



Towards a harassment-free campus



Our university addresses harassment with the following basic stance.

- ✓ Harassment to impair dignity of a person as an individual without due cause and worsen the school and working environment is not tolerated.
- ✓ A harassment case will be dealt with fairly and appropriately.
- ✓ A harasser will be dealt with harshly.
- ✓ Educational activities of members of the university are conducted with an eye towards a harassment-free campus.



What is academic harassment?

It is a behavior or statement of a member of our university which would likely be disadvantageous or damaging in education, research, or study to another member against a backdrop of advantage over education and research; it is an infringement on human rights.

Examples of academic harassment

1. Obstruction of research activities

〈Towards students, faculty and staff〉

- 1) Demand for a deviant condition when submitting a scientific paper
 - Submission of a thesis, even it fulfill the requirement
 - Place unreasonable pressure when requesting study results
- 2) Unfair exclusion from the research team
 - Exclude for no reason from a research team to which he/she is entitled to belong
 - Isolate from other research members for no justifiable reason
- 3) Unwarranted restriction on research activities
 - Unfairly evaluating research outcomes
 - Unjustly preventing from presenting research outcomes in academic journals, conferences, etc
- 4) Rejection or neglect of guidance
 - Making no attempt to give guidance for no reason even if asked for guidance
- 5) Take credit for someone's achievements
 - Changing the author and order of authors of a scientific paper for no justifiable reason
 - Put pressure on a student to hand over research accomplishments to his/her academic advisor and others

2. Obstruction of learning and career options

〈Towards students〉

- 1) Violation of a student's right to learn
 - Behaving or making a statement to put a student down during class and behaving and making a statement to exact him/her to follow an instructor's own theory
 - Refusing for no justifiable reason even if a student sought educational guidance
- 2) Hindrance to career options (advancement to graduate school, graduation, or job hunting activities)
 - Refusing to write a recommendation letter for a student applying for a scholarship, JSPS Research Fellowship, etc. due to the supervisor's own personal feelings
 - Threatening against a student's decision making in career options including a faculty member hinting unjustified involvement and influence to the student's choice of advancement to graduate school or employment
 - Making a statement that abuses one's scope of authority in regard to authorization of graduation and thesis defense

3. Coercion in laboratories

- Placing a great deal of pressure on students and research team members to be in the laboratory from early morning to late at night or forcing them to conduct experiments overnight
- Making a specific individual take care of all chores in the laboratory
- Forcing a student to personally bear a payment that should essentially come out of a research budget

4. Obstruction of teaching

〈Towards faculty〉

- Preventing a faculty to teach a course for no justifiable reason
- Making unfair evaluations of a faculty's educational activities

5. Violation of the right to work and obstruction of work duties

〈Towards university employees〉

- Threatening that one has authority to influence career and evaluation
- Giving a noticeably unfair and unjust assessment in an arbitrary manner about job performance
- Withholding necessary job-related information in a deliberate fashion

**Do not become a victim,
do not become a harasser,
know what constitutes**

HARASSMENT

STOP

HARASSMENT



What is Sexual Harassment?

It means a sexual behavior or statement, which makes another person uncomfortable. This is an infringement on human rights.

Sexual Harassment is to cause harm, disadvantage, and discomfort to another person by making unwelcome sexual advances, behaving in a sexual manner, and making sexual contact.

Points to be aware of concerning sexual harassment

- 1) The way a sexual behavior or statement is perceived greatly varies among individuals (regardless of gender) and the position of the person, etc.
Since the difference in perception is entirely based on people, when determining whether or not something falls under sexual harassment, the judgement of the other person becomes important. Therefore, please watch out for the following.
 - Even if the behavior or statement is intended to show tenderness, sometimes it might make another person uncomfortable regardless of your intention
 - Whether or not something feels uncomfortable varies greatly among individuals
 - The wrong assumption that such a matter would also be tolerated by another person does not apply
- 2) If the other person refuses or is clearly reluctant, do not repeat the same behavior or statement.
- 3) Sometimes one considers human relations and cannot say no even if he/she is victimized by sexual harassment and if it is from an academic advisor, superior, etc.
Do not mistake it for consent and agreement because of a positive denial from another person.
- 4) It is not sufficient to guard against sexual harassment only while on-campus.
One also has to be careful when in farewell and welcome parties, seminar drinking parties, etc. where human relations on-campus continue without change.

(Note: Regardless of gender includes sexual preference, gender identity, and LGBT.)

Examples of Sexual Harassment

Remarks which contain sexual content

- Sharing intolerable and vulgar jokes
- Asking about sexual experiences and sex life
- Spreading sex-related rumors, subjecting others to sexual ridicule

Sexual behavior

- Persistently inviting for meals or dates
- Making a phone call and sending a letter and e-mail of a sexual nature
- Making unwanted physical contact

To those wishing to receive counseling

If you observe or been the target of behavior you perceive as harassment, contact the Harassment Counseling Center or one of our harassment advisers.

Our counselors go through the problem with you and work another solution, under completely protecting your privacy, so please feel free to contact us.

Counseling

Counseling is generally provided in person, but we can also make arrangements to offer counseling via phone, letter, and e-mail.

When using the Harassment Counseling Center

Professional counselors will offer individual guidance. Hours of operation is from 8:30 to 17:15. (It is possible to adjust the hours of operation if you make an appointment in advance.)

TEL: 029-853-8449 E-Mail: stop-harassment@un.tsukuba.ac.jp

When coming to see our Harassment Advisers

"manaba" Learning Management System > "Harassment Prevention" (Note: Required to Register for the Course) > Harassment Counseling Center > Contact List of Harassment Advisers

Select a harassment adviser from the list of advisers listed above, and establish contact with each person after checking the day and time of the counseling.

The counseling is generally conducted with two advisers, but should you wish, we can also arrange one-on-one sessions.

Note: For the two advisers to ready themselves, they will make adjustments so contact one adviser first.



What is power harassment?

It is a behavior or statement to cause emotional distress and physical pain or worsen the working environment beyond the appropriate range of work against a backdrop of workplace advantage including professional position and human relations.

For power harassment, the delineation between guidance and training is not uniform.

Even if something is correct at one's occupation, a charged, dominating, and aggressive behavior or statement towards another person has the potential of falling under the category of power harassment when it goes beyond the bounds of socially accepted limits.

Examples of power harassment

1. Behavior or statement based on the instructional method and convention

- Forcing someone to attend social gatherings, farewell and welcome parties
- Loudly reprimanding or warning someone in such a way that would likely give others an unpleasant feeling
- Slamming hands against the desk, kicking the chair, glaring, and ignoring someone who is talking to you
- Behaving in a menacing manner including not answering e-mails necessary for someone's work, research, and career options
- Excessively intervening in personal things and invading privacy

2. Behavior or statement based on the lack of communication

- Insufficient or ambiguous directions, instructions, and advice of research guidance and work contents
- Superiors forcing subordinates to do overtime by assigning duties when the working hours are coming to an end
- Conveying work-related instructions or explanations frequently via only e-mail despite working in close proximity

3. Other

- Isolating from human relations including segregation, preventing someone from attending conferences and trainings, ostracizing, and not exchanging greetings
- Ordering things that are clearly unnecessary at one's occupation, the enforcement of impossible things, the disturbance of work, a low-level job very different from one's qualification and experience or not assigning a job

What is harassment for maternity, child care, family care leave, etc.?

It is a behavior or statement that disturbs the working environment or a behavior or statement which would likely be disadvantageous by reason of pregnancy, childbirth, child care leave, family care leave, etc.

A negative behavior or statement towards university employees who need to take care of children or family members is also capable of becoming the setting for harassment for child care leave, etc.

Examples of harassment for maternity, child care, family care leave, etc.

- Engaging in behavior to disturb the working environment including the suggestion of constructive dismissal, firing, transfer, job displacement, demotion, and other disadvantageous treatment, not assigning a job, and being exclusively occupied with routine business

Note: For a behavior or statement based on the need in the course of one's work, if the said person wishes to and taking a view of the division of labor and safe allocation, maternity harassment does not apply (harassment for maternity, childbirth, etc. in the workplace)

- Prohibiting the request, etc. for utilization of System 2, etc. or utilization of the system, etc
System 2 means the measures in connection with health care during pregnancy and after childbirth (measures for maternity health care) and on-campus support system of maternity leave after childbirth, child care and family care leave, etc
- Harassing someone about one's pregnancy, childbirth, or taking child care leave

In order to ensure a harassment-free education and research environment, our university established the Harassment Prevention Regulations and the Harassment Prevention Guidelines and is continuously working to prevent harassment, offer counsel, and resolve problems.

Please check the university website; "manaba" Learning Management System.

Protection of privacy

Our university has never divulge the counseling or its details on or off-campus without the approval of the person receiving the counseling. Rest assured that the privacy of the person receiving the counseling will be protected.

In addition, the university will take all possible measures so that the person who is accused of harassment does not treat in a disadvantageous manner the concerned parties including the person receiving the counseling for receiving the harassment counseling.



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