

# *For Prevention of Campus Harassment*



*- You don't need to suffer alone -*

Doshisha University, as an educational and research institution practicing Christian education, does not tolerate any infringement of human rights that threatens the safety and dignity of its students, faculty and staff. Campus harassment, which causes serious disturbance to studies, extracurricular activities, research activities and work performance, and results in the deterioration of the educational and working environment, is certainly no exception. The Doshisha University Campus Harassment Prevention Committee publishes this brochure for the purpose of preventing such campus harassment and to sustain positive and respectful human relations as well as create a campus environment based on mutual trust. We ask that you take a moment to read about our policy and consider your role as part of the Doshisha University community to help make our university free of campus harassment. If you feel that you have been victimized by campus harassment, do not suffer in silence – seek help according to the guidelines in this brochure.

## What is Campus Harassment?

Campus harassment takes many forms, which include non-consensual sexual contact or offensive/inappropriate language or behavior in school or the workplace that induces feelings of humiliation or emotional distress in the other person. Actions that adversely affect the other person's study or work environment by causing the person to feel a sense of discomfort or disadvantage is also considered as harassment. "The other person" in this case does not necessarily mean a specific individual. Even language or behavior aimed at an unspecified number of people may be regarded as harassment if it offends someone. Campus harassment is a collective term referring to sexual harassment, academic harassment, power harassment, and harassment based on discrimination and prejudice. The distinction between these is not always clear, and in some cases there are multiple aspects to a single case.

### Sexual Harassment

**Sexual language or behavior that offends the other person, including physical contact, sexual violence and sexual jokes.**

#### Examples

- Sexual language or behavior in school or the workplace against the other person's will
- Taking advantage of a superior position and offending the other person through the use of sexual language or behavior
- Not offering educational and research guidance to the other person, giving unreasonably low evaluations or causing disadvantages in working conditions in retaliation for rejection of sexual demands
- Pressuring the other person to serve drink or touching the person inappropriately at a social event
- Adversely affecting the other person's study or work environment by spreading rumors of a sexual nature about the campus

### Academic Harassment

**Harassment against students and faculty members in the place of education and research, caused by the abuse of authority by faculty members in a supervising position who use inappropriate and unreasonable language and behavior toward students or other faculty members.**

#### Examples

- Refusing to give a student the educational and research guidance they need
- Using humiliating language or behavior toward a student in the place of education and research

- Giving a lengthy, overly stern lecture in the office to a student, or forcing long hours of research
- Impeding a student's job seeking efforts or research into further education
- Changing the name of an author of academic papers and plagiarizing research results
- Forcing a student to contribute research funds (travel expenses, rewards, etc.) which have been granted to the student as laboratory expenses.

### Power Harassment

**Harassment in the workplace caused by the abuse of authority by faculty or staff members who use inappropriate and unreasonable language and behavior toward other faculty or staff members. It may also occur between senior and junior students.**

#### Examples

- Taking advantage of a superior position and using strong language or shouting at a subordinate
- Intentionally not providing a subordinate with necessary official information
- Using excessively harsh language when giving instructions and warnings
- Unreasonably excluding specific persons from extracurricular activities
- Pressuring the other person to attend a social event

### ● Range of Application of Campus Harassment

Members of the Doshisha University community, including undergraduate students, graduate students, international students, research students, trainees, research associates, non-degree students, auditors, full-time faculty, full-time regular administrative staff, part-time lecturers, non-regular staff, contract staff, casual staff, and dispatched workers based on the Worker Dispatching Act.

## If you have been victimized by harassment

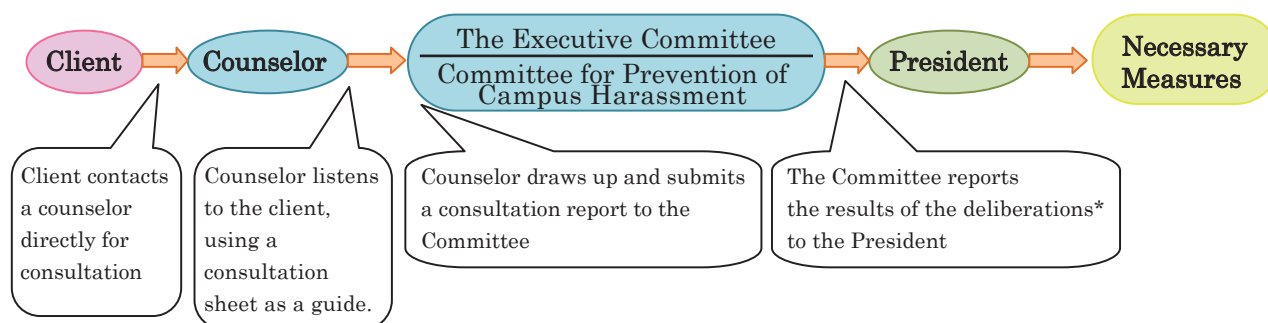
Students, faculty and staff who are victimized by campus harassment should not blame themselves or suffer in silence, instead they should promptly contact one of the counselors. The Doshisha University Campus Harassment Prevention Committee appoints counselors on both the Imadegawa and Kyotanabe Campuses to undertake consultations with students, faculty and staff.

Your record of the details of the harassment, including the offender, the situation and the nature of the harassment, will help toward resolving the problem. In some cases, directly informing the offender of your discomfort in person or in writing may settle the issue.

When a campus harassment issue is raised in a consultation, any necessary responses and effective measures to deal with it will be taken after the completion of appropriate on-campus procedures and investigations. During this process, particular care will be taken to respect the privacy and confidentiality of those involved.\* Also, you will never be treated unfairly by reason of the fact that you have consulted about the harassment, or that you have cooperated in confirming the facts.

You may consult with any of the counselors, regardless of what faculty or graduate school you belong to or which campus you commute to. Please contact the counselor by phone or email and make an appointment for a consultation meeting. If a victim of campus harassment has informed you of their experience, please advise him/her to consult with a counselor immediately. \*Please note: Even if you request anonymity, your identity will be disclosed to a committee member in charge of investigation.

### Consultation and Response



\*It may take several months for the Committee to reach the conclusion of the deliberations as careful investigations of the incident should be made.

### **Counselors**

For relief of students, faculty and staff who are victimized by campus harassment, and resolution of problems, the university appoints Campus Harassment Counselors on both campuses to respond quickly and appropriately.

Counselors record the details of the complaints on a consultation record sheet, draw up a report of the consultation and report immediately to the Campus Harassment Prevention Committee.

### **Campus Harassment Prevention Committee**

The duties of the Committee include consultations and investigations of campus harassment cases based on the reports from the counselors, drawing up policies for the relief of victims, and suggesting enlightenment activities.

The Committee, which is independent of all other divisions of the university, takes a fair, neutral position in deliberating what specific measures are needed for cases ranging from serious incidents of human rights infringement or of violent behavior to cases that simply require adjustment of human relations caused by misunderstandings or insufficient awareness. The Committee reports to the President the content and outcome of its deliberations, and the President then implements the necessary measures.

## **Doshisha University Regulations for Prevention of Campus Harassment**

### ■ Purpose

**Article 1** These regulations are established to prevent campus harassment at Doshisha University.

### ■ Definition

**Article 2** In these regulations, campus harassment collectively refers to any act of harassment within the university community, such as sexual harassment, academic harassment, power harassment and harassment based on discrimination and prejudice, and is characterized by the following two types:

- (1) (Use of position, quid pro quo type) Engaging in non-consensual sexual contact or inappropriate language or behavior with another person by exploiting a superior position, or continuing relationships in an educational or workplace setting, etc., causing a detriment to the person's educational or working conditions.
- (2) (Environment type) Engaging in non-consensual sexual contact or inappropriate language or behavior with another person in an educational or workplace setting, etc., causing deterioration to the person's educational or working environment by causing feelings of humiliation or emotional distress, or discomfort.

### ■ Range of Application

**Article 3** Persons responsible for working to prevent campus harassment in educational and workplace settings, etc. shall be the constituent members of Doshisha University including undergraduate students, graduate students, international students, graduate research students, trainees, research associates, credited auditors and auditors [hereinafter called 'Student(s)'], and employees including full-time faculty, full-time staff, fixed-term lecturers, fixed-term staff, fixed-term personnel, contract staff and part-time staff, etc. [hereinafter called 'Direct Employee(s)'], as well as other university members such as temporary workers based on the Worker Dispatch Law.

- 2 When a person proven to have engaged in campus harassment, etc. (hereinafter called 'the perpetrator') is a Student or a Direct Employee, and the alleged harassment, etc. is toward a member of Doshisha University listed in the previous paragraph, Doshisha University shall implement appropriate measures. In addition, when the perpetrator is someone other than a Student or a Direct Employee, Doshisha University may require the company or organization, etc. with which the perpetrator is affiliated to deal with the issue appropriately when deemed necessary.
- 3 The complaint filed within five years of the occurrence of such an incident is subject to the measures stated in the previous paragraph.

### ■ Obligations of the Constituent Members of Doshisha University

**Article 4** All the constituent members of Doshisha University must respect fundamental human rights, have a correct understanding of campus harassment, and make utmost efforts in the prevention and resolution of campus harassment.

### ■ Committee, etc.

**Article 5** In order to achieve the purpose referred to in Article 1, committees, etc. shall be established as specified in the subsequent Items:

- (1) Campus Harassment Counselor(s)  
[hereinafter called 'counselor(s)']
- (2) Campus Harassment Prevention Committee  
(hereinafter called 'the Prevention Committee')
- (3) Campus Harassment Prevention Executive Committee  
(hereinafter called 'the Executive Committee')
- (4) Campus Harassment Investigation Committee  
(hereinafter called 'the Investigation Committee')

### ■ Counselors

**Article 6** Counselors shall respond to consultations and complaints regarding campus harassment [hereinafter called 'consultation(s)'].

- 2 Counselors shall be appointed based on recommendations from each faculty, etc.
- 3 Counselors shall report to the Prevention Committee regarding the issues raised in consultations.
- 4 Matters regarding counselors shall be prescribed separately.

### ■ Reception of Consultation Requests

**Article 7** Consultation with a counselor can be conducted in person, or by other means such as letter, telephone, fax, or email.

- 2 Consultation shall be sought from the client himself/herself, however, only where there is a valid reason shall consultation be received by a relevant person other than the individual concerned.

### ■ Duties of the Prevention Committee

**Article 8** The Prevention Committee shall, in order to prevent and resolve issues of campus harassment at Doshisha University, deliberate on the matters falling under any of the following Items:

- (1) Matters regarding consultation and investigation
- (2) Matters regarding the handling of the consultation issue
- (3) Matters regarding the measures for the relief of campus harassment victims
- (4) Matters regarding enlightenment activities for preventing campus harassment
- (5) Other important matters regarding campus harassment
- 2 The Prevention Committee shall deliberate on the investigation results referred to in Paragraph 3 of Article 11, and determine whether or not campus harassment has occurred (hereinafter called 'the determination of campus harassment').
- 3 The Prevention Committee shall report to the President about the determination of campus harassment referred to in the previous paragraph, as well as the measures taken based on the deliberation on Items 2 and



- 3 of Paragraph 1.
- 4 The Prevention Committee shall notify the client, etc. of the report to the President regarding the determination of campus harassment referred to in the previous paragraph.
- 5 The Prevention Committee shall report to the President about the deliberation results referred to in Items 4 and 5 of Paragraph 1.

#### ■ Composition of the Prevention Committee

- Article 9** The Prevention Committee shall consist of the following persons, with committee members appointed by the President.
- (1) Director of the Center for Christian Culture
  - (2) Director of the Student Support Services Center
  - (3) Director of the General Affairs Division
  - (4) Director of the General Affairs Division at Kyotanabe Campus
  - (5) One of the secretaries of the Office of Ethics Review
  - (6) Sixteen members selected from faculty
  - (7) Six members selected from academic staff
  - 2 The Prevention Committee shall have a chairperson and two vice-chairpersons.
  - 3 The Chairperson and Vice-chairpersons of the Prevention Committee shall be appointed by the President from among the committee members.
  - 4 The Chairperson shall call the Prevention Committee and preside over it.
  - 5 Matters regarding the Vice-Chairperson shall be prescribed separately.
  - 6 When the Chairperson is unable to attend to his/her duties, the Vice-Chairperson shall perform the duties of the Chairperson on his/her behalf.
  - 7 The term of office for the Committee members referred to in Items 6 and 7 of Paragraph 1 shall be two years. However, this shall not preclude them from being re-appointed.
  - 8 Those falling under the following items may not become Prevention Committee members for handling the relevant consultation issue.
    - (1) The persons concerned in the consulted issue
    - (2) Besides the previous item, any person whose participation may impede fair and impartial deliberations of the Prevention Committee.
  - 9 The Prevention Committee may hold a meeting with the attendance of one half or more of its total members, and make a resolution by two thirds or more of the votes.
  - 10 The Prevention Committee may, when necessary, request the attendance of individuals other than the Committee members to hear additional opinions about the matters under discussion.

#### ■ The Executive Committee

- Article 10** The Prevention Committee shall establish the Executive Committee, and shall refer deliberations regarding the handling of the consultation issue to the Executive Committee.
- 2 The Executive Committee shall consist of a chairperson and two vice-chairpersons. Those falling under the following items may not become the Executive Committee members for handling the relevant consultation issue.
    - (1) A person who himself/herself has consulted about campus harassment
    - (2) Besides the previous item, any person whose participation may impede fair and impartial deliberations of the Executive Committee.

If a vacancy occurs on the Executive Committee due to the above, the President shall appoint an individual from among the Prevention Committee members to fill the vacancy.
  - 3 The Executive Committee shall, depending on the content and nature of the consultation, decide whether to notify the accused person regarding the consultation issue (hereinafter called 'the person of interest') or to take relief measures based on fact-finding investigations.
  - 4 The Executive Committee must, when deciding on the issue referred to in the previous paragraph, respect the opinions of a person who consulted about campus harassment (hereinafter called 'the client') unless the circumstances are exceptional.
  - 5 The Executive Committee may hold a meeting with the attendance of all members, and make a resolution with the unanimous consent of all members.
  - 6 The Executive Committee shall report the decision referred to in Paragraph 3 to the Prevention Committee.

#### ■ The Investigation Committee

- Article 11** The Prevention Committee shall, in the case where the Executive Committee finds it appropriate to take relief measures based on fact-finding investigations, establish an investigation committee for each specific case.
- 2 The Chairperson may, with the consent of the Prevention Committee, request assistance from experts other than faculty and staff of Doshisha University.
  - 3 The Investigation Committee shall clarify the facts of a case through an interview with the client, the person of interest and related people, and report the investigation results to the Prevention Committee within three months after the establishment of the Investigation Committee. Should the Investigation Committee be unable to report within the allotted three months, they must present a logical reason for the delay and set a precise date to present the result, and receive the approval of the Executive Committee.
  - 4 Matters regarding the Investigation Committee shall be prescribed separately.

#### ■ Notice, etc.

- Article 12** The Prevention Committee shall, in the case where the Executive Committee finds it appropriate and with the consent of the client, notify the person of interest of the claim against him/her, and warn him/her to try to prevent and correct campus harassment.
- 2 The Prevention Committee may, in the case where the client requests it and the Executive Committee finds it appropriate, notify the immediate superior of the person of interest of the claim against the person of interest, and request the said superior to give instructions and advice to the person of interest.
  - 3 The Prevention Committee shall, in the case where the Executive Committee finds it appropriate to take relief measures based on the investigation by the affiliation of the person of interest, notify the immediate superior

of the person of interest, with the consent of the client, of the claim of campus harassment and request the said superior to improve the environment.

- 4 The immediate superior of the person of interest requested to improve the environment referred to in the previous paragraph must report immediately to the Prevention Committee the results of measures taken to improve the environment within each affiliation group.
- 5 The Prevention Committee must, in the case where the client requests anonymity when giving a notice or warning to the person of interest, take all possible measures to ensure the client is not identified. However, in the case where the person of interest or the immediate superior of the person of interest learns of the name of the client from the content of the notification, and there is no negligence on the Prevention Committee, the Prevention Committee shall not be liable.
- 6 The person of interest who receives the notice referred to in Paragraph 1 may make an objection against it within 14 days after the next day of receipt.
- 7 In the case where the problem is not resolved after the notice and warning is given to the person of interest referred to in Paragraphs 1 to 3, the client may request the Prevention Committee to take relief measures based on the fact-finding investigation.

#### ■ Filing of Objection

**Article13** In the case where the client, the person of interest, or the perpetrator is dissatisfied with the decision regarding the determination of campus harassment, he/she may file an objection only once, in writing, to the Prevention Committee within 14 days after the nextday of notification referred to in Paragraph 4 of Article 8.

#### ■ Validity of Objection

**Article14** When receiving an objection in writing referred to in the previous article, the Prevention Committee shall deliberate on the validity of the objection, as well as whether or not to initiate re-examination.

#### ■ Re-examination

**Article15** Regarding the re-examination referred to in the previous article, the provisions in Article 11 shall apply mutatis mutandis.

- 2 The client, the person of interest, or the perpetrator may not file a second objection against the decision of the re-examination conducted by the Prevention Committee.

#### ■ Ban on Prejudicial Treatment

**Article16** Those affiliated with Doshisha University must never give unfair or disadvantageous treatment to the client, or a person who has cooperated in the confirmation of facts regarding the alleged incidents, because of their involvement.

#### ■ Preservation of Confidentiality

**Article17** All persons engaged in consultation or investigation, etc. of campus harassment must respect the honor, privacy, and other human rights of the persons involved, and must not disclose any information obtained to other people.

#### ■ Concealment of Facts/ False Claim for Consultation

**Article18** All the constituent members of Doshisha University specified in Paragraph 1 of Article 3 must not conceal the facts regarding an act of campus harassment.

- 2 All the constituent members of Doshisha University specified in Paragraph 1 of Article 3 must not make false claims with malicious intent during consultation.

#### ■ Storage of Related Documents

**Article19** All minutes, reports and related documents shall be stored by the Ethics Review. Office.

#### ■ Measures Taken by Doshisha University

**Article20** The President of Doshisha University shall, when receiving the report referred to in Paragraphs 3 and 5 of Article 8, take necessary measures.

- 2 The President shall also implement necessary measures to prevent reoccurrence of campus harassment and any secondary harm.

#### ■ Administration

**Article21** Administrative and clerical work regarding these regulations shall be conducted by the Ethics Review Office.

#### ■ Revision or Abolition of Regulations

**Article22** The revision or abolition of these regulations shall be determined by the President through the deliberation of the Prevention Committee and Directors Meeting.

#### Supplement

These regulations shall take effect on April 1st, 2019.



Doshisha University Campus Harassment Prevention Committee  
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