

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 doer is someone other than a Student or a Direct Employee, Doshisha University may require the company or organization, etc. with which the doer 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) Thirteen 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 5 and 6 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 issues.
 - (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 in 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

Article 13 In the case where the client or 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 next day of notification referred to in Paragraph 4 of Article 8.

■ Validity of Objection

Article 14 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

Article 15 Regarding the re-examination referred to in the previous article, the provisions in Article 11 shall apply mutatis mutandis.

2 The client or 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

Article 16 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

Article 17 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

Article 18 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

Article 19 All minutes, reports and related documents shall be stored by the Ethics Review Office.

■ Measures Taken by Doshisha University

Article 20 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**

Article 21 Administrative and clerical work regarding these regulations shall be conducted by the Ethics Review Office.

■ **Revision or Abolition of Regulations**

Article 22 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 the first day of April, 2019.