

# Guidelines for Preventing Harassment at Kanagawa University of Human Services

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## Section 1: Matters to Be Recognized by Executives, Faculty, Staff, Students, and Members of the University Community to Prevent Harassment

### 1. Importance of Awareness

To prevent harassment, faculty, staff, students, and members of the university community must fully recognize the importance of the following matters when interacting with others:

- (1) Respect each other's personalities. In particular, faculty and staff should be mindful of respecting the human rights of students and others.
- (2) Maintain the awareness that each person is a vital partner.
- (3) Eliminate the mindset of viewing others solely as objects of sexual interest.
- (4) Eliminate the perception of the opposite sex as inferior.
- (5) Avoid dominating through power dynamics or exerting psychological pressure.
- (6) Be mindful of social differences.

### 2. Basic Mindset

Faculty, staff, students, and members of the university community must fully recognize the following matters concerning harassment:

- (1) Whether an action constitutes harassment may vary depending on the individuals involved, their relationship, gender, and the person's position, making the other party's judgment crucial. Specific examples include the following:

- ① Even if words or actions are intended to express familiarity, they may cause discomfort to others regardless of the speaker's intent.
- ② Whether something is perceived as unpleasant varies from person to person.
- ③ Do not make the presumption that the other person will tolerate a particular statement or behavior.
- ④ Do not assume that you have a good relationship with the other person.

(2) If you understand that the other person has refused or is displeased, never repeat the same words or actions.

(3) Regarding whether it constitutes harassment, the other party may not always express their feelings.

It is essential to fully recognize that victims of harassment may be unable to refuse due to considerations regarding relationships with superiors, academic advisors, or others, and that the victim may not always explicitly express their objection. Such silence should not be mistaken for consent or agreement.

(4) It is not sufficient to pay attention only to harassment within the university.

For example, be equally cautious at social gatherings or seminars where workplace relationships continue.

### **3. Conduct that may constitute harassment**

Examples of conduct that may constitute harassment include the following:

(1) Conduct that may constitute sexual harassment

① Conduct commonly occurring on or off campus

a. Sexually inappropriate remarks and comments

○ Remarks motivated by sexual interest or desire

- Discussing physical characteristics, such as asking about body measurements.
- Exchanging unbearably obscene jokes.
- Saying things to a woman who seems unwell, like, "Is it that time of the month?" or "Are you going through menopause already?"
- Asking about marriage plans or "No kids yet?" out of mere curiosity.
- Questioning about sexual experiences.
- Spreading sexual rumors or making someone the target of sexual teasing.

○ Remarks based on intent to discriminate by gender

- Making statements like "You're a man, yet you lack guts," "You can't trust women with work," or "Women should just be the flowers of the workplace."
- Using derogatory terms that deny a person's character, such as "boy/girl" or "uncle/auntie."

b. Sexually inappropriate conduct and behavior

○ Conduct motivated by sexual interest or desire:

- Posting nude posters, etc., in the workplace.
- Deliberately showing or reading obscene photos or articles from magazines, etc.
- Displaying obscene images on workplace computer monitors.
- Staring persistently at someone's body or making unnecessary physical contact.
- Persistently inviting someone to meals or dates.
- Making sexually explicit phone calls or sending sexually explicit letters or emails.
- Providing unnecessary one-on-one instruction.
- Peeping into bathrooms, changing rooms, etc.

○ Conduct based on discriminatory intent toward a particular gender

- Forcing women to perform tasks like making tea, cleaning, or running personal errands solely because they are female.
- Unfairly undervaluing a woman's work or research achievements solely because she is female.

② Conduct that tends to occur primarily outside campus:

○ Conduct motivated by sexual interest or desire:

- Forcing sexual relations.
- Forcing someone to change into a yukata during banquets at work or seminar trips.
- Forcing someone to accompany on business trips or unnecessarily summoning them to a private room at the destination.
- Coercing someone into driving you to or from your home.
- Following someone to their residence or other location.

○ Conduct based on intent to discriminate by gender:

- At drinking parties, assigning seating next to someone of the opposite sex, or forcing someone to pour drinks, sing duets, or dance.

(2) Conduct that may constitute power harassment

○ Abusing one's authority or position:

- Yelling at someone in front of colleagues or others.
- Yelling at someone after calling them out alone.
- Threatening by banging on desks or walls.
- Making constant, petty, sarcastic remarks.

- Completely dismissing a person's character or work performance.
- Demeaning their abilities.
- Forcibly imposing one's own methods.
- Shifting blame onto them.
- Withholding work or information.
- Forcing them to resign.

(3) Conduct that may constitute academic harassment

- In research and educational settings:
  - Engaging in harassment based on gender discrimination.
  - Excluding individuals from research teams, or engaging in corporal punishment or bullying.
  - Misappropriating research findings or ideas.
  - Requiring individuals to perform tasks unrelated to their research or studies.
  - Obstructing research by denying access to literature, books, or equipment.
  - Prohibiting access to the laboratory without justifiable reason.
  - Obstructing applications for research funding.

#### **4. Disciplinary Action**

Faculty and staff should recognize that harassment may constitute misconduct and lead to disciplinary action. Students should also recognize that disciplinary action may apply.

**Section 2: Matters to be recognized in order to ensure an appropriate environment for academic pursuits or employment**

The academic and work environments are largely shaped through the cooperation of faculty, staff, students, and members of the university community. Therefore, to prevent harassment from damaging these environments, faculty, staff, students, and members of the university community must actively strive to pay attention to the following matters:

- 1. Do not view faculty, staff, students, or other individuals who raise concerns regarding harassment as so-called troublemakers, nor dismiss harassment-related problems as personal matters between the parties involved.

For issues that can be resolved through measures such as utilizing meetings, it is necessary to consistently strive to address them collectively as an opportunity to ensure an appropriate environment for study or work.

- 2. To prevent individuals from becoming perpetrators or victims of harassment, be mindful of those around you and take necessary actions. Specifically, sufficient attention must be paid to the following matters, and necessary actions must be taken:

- (1) If harassment is observed, issue a warning.

It is necessary to take action, such as issuing a warning at an opportune moment, before harassment triggers serious adverse effects on the academic or work environment.

- (2) If you see or hear about someone being victimized, reach out and offer to talk.

Victims may hesitate to consult others due to thoughts of embarrassment, fear of being labeled troublemakers, or fear of retaliation. To prevent the situation from escalating, it is important to reach out and offer support if you notice anything concerning.

- 3. If harassment occurs in the workplace, do not hesitate to take steps such as consulting with your supervisor or others as a third party to create an environment where you can study or work comfortably.

**Section 3: Matters Expected of Faculty, Staff, Students, and Others When Problems Arising from Harassment Occur**

**1. Basic Mindset**

Faculty, staff, students, and members of the university community are encouraged to be aware of the following points to prevent the harm caused by harassment from becoming severe when it occurs:

(1) Simply enduring it alone will not resolve the problem.

It is crucial to first recognize that ignoring or brushing off harassment does not necessarily improve the situation.

(2) Do not hesitate to take action against harassment.

While it is common to think, "I do not want to be labeled a troublemaker" or "It is embarrassing," it is important to take appropriate action. This is because preventing the harm from becoming more severe, avoiding creating additional victims, and ultimately eliminating harassment are not just personal issues. They are crucial for establishing a proper environment for study or work.

**2. Desired Actions When Believing You Have Been Harassed**

Faculty, staff, students, and members of the university community who experience harassment are encouraged to take the following actions:

(1) Clearly express to the other party that you find their behavior objectionable.

It is important to take a firm stance against harassment by clearly communicating your intentions to the other party. However, when hierarchical relationships or similar factors exist, it may be difficult to speak directly to the person involved. In such cases, using methods such as letters is also an option.

(2) Consult with someone you trust.

First, while it is important to consult with trusted individuals close to you, such as colleagues or friends, you should also consider consulting with the university's counselors or external counseling agencies. When seeking counseling, it is advisable to document the date, time, and details of the harassment, and to obtain third-party testimony.

## **Section 4: Guidance for Students and Others**

To prevent harassment targeting students at the university, it is necessary to ensure that students understand the intent of these guidelines. In doing so, appropriate consideration should be given to ensure necessary and proper educational activities are maintained by providing guidance and other support tailored to the actual circumstances, taking into account factors such as the students' stages of physical and mental development.

Furthermore, efforts must also be made to prevent harassment among students themselves.

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### **Supplementary Provisions**

1. These guidelines shall take effect on April 1, 2018.
2. The previous guidelines for the prevention of harassment at Kanagawa Prefectural University of Health and Welfare shall be abolished.