

○ **Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools,  
Junior High Schools, and Senior High Schools Operated by the Ritsumeikan Trust**

Enacted on June 20, 2007

Regulation No. 731

Article 1: Purpose

The purpose of these regulations is to specify the necessary matters concerning measures to prevent harassment at Ritsumeikan University and the elementary schools, junior high schools, and senior high schools operated by the Ritsumeikan Trust (hereinafter “Ritsumeikan Affiliated Schools”) and to properly respond to issues arising from harassment; thereby ensuring justice during the course of education, research, study, and work at Ritsumeikan University and Ritsumeikan Affiliated Schools and protecting the interests of all university students, school-age students, and young children (hereinafter “students”) as well as teaching staff and other staff.

Article 2: Definitions

For the purpose of these regulations, the following terms shall have the meaning as defined in the items below.

(1) The term “harassment” is defined as speech or behavior perpetrated by teaching staff and other staff that inflicts disadvantage or discomfort on other teaching staff, students, or relevant parties, thereby violating their human rights; or speech or behavior by students or relevant parties that inflicts disadvantage or discomfort on other students, teaching staff and other staff, thereby violating their human rights

(2) The term “sexual harassment” is defined as sexual speech or behavior that inflicts any disadvantages or discomfort on others against their wishes, thereby violating their human rights.

(3) The term “academic harassment” is defined as speech or behavior that, through the abuse of an advantageous position in power or through a hierarchical relationship in a situation of education and research, harms the interests or rights relating to the education, research, and study of others. It does not necessarily involve sexual speech or behavior.

(4) The term “power harassment” is defined as speech or behavior that harms the interests, rights, character, or dignity of others in a work situation or elsewhere, or speech or behavior that deteriorates the environment of a workplace or other situations. It is the abuse of authority in a working position or of an advantageous position in human relations or other areas that oversteps the bounds of appropriate guidance or admonition, thereby inflicting psychological or physical pain on others in subordinate positions.

(5) The term “teaching staff and other staff” is defined as teaching staff and non-teaching staff on any employment status regardless of whether or not they work fulltime. This includes dispatched staff and contract-based staff who work at Ritsumeikan University and Ritsumeikan Affiliated Schools as well as

researchers without direct employment relations with the university.

(6) The term “students” is defined as any individual who studies at Ritsumeikan University or a Ritsumeikan Affiliated School.

(7) The term “relevant party” is defined as parents or guardians of students as well as business operators, their employees, and others, who have a working relationship with Ritsumeikan University and Ritsumeikan Affiliated Schools.

#### Article 3: Responsibilities of teaching staff, other staff and students

Teaching staff, other staff and students shall not commit harassment and shall conduct themselves in accordance with these regulations and with the separately established “Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Guidelines” (hereinafter “Guidelines”).

#### Article 4: Responsibilities of the Chairman

1. The Chairman shall keep teaching staff and other staff informed of these regulations.
2. The Chairman shall provide training to new teaching staff and other staff so that they can be familiar with the basic matters concerning harassment prevention.
3. The Chairman shall provide training to teaching staff and other staff who newly assume a position to supervise teaching staff and other staff (hereinafter referred to as “supervisors”) so that the supervisors can be familiar with their role regarding harassment prevention.

#### Article 5: Responsibilities of supervisors

The supervisors shall hold activities such as training in an effort to prevent harassment and shall make prompt and proper response to issues arising from harassment if such issues occur.

#### Article 6: Establishment of the Harassment Prevention Committee

The Harassment Prevention Committee (HPC) (hereinafter referred to as the “Committee”) shall be established at Ritsumeikan University and Ritsumeikan Affiliated Schools, with an aim to prevent harassment and to properly respond to issues arising from harassment if such issues occur.

#### Article 7: Duties of the Committee

1. The Committee shall engage in the duties specified in the following items for the aim expressed in the preceding article.
  - (1) Awareness-raising activities, training, and training support for harassment prevention
  - (2) Investigations into cases of harassment
  - (3) Settlement of harassment issues and recommendations for measures
  - (4) Guidance for preventing the recurrence of harassment
  - (5) Completion of reports on Ritsumeikan University and Ritsumeikan Affiliated Schools’ efforts for harassment prevention and the publication of such reports

- (6) Establishment of guidelines
  - (7) Other matters necessary for harassment prevention
2. The Committee shall establish an Investigative Committee as necessary. The composition of the Investigative Committee shall be determined before each establishment.

Article 8: Composition and operation of the Committee

1. The Committee shall be composed of those specified in the following items.
- (1) Chairperson: 1
  - (2) Vice Chairpersons: 5
  - (3) Committee members: More than one
  - (4) Chief Administrative Officer: 1
2. The Chairperson shall represent the Committee and control all the operations.
3. The Vice Chairpersons shall assist the Chairperson. In case the Chairperson has difficulty fulfilling its duties, the Vice Chairperson designated by the Chairperson shall act for the Chairperson.
4. Notwithstanding Paragraph 1, The Chairperson may permit the expert members specified in Article 9, Paragraph 5 to attend a meeting of the Committee.
5. The Committee may hold a meeting with the attendance of a majority of all members, excluding the expert members of the Committee.

Article 9: Selection of the Committee

1. The Chairperson shall be designated by the Chancellor.
2. One of the Vice Chairperson positions shall be assumed by the Executive Trustee of General Affairs, and one by the Director of the Center for Research and Training. The remaining three positions shall be appointed by the Chairperson. Each of the appointed Vice Chairpersons shall be stationed on the following campuses: Kinugasa Campus, Biwako-Kusatsu Campus, and Osaka Ibaraki Campus.
3. The Committee members and Chief Administrative Officer shall be appointed by the Chairperson.
4. The Chairperson, Vice Chairpersons, Committee members, and Chief Administrative Officer shall hold their office for one year and may be re-appointed.
5. The Chairperson may appoint expert members of the Committee from professionals outside the university as necessary.

Article 10: Counseling

1. Students, teaching staff and other staff, and relevant parties may seek counseling related to harassment.
2. Counseling shall be provided for victims of harassment and those specified in the following items:
- (1) Those who have witnessed a case of harassment against others and felt uncomfortable
  - (2) Those who have been identified as a perpetrator of harassment by others
  - (3) Supervisors who have consulted on a case of harassment

#### Article 11: Making a complaint

A victim of harassment may make a complaint by selecting a method of settlement from those specified in the following items.

(1) Settlement by “Notification”

A method to seek a settlement by notifying the individual who has been suspected of committing harassment (hereinafter referred to as the “other party”) that harassment counseling has been provided regarding a particular act, with the identity of the counselee kept anonymous or disclosed according to his/her wishes.

(2) Settlement by “Adjustment”

A method to seek a settlement by adjusting the differences in the claims from a harassment complainant and the other party from a fair point of view

(3) Settlement by “Investigation”

A method to seek a settlement by judging the occurrence of harassment based on a fair investigation of the facts and reporting of investigation results to the parties involved

#### Article 12: Recommendations

1. If the Committee judges that the harassment committed is serious and deserving of disciplinary action, the Chairperson may issue a recommendation to request disciplinary procedures. Recommendations regarding students are made to the Chancellor. Recommendations regarding teaching staff and other staff are made to the Chairman.
2. The Chairperson may issue a recommendation for measures and responses required to resolve problems originating from the harassment. Recommendations regarding students are made to the Chancellor. Recommendations regarding teaching staff and other staff are made to the Chancellor or Chairman.

#### Article 13: Emergency Measures

If the Chairperson judges that emergency response is required for the counseling or complaint, the Chairperson may request appropriate measures from the supervisor after having obtained agreement from the counselee or complainant.

#### Article 14: Harassment Advisors

1. In response to counseling or complaints about harassment from teaching staff and other staff or students, Harassment Advisors (hereinafter referred to as “Advisors”) shall be positioned under the Committee.
2. Advisors shall be appointed by the Chairperson.

#### Article 15: Responsibilities of Advisors

1. Advisors shall follow the Guidelines when they offer counseling or respond to complaints.
2. Advisors shall immediately report to the Chairperson the cases in which they offer counseling.

#### Article 16: Confidentiality

All individuals who are involved in counseling, complaints, investigations, and the settlement of

harassment issues shall respect privacy, honor, and human rights, and shall not divulge to outsiders the details of counseling or complaints, or any other confidential information that may have come to their knowledge. The same shall apply after they have resigned from office.

Article 17: Prohibition of disadvantageous treatment

The Chancellor, chairman and supervisors shall not give teaching staff and other staff or students disadvantageous treatment by reason of such staff or students having used counseling, made a complaint, cooperated in investigations, or made any other proper response to harassment.

Article 18: Application mutatis mutandis

These regulations shall apply mutatis mutandis to the executives at the Ritsumeikan Trust and the trust's staff. In this case, "teaching staff and other staff" shall be replaced with "executives and the trust's staff."

Article 19: Revision and abolition

The Executive Board of Trustees shall be responsible for the revision or abolition of these regulations.

Supplementary Provisions (March 28, 2018: Completely amended (added sections on recommendations, etc.) in conjunction with the restructuring of the Ritsumeikan University Harassment Prevention Committee into the Ritsumeikan University and Ritsumeikan Affiliated School Harassment Prevention Committee)

- 1 These regulations shall take effect as of April 1, 2018.
- 2 In conjunction with putting these regulations into effect, the Harassment Prevention Regulations for Teaching Staff and Other Staff of Ritsumeikan Affiliated Schools was abolished.