

You can make appointments with counselors by email or phone. Other types of consultation such as about student life and career or employment are held at these offices outside of harassment counseling hours. Please email them and tell them your contact information and when you can be reached. A counselor will get back to you, but please understand that the response may not be immediate.