

Guidelines for the Prevention of Campus Harassment at Meiji University

I. Purpose of the Guidelines

- Meiji University's basic attitude toward campus harassment prevention, etc. -

In upholding its guiding principles of “Rights and Liberty, Independence and Self-government,” Meiji University (including Meiji University High School and Meiji University Junior High School, hereinafter collectively referred to as the “University”) is thoroughly dedicated to education, research, community service, and other activities in order to fulfill its mission: “To the World: Empower the Individual, Link to the World and the Future” and “Building a free, peaceful and abundant society by fostering intellectual achievement and professional development.”

In order to make this a reality, it is essential for the University, as a base for educational and research activities, to provide its students, faculty members, and other related individuals with an environment in which they can comfortably learn, continue their education/research and work.

To ensure a comfortable environment for education/research, learning, and work, it is necessary for all members of the diverse University community, including persons with disabilities and members of minority groups, to recognize each other's personhood and respect one another as individuals – in other words, to guarantee their human rights. Degrading or denying someone's personhood can not only deprive them of the right to learn, but also infringe upon their right to teach, conduct research, and work, thereby threatening the very founding spirit of the University.

In accordance with Article 5, Paragraph 1 of the Meiji University Regulations on the Prevention of Campus Harassment, etc., these Guidelines stipulate matters that University members must recognize in order to prevent and eradicate campus harassment at the University, as well as matters that they need to know when taking concrete actions in the event of a campus harassment case. Each and every member of the University is expected to understand these Guidelines and act accordingly to make the University a completely harassment-free campus.

Please note that, for the purposes of illustration, language that may be considered offensive will be used in some examples.

II. What is Campus Harassment?

“Campus harassment” refers to any and all unwelcome or inappropriate remarks or conduct that result in discomfort and/or any disadvantage to other individuals, or any and all forms of discriminative or disadvantageous treatment of others resulting in infringement of their human rights and deterioration of their education/research,

learning, and working environments.

Campus harassment can take many forms. These include sexual harassment involving sexual remarks, behaviors, and other actions, academic harassment through remarks, behaviors, and other actions concerning education/research and learning, power harassment through remarks, behaviors, and other actions on the basis of an official status or position of authority, moral harassment involving languages and attitudes that hurt others' feelings, and alcohol harassment that can occur while drinking with others.

The following are concrete examples of each form of harassment. Please note that these are merely examples of campus harassment cases, and the definitions of each form of harassment are in no way limited to the situations described below.

1. Sexual Harassment

Sexual harassment is typically sub-classified into two categories. The first involves conduct that confers or attempts to confer some benefit or disadvantage through sexual remarks or behaviors in the course of guidance, advice, employment, management, or any other activities within and outside the University in the course of education/research, learning, work, and extracurricular activities (abuse of authority / quid pro quo sexual harassment). The second involves repeated sexual demands, remarks, or behaviors that result in the discomfort of others and deterioration of their education/research, learning, work, and extracurricular activity environments (hostile environment sexual harassment).

(Examples)

(1) Abuse of authority / quid pro quo sexual harassment

- a. Educational/research guidance and evaluation, academic records, determination of personnel affairs and working conditions, or business directions that are dependent on whether or not a person submits to unwelcome sexual demands
- b. Educational/research guidance and evaluation, academic records, determination of personnel affairs and working conditions, or business directions that are used as conditions for sexual advances
- c. Sexual interest expressed in the course of education, guidance, business, or activities outside of duty hours

(2) Hostile environment sexual harassment

- a. Persistent solicitation of sexual activity or relationships against a person's will
- b. Forcible touching or sexual conduct, or any attempt to do the same
- c. Intently viewing a person's body or making unwanted advances that

- cause sexual discomfort to the person
- d. Deliberately forcing gender roles upon an individual
- e. Incessantly sending e-mails, etc. out of sexual interest
- f. Remarks, behaviors, or other actions conveying sexist attitudes
- g. Stalking

2. Academic Harassment

Academic harassment refers to inappropriate or unjust remarks and behaviors, guidance, treatment, or other actions by individuals who, by using the power afforded to them by their authoritative position or higher or otherwise superior status in educational and research relationships, the workplace, or other situation, infringe upon the rights of their students to learn, conduct research, or perform other duties, or offend their students' personal dignity, regardless of their actual intention.

Academic harassment can occur in the course of education/research. Even though such behavior may be meant as enthusiastic research guidance or professional conduct out of goodwill, the recipients might interpret the same as harassment based on relationships of power. Such power relationships at the university campus are assumed to be maintained outside of the university as well, such as during trips to academic conferences and among seminar members and extracurricular activities. Remarks, behaviors, and other actions here include not only persistent and continual "bullying," but also such conduct that happens on only a single occasion.

(Examples)

- (1) Academic harassment in learning and education
 - a. Rejection or neglect of educational guidance without due reason
 - b. Forcing of someone to achieve tasks that, in light of common sense, are impossible
 - c. Refusal to allow someone to proceed or transfer to other universities, offices, or laboratories
 - d. Exclusion from extracurricular activities or seminars without due reason
 - e. Unfair or unequal grading (not admitting promotion, graduation, or completion without due reason or refusal to grant academic credits)
 - f. Speech implying that matters irrelevant to academic evaluation would be linked to grading
 - g. Forcible guidance under inappropriate circumstances
- (2) Academic harassment in research
 - a. Unjust restriction on the use of equipment, research funds, materials, etc.
 - b. Unjust restriction of research paper presentations

- c. Forcing of someone to engage in academic societies or research activities that would be difficult from an economic perspective
 - d. Unjust exclusion from a research team
- (3) Academic harassment in educational activities and work
- a. Markedly unfair/unequal evaluations of educational and business matters
 - b. Abuse of power with regard to promotions and evaluations
 - c. Forcing of someone to perform tasks on a daily basis that would be impossible to accomplish within regular work hours

3. Power Harassment

Power harassment refers to inappropriate or unjust remarks, behaviors, guidance, treatment, or other actions by individuals who, by using the power afforded to them by their authoritative position or higher or otherwise superior status in the workplace, etc., infringe upon their subordinates' or colleagues' right to perform duties, or offend their personal dignity, regardless of their actual intention. Power relationships at the university campus are assumed to be maintained outside of the university as well, such as during extracurricular activities. Remarks and behaviors here include not only persistent and continual "bullying," but also such conduct that happens on only a single occasion.

(Examples)

- (1) Violence and injury
- a. Physical assault of others by poking, tapping, pushing up against a wall, etc.
 - b. Physical assault resulting in injury
- (2) Verbal/written harassment through speech, e-mails, SNSs, etc.
- a. Speech using words that impinge upon the dignity of others, such as "Incompetent," "Idiot," "This is why you're such a screwup."
 - b. Loud reprimands given in a coercive manner (intimidation or violent language)
 - c. Intentional ignorance when subordinates speak about business matters
 - d. Persistent sending of e-mails, etc. that deviate from business, extracurricular activities, etc.
 - e. Injury to someone by writing posts on blogs, Twitter, message boards, or other online spaces
- (3) Hostile environment harassment
- a. Forcing of others to participate in or cooperate with private life or private activities
 - b. Unjust remarks, behaviors, or treatment based on personal information that is made available in the course of business or by way of one's

- position
- c. Intentional refusal to communicate information necessary for the execution of business
 - d. Unjust exclusion from extracurricular activities
 - e. Assumption of an attitude of refusing to give advice on a graduation thesis or research theme, answer questions, provide comments on a paper, etc. (dereliction of supervision or neglect)
- (4) Abuse of power
- a. Markedly unfair/unjust evaluations or treatment through abuse of power concerning promotions, evaluations, employment, personnel allocation or transfer, etc.
 - b. Markedly unfair/unjust evaluations or treatment concerning business, extracurricular activities, etc.
 - c. Forcing of someone to follow unjust and arbitrary rules
 - d. Forcing of someone to engage in unjust or illegal conducts
 - e. Forcing of someone to perform tasks on a daily basis that would be difficult to accomplish within regular work hours
 - f. Orders to perform duties that require a significantly lower level of competency or experience, or failure to give others work to do without rational reason (unreasonably low demand)

4 Moral Harassment

Moral harassment refers to psychological violence through language, attitude, or otherwise. It is a form of conduct that, through the use of language, attitude, gestures, written documents, and so forth, can offend the personal dignity of others and deteriorate their learning, research, and work environments. What is unique about this form of harassment is that it can happen among colleagues or peers who are supposed to be equal, as well as among persons separated by a vertical relationship, and that it often happens in situations that are often not visible to others, such as behind closed doors or online.

In many cases, victims of moral harassment are harassed over a long period and they often experience considerable psychological and physical suffering, including depression and psychosomatic disorders. When an individual is suffering from a strong psychological impact, they might be susceptible to the influence of mind control. To improve such situations, it is essential for those around the individual to quickly perceive what is going on and act accordingly as soon as possible.

(Examples)

- (1) Refusal to speak to specific individuals, or persuading others to alienate

specific individuals

- (2) Severance of human relationships
- (3) Repeated intentional interruption of someone's speech
- (4) Circulating false rumors to discredit someone

5. Other Forms of Harassment

There are many forms of harassment other than those described above. It is important to take care that such cases do not occur without one realizing it, whether on campus or elsewhere.

(Examples)

- (1) Alcohol harassment

Drinking alcohol together with acquaintances from the university is a common occurrence. On such occasions, it is essential to remember to avoid harassment, such as forcing others to drink alcohol.

- (2) Gender harassment

Imposing traditional gender roles upon someone can be a form of harassment. Remarks like "You're a man, aren't you?" or "As a woman, you should..." can be a form of harassment for sexual minorities.

- (3) Harassment of persons with disabilities, minorities, etc.

It is the University's policy to support minorities and persons with disabilities in accordance with the Act for Eliminating Discrimination against Persons with Disabilities. It is necessary for members of the University to always respect each other while working, doing research, or studying on the same campus.

- (4) Secondary harassment

Secondary harassment refers to cases where someone has the courage to speak out about harassment, but suffers additional damage instead. Field supervisors need to deal with harassment cases appropriately and with the utmost care by keeping cases confidential.

Some of the examples above overlap among the various harassment categories. It is necessary to understand that campus harassment can occur through a combination of various cases. In addition, any and all conduct among students or friends that is in violation of fundamental human rights, including psychological abuse (complete negation of one's personhood, etc.), malicious slander, and violence or physical punishment, all constitute campus harassment.

III. Scope of Application

These Guidelines are applicable to the "Members of the University," which refers to all individuals involved in the University in terms of education/research and

business, and includes students of the University (including scholarship students, non-degree students, auditing students, research students, and exchange students), faculty members (including academic staff, contract staff, and temporary staff), executive trustee (including auditors), researchers taken in by the University, students' legal guardians, instructors supporting extracurricular activities via athletics associations, clubs, or related groups, external lecturers and students of Liberty Academy, and contractors.

Furthermore, in principle, harassment cases involving the Members of the University fall within the scope of these Guidelines, regardless of whether they occur on University premises.

IV. For Campus Harassment Prevention

The most important factor in preventing campus harassment is the united efforts of each and every Member of the University. Once a case of harassment has occurred, both parties are saddled with the enormous burden of undergoing the process of consultation, investigations, coordination, relief, education, advice, recommendations, and judgment (hereinafter, "Consultation, Investigation, Relief, Education, etc."). To prevent such an event from happening in the first place, it is imperative for all Members of the University to make constant efforts to deepen their understanding of how campus harassment can be avoided and to act in a responsible manner.

1. Roles of the Meiji University Educational Foundation (Establishing Body)

It is necessary for the Meiji University Educational Foundation to support the establishment of a chain of instruction/command in terms of personnel, facilities/equipment, and systems so that autonomy can be consistently maintained at each site. Specific policies in this regard include allocating personnel in such a way that specifies the supervisors at each campus, clarifying their roles, developing facilities that foster good human relationships, and establishing systems for creating a comfortable working environment. It is also necessary to educate supervisors and other Members of the University on the harassment prevention.

2. Roles of On-Site Supervisors, Including Deans of Undergraduate/Graduate Schools, Department Chairs, General Managers, and Managers

An important role is played by managerial and administrative posts, who are responsible for education, guidance, and supervision at their respective schools, institutions, and organizations. In order to preserve Meiji University's guiding principles of "Rights and Liberty, Independence and Self-government," it is crucial for everyone to make efforts on an individual basis, rather than simply leaving the

job to someone else.

Supervisors have a “duty of care,” which means that they are required to manage the education/research, learning, and working environments at each site (schools, departments, administrative offices, etc.). Accordingly, they are obliged to provide training and perform consultation, investigation, relief, etc. as necessary in order to prevent campus harassment. At the same time, they are expected to listen to what the victims have to say, thereby preventing campus harassment from occurring.

A complaint or consultation request concerning campus harassment (hereinafter, “Complaint”) that has been filed with their post of duty may be responded to in a variety of ways depending on its nature. For example, some should be dealt with by their post of duty, while others may be better left to the Campus Harassment Consultation Office. The Campus Harassment Consultation Office is always ready to provide consultation so as to respond to any given case in a way optimal for the individual filing a complaint, the other party, and relevant departments.

3. Roles of the Members of the University, Including Faculty Members, Students, and Related Groups on Campus

Rather than simply leaving it to their supervisors, those who work, learn, or conduct research on campus also need to make concerted efforts to maintain healthy education/research and working environments. It is desirable for everyone bound together by their work and studies at Meiji University to share a mutual understanding. When they receive cautions, advice, coordination, instructions and orders, recommendations, and other directions, they are requested to listen carefully and with a humble attitude to such advice from their supervisors.

The University plays host to not only a large number of directly hired faculty members and current students, but also a variety of individuals who support activities other than education and research that are directly conducted by the University (extracurricular activities, Liberty Academy, etc.). They, too, are expected to have a similar awareness.

V. Organizational Structure for Solution of Campus Harassment Issues

The University has established a Campus Harassment Prevention Committee (hereinafter, the “Prevention Committee”) to deal appropriately with any cases of campus harassment that may occur within the University and seek to offer solutions to such issues in accordance with the Meiji University Human Rights Committee Regulations and Meiji University Regulations on the Prevention of Campus Harassment, etc.

In the unfortunate event that such a case cannot be solved despite the best efforts of those at each site, the case will undergo the following process of Consultation, Investigation, Relief, Education, Etc. after a report has been filed with the Campus Harassment Consultation Office.

The Prevention Committee comprises a total of not more than twenty-five members, including fourteen academic staff (tenure) designated by the President of Meiji University, one teacher designated by the Principal of the Meiji University High School and the Meiji University Junior High School, three administrative staff designed by an executive trustee (general affairs), two individuals selected from the Human Rights Committee, and not more than five academic experts from the University or elsewhere. The Committee members are charged with the duty of taking any necessary actions concerning complaints and consultations on campus harassment, including investigation, relief, education, etc.

The Prevention Committee is independent from the university and its graduate school, attached schools, administrative departments, and other organizations, and may find out about harassment situations from both the individual who has filed a complaint and the other party during the consultation and investigation processes. The Committee will then sort out and examine the case, explain the case to the schools, departments, graduate schools, administrative departments, or other organizations to which both parties belong, and provide advice, recommendations, and other directions for correcting the situation.

VI. Matters for Consultation

The Campus Harassment Consultation Office offers consultation for a broad range of cases concerning human rights violations, namely, conduct that degrades or denies the personhood of others by depriving them of their right to learn or infringing upon their right to education, research, or work.

Please note that the primary goal of the consultations is to restore a favorable environment by listening to what each party has to say about the alleged case from a third-party perspective, rather than assuming penalties or punishment.

VII. Matters Not for Consultation

Consultations on the following matters may not be accepted or continued.

(Examples)

- (1) Cases where, instead of seeking consultation or coordination, only one-sided penalties or punishment are being pursued
- (2) Consultations made anonymously or by proxy
- (3) Cases where payment of money (compensation, collection of debts, etc.) is

primarily being sought

- (4) Cases that have been consulted on or coordinated previously
- (5) Cases that are not based on facts (making of false statements to discredit someone)
- (6) Cases for which an official decision has been made

Please note that the Campus Harassment Consultation Office does not have the power to modify evaluations, credits, or transfers.

VIII. Process of Consultation, Investigation, Etc.

Consultation, investigation, and other procedures shall be performed according to the following process.

1. Consultation Desk

Consultation about campus harassment may be sought at the organizations listed in the attached table, or by contacting members of the Prevention Committee.

2. How to Apply

When seeking consultation about campus harassment, the designated application form may be used at the Consultation Desk to provide a brief account of any concerns along with the relevant contact information and other data. Once the form has been filled out, the application should be placed in the designated envelop and personally sealed.

At the time of filing an application, no judgment whatsoever shall be made as to whether the complaint constitutes a case of campus harassment. The Consultation Desk does not lead or instruct an individual to file a complaint, and instead only duly receives application forms that have been filed in accordance with individuals' intentions. Application forms are forwarded without delay to the Campus Harassment Consultation Office, which then promptly contacts the individual filing a complaint. Consultation may also be sought via telephone, e-mail, fax, or other means of communication.

3. Consultation Process

- (1) The application will be forwarded to the Campus Harassment Consultation Office, where the individual in charge will promptly conduct the intake interview with the applicant and report its findings to the Chairperson of the Prevention Committee (hereinafter, the "Prevention Committee Chairperson").
- (2) Once it has been decided that the reported case should be treated as a harassment case, the Prevention Committee Chairperson will select multiple

counselors from among the Prevention Committee members, Human Rights Committee members, Human Rights Education and Awareness Expert Committee members, former members of the Prevention Committee, and other experts from outside of the University designated by the Prevention Committee Chairperson and assign them to deal with the case.

If specific counselors have been requested by the individual filing a complaint, the Prevention Committee Chairperson will respect such a request.

- (3) The counselors then begin the actual consultation process. They will carry out all necessary investigations, including interviews with the individual filing a complaint, the other party, and all other parties and organizations concerned, provide appropriate consultation, investigation, relief, and education, or take other actions while working closely with the Prevention Committee Chairperson, and then issue a recommendation to the relevant undergraduate schools and administrative departments as necessary. If they have concluded that the case does not constitute harassment, the same will be reported to the Prevention Committee Chairperson.
- (4) If counselors have, in the course of consultation, concluded that it would be difficult to judge whether the complaint constitutes harassment, i.e., coordination, relief, etc. through consultation have failed, the same will be reported to the Prevention Committee Chairperson.
- (5) Upon receiving the report, the Prevention Committee Chairperson will determine whether or not to establish a Campus Harassment Investigation Committee (hereinafter, "Investigation Committee"). An Investigation Committee may not be established when it has been deemed difficult for such a committee to determine the facts, when it has already been requested that an external organization solve the case, or when the case is primarily concerned with claiming money (compensation, collection of debts, etc.).

4. Investigation

- (1) Upon receiving a report on a claim, the Prevention Committee Chairperson will establish a Campus Harassment Investigation Committee as necessary. The Prevention Committee Chairperson will select not more than five members from among the Prevention Committee members, Human Rights Committee members, Human Rights Education and Awareness Expert Committee members, and former members of the Prevention Committee (excluding counselors who were involved in the consultation process of the case and including at least two Prevention Committee members) to establish an Investigation Committee.

Investigation by the Investigation Committee must be independent and conducted fairly, appropriately, and promptly. The term of office of the

Investigation Committee members will commence on the day on which the Investigation Committee is established and last until the day on which an investigation report is submitted to the Prevention Committee Chairperson. The proceedings of the Investigation Committee will not be made public.

Accordingly, any declaration of intention to the individual filing a complaint, the other party, and all other parties concerned in the case will be made by the Prevention Committee Chairperson.

- (2) Prior to the investigation, the Prevention Committee will request that the relevant counselors hold a briefing to provide a detailed account of the case and its circumstances. The investigation will be conducted by requesting the attendance of both the individual filing a complaint and the other party in order to submit data and offer opinions or explanations. Other parties concerned may be requested to submit data and offer opinions or explanations as well. When deemed necessary and with the consent of the Prevention Committee Chairperson, individuals with specialist knowledge or other attributes may be invited to attend the meeting so that their opinions may be solicited.
- (3) The Investigation Committee must provide those who are requested to attend with opportunities to state their opinions and offer any defense concerning the complaint in question. If so requested, those individuals may choose to defend or refute any points.
- (4) The Investigation Committee will investigate and judge the case, compile its findings into an investigation report, and submit the same to the Prevention Committee Chairperson. The investigation report may, when necessary, clearly state the relevant disciplinary action. In principle, the Investigation Committee will submit its investigation report to the Prevention Committee Chairperson within three months, although this may take longer depending on the status of other cases. The investigation report may include recommendations for compromise, advice, and warnings to undergraduate schools, administrative departments, and other organizations, even when no penalty is imposed.
- (5) The Prevention Committee Chairperson will gain the approval of the Prevention Committee regarding the contents of the investigation report.
- (6) The Prevention Committee Chairperson will submit the investigation report that has been approved by the Prevention Committee to the Chairperson of the Human Rights Committee and, depending upon its contents, submit the same to the President/Principal or Executive trustee without delay.
- (7) The Prevention Committee Chairperson may, as appropriate, disclose the outline of the investigation report to the individual filing a complaint and the other party.

5. Requesting Disciplinary Action

- (1) If the need for disciplinary action in accordance with work regulations or school rules and regulations has been acknowledged for the case, the Prevention Committee Chairperson will follow the procedure to request such action from the President/Principal or Executive trustee.
- (2) Upon receipt of the investigation report, which includes a request for disciplinary action, the President/Principal or competent trustee will undertake the prescribed procedures as expeditiously as possible in accordance with the contents of the report.
- (3) The organizations that deliberate upon disciplinary action in accordance with work regulations or school rules and regulations shall respect the contents of investigation reports in the spirit of the Meiji University Regulations on the Prevention of Campus Harassment, etc.

IX. Prohibition of Unfair Treatment

The members of the University shall not treat unfairly any Members of the University or parties concerned who have filed a complaint concerning campus harassment, cooperated with investigations concerning such a complaint, or made a proper response with regard to a campus harassment case.

The University will spare no efforts to prevent any secondary damage.

X. Confidentiality

In the course of performing their duties in response to the individual filing a complaint, investigations by the Investigation Committee, etc., members of the Prevention Committee and Investigation Committee, counselors, and their secretariat (Campus Harassment Consultation Office) shall respect the privacy, reputation, and human rights of the person who has filed the complaint, the other party, and all other parties concerned, and shall not disclose, either while in office or after retirement from their offices or duties, any personal information or confidential information that may be made known to them, including the names, addresses, and telephone numbers of the parties concerned. Notwithstanding the above, such conditions may not apply if there is a proper reason, such as the risk of self-harm or injury to others, the need to take appropriate action against legal violations or other acts, or the need to do so for the sake of risk management by the University.

The individual who has filed a complaint, the other party, and all other parties concerned with a case shall not disclose matters or any kind of information made known to them through their involvement in the case. This also applies after the case

has been closed.

XI. Education, Training, and Awareness Programs for the Prevention of Campus Harassment

The University aims to eliminate all forms of campus harassment through the appropriate implementation of various actions for the prevention of any such occurrences. Toward this end, the Members of the University, including students and faculty members, must fully understand the precise definition of campus harassment, its causes and background, and the countermeasures taken by the University against it.

At the University, education, training, and awareness programs for the prevention of campus harassment are promoted by the Human Rights Education and Awareness Expert Committee, which is positioned under the Human Rights Committee. This Human Rights Education and Awareness Expert Committee is responsible for the planning and implementation of periodic training for the faculty through cooperation with the Personnel Office and at the same time works to enhance the current contents of its human rights education programs. The Committee also promotes awareness activities that are designed for all individuals involved with the University.

End
(Established on July 27, 2006)
(Amended on July 3, 2018)

Appendix

Campus Harassment Consultation Contact Points

Students	<ul style="list-style-type: none">○ Campus Harassment Consultation Office○ Student Counseling Rooms and Health Offices at each campus○ Student Support Office at the Surugadai, Izumi, and Ikuta Campuses○ Schools, Graduate Schools, Professional Graduate Schools, Certification Course Office, and International Student Office○ Nakano Academic Affairs Office and Nakano Research and Educational Support Office at the Nakano Campus○ High School and Junior High School Office, Infirmary, and Counseling Room at Senior and Junior High Schools
Faculty members	<ul style="list-style-type: none">○ Campus Harassment Consultation Office○ Heads of each affiliation○ Personnel Office○ Faculty Labor Union Office
Others	<ul style="list-style-type: none">○ Campus Harassment Consultation Office○ Personnel Office○ Student Support Offices at the Surugadai, Izumi, and Ikuta Campuses○ Nakano Research and Educational Support Office, at the Nakano Campus