

Meiji University Regulations on the Prevention of Campus Harassment

Enacted on May 29, 2000

FY2000 Regulation No. 3

Chapter I: General Provisions

Article 1: Purpose

Meiji University (including Meiji University High School and Meiji University Junior High School, hereinafter collectively referred to as the "University") shall establish necessary guidelines concerning measures to prevent and eradicate campus harassment and measures to appropriately respond when campus harassment occurs. This will be done as part of the endeavor to ensure that the University offers a comfortable educational research, learning, and work environment to its members in accordance with the Constitution of Japan, the Basic Act on Education, the Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, the Basic Act for Gender Equal Society, the Act on Comprehensive Promotion of Labor Measures, and Stabilization of Employment of Employees, and Enrichment of Their Working Lives, and other relevant laws and regulations in the spirit of "Rights and Liberty, Independence and Self-government."

Article 2: Definitions

For the purpose of these Regulations, "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.

2. The content of the preceding paragraph should be specifically exemplified in the guidelines stipulated in Article 5 hereof and disseminated throughout the University.

Article 3: Scope of Application

These Regulations are applicable to those who are involved in the University in terms of education/research and business, including, but not limited to, students of the University (including scholarship students, non-degree students, auditing students, research students, and exchange students), faculty members (including contract staff and others), researchers taken in by the University, students' legal guardians, and contractors (hereinafter collectively referred to as the "Members of the University").

Article 4: Responsibility

In order to achieve the purpose set forth in Article 1 hereof, the University shall endeavor to prevent and eradicate campus harassment and shall take necessary measures promptly and appropriately in the event of relevant incidents.

2. The Members of the University shall take care not to commit any campus harassment in accordance with the guidelines set forth in Article 5, Paragraph 1 hereof.

3. Of the Members of the University, those in positions of supervision of teachers and employees, including, but not limited to, executives and managers, and those in positions of providing instructions to students, including, but not limited to, homeroom teachers and advisors/mentors, shall be reminded not to commit campus harassment through daily guidance and otherwise, and in the event of a harassment incident, they shall respond promptly and appropriately in accordance with these Regulations.

Article 5: Guidelines and Education of the Members of the University

The University shall establish guidelines for matters that the Members of the University must understand in order to prevent and eradicate campus harassment, and for specific measures to be taken when a harassment incident occurs.

2. The University shall disseminate the guidelines set forth in the preceding paragraph to the Members of the University and provide educational guidance.

Chapter II: Campus Harassment Prevention Committee and Counselors

Article 6: Establishment of Campus Harassment Prevention Committee

A Campus Harassment Prevention Committee (hereinafter referred to as the "Prevention Committee") shall be established in accordance with the provisions of Article 7 of the Meiji University Human Rights Committee Regulations (FY1999 Regulation No. 4, hereinafter referred to as the "Human Rights Committee Regulations") in order to handle campus harassment within the University.

Article 7: Duties of the Prevention Committee

The duties of the Prevention Committee shall be as follows:

- (1) Undertake necessary actions following a report or consultation request concerning campus harassment, including, but not limited to, investigation, relief, and education (hereinafter referred to as "Harassment Consultation"), and reports on the matters related thereto to the Chairperson of the Human Rights Committee (hereinafter referred to as the "Human Rights Chairperson")
- (2) Make requests to the Human Rights Chairperson on the establishment of the Campus Harassment Investigation Committee as prescribed in Article 17 hereof (hereinafter referred to as the "Investigation

Committee")

- (3) Prepare and maintain guidelines concerning the prevention of campus harassment
- (4) Investigate and report on matters consulted by the Chairperson of the Board of Trustees and the President of Meiji University and the Human Rights Chairperson
- (5) Handle other matters required for preventing and taking countermeasures against campus harassment

Article 8: Prevention Committee Members

The Prevention Committee shall comprise the following members:

- (1) University commissioners
 - a. Not more than twenty persons designated by the President of Meiji University from among academic staff (tenure) of the faculties, graduate schools, and professional graduate schools
 - b. One teacher designated by the Principal of the Meiji University High School and Meiji University Junior High School
 - c. Three full-time administrative staff members designated by the executive trustee (general affairs)
 - d. Two individuals selected from among the Human Rights Committee
- (2) Not more than five academic experts from the University or elsewhere

Total thirty-one (31) or fewer

2. The Human Rights Chairperson shall appoint the members referred to in item (2) of the preceding paragraph after consulting with the Chairperson of the Board of Trustees and the President of Meiji University.

Article 9: Term of Office of the Prevention Committee Members

The term of office of the Prevention Committee members shall be two years, provided, however, that the term of office of a substitute member shall be the remaining term of office of his/her predecessor.

2. The members outlined in the preceding paragraph may be reappointed.

Article 10: Chairperson and Vice-Chairpersons of the Prevention Committee

The Prevention Committee shall have one Chairperson and two Vice-Chairpersons.

2. The Chairperson of the Prevention Committee (hereinafter, the "Prevention Committee Chairperson") shall be selected from among the Prevention Committee members and appointed by the Board of Trustees.

3. Vice-Chairpersons of the Prevention Committee (hereinafter, the "Prevention Committee Vice-Chairpersons") shall be nominated by the Prevention Committee Chairperson from among the Prevention Committee members and appointed by the Board of Trustees.

4. The Prevention Committee Chairperson shall oversee the duties listed in the items of Article 7 hereof,

preside over the Prevention Committee, and liaise and coordinate with and instruct counselors as needed.

5. Notwithstanding the provisions in Paragraph 1 of the preceding article, the Prevention Committee Chairperson shall perform his/her duties until his/her successor assumes office.

6. Prevention Committee Vice-Chairpersons shall assist the Prevention Committee Chairperson and perform their duties on behalf of the Prevention Committee Chairperson in accordance with the order determined in advance in the event of an accident to the Prevention Committee Chairperson.

Article 11: Prevention Committee Meetings

The Prevention Committee Chairperson shall convene Prevention Committee meetings and assume the chairpersonship thereof.

2. The Prevention Committee may not hold a meeting nor make a resolution unless a majority of its members are present.

3. The proceedings of the Prevention Committee shall be decided by a majority of its members present, and in the case of a tie, the Prevention Committee Chairperson shall decide.

Article 12: Counselors

The persons listed in the following items shall serve as Campus Harassment Counselors (hereinafter referred to as "Counselors") and provide Harassment Consultation:

(1) Prevention Committee members

(2) Those selected by the Prevention Committee Chairperson from among Human Rights Committee members, Human Rights Education and Awareness Expert Committee members, and former members of the Prevention Committee

(3) Other experts from outside of the University selected by the Prevention Committee Chairperson

Chapter III: Harassment Consultation

Article 13: Points of Contact for Harassment Consultation

Points of contact within the Prevention Committee to which Harassment Consultation requests are made shall be as set forth in the Appendix.

Article 14: Responses to Harassment Consultation

A person who has received a request for Harassment Consultation at any of the points of contact as prescribed in the preceding article shall immediately report to the Prevention Committee Chairperson.

2. Upon receipt of the report as prescribed in the preceding paragraph, if the case is deemed to constitute campus harassment, the Prevention Committee Chairperson shall select appropriate

counselor(s) for the Harassment Consultation from among the Counselors as prescribed in Article 12 hereof and have them handle the case. Should the person who has requested the Harassment Consultation designate a specific Counselor in advance, the Prevention Committee Chairperson shall respect the request.

3. The Counselors shall provide Harassment Consultation, conduct necessary investigations, and provide appropriate advice, guidance, coordination, and other services, while maintaining close communication with the Prevention Committee Chairperson.

4. The Counselors shall prepare consultation records, including the content of and response to the Harassment Consultation and other related information.

5. Should the Counselors, in the course of the consultation, conclude that it would be difficult to check the facts pertaining to the case, take relief measures, or otherwise, they shall report this to the Prevention Committee Chairperson.

6. Upon receipt of the report as prescribed in the preceding paragraph, the Prevention Committee Chairperson shall convene a Prevention Committee meeting as needed to determine whether or not to request the establishment of the Investigation Committee as prescribed in the provisions of Article 7, Paragraph 2 hereof.

Article 15: Request for Establishment of the Investigation Committee

In the event that the Prevention Committee has decided to request the establishment of the Investigation Committee as per the provisions of Paragraph 6 of the preceding article, the Prevention Committee shall request the Human Rights Chairperson to establish the Investigation Committee.

Chapter IV: Investigation Committee

Article 16: Establishment of the Investigation Committee

Upon receipt of a request from the Prevention Committee to establish the Investigation Committee, the Human Rights Chairperson may establish the Investigation Committee as per the provisions in Article 7, Paragraph 2 of the Human Rights Committee Regulations.

Article 17: Duties of the Investigation Committee

The Investigation Committee shall investigate facts concerning the behavior of the individual seeking consultation and the other involved party based on the materials on the harassment case under investigation prepared by the Prevention Committee, and submit an investigation report to the Human Rights Chairperson.

Article 18: Investigation Committee Members

The Investigation Committee shall comprise the following members, provided, however, that counselor(s) who are assigned to the case in question may not be included in the Investigation Committee:

- (1) Two Human Rights Committee members nominated by the Human Rights Chairperson
 - (2) One Prevention Committee member nominated by the Prevention Chairperson
 - (3) One Human Rights Education and Awareness Expert Committee member nominated by the Human Rights Education and Awareness Expert Committee Chairperson
 - (4) One academic expert nominated by the Human Rights Chairperson
2. The term of office of the Investigation Committee members shall be from the day the Investigation Committee is established to the day when an investigation report is submitted to the Human Rights Chairperson.

Article 19: Chairperson and Vice-Chairperson of the Investigation Committee

The Investigation Committee shall have one chairperson and one vice-chairperson.

2. The Chairperson of the Investigation Committee (hereinafter, the "Investigation Chairperson") shall be nominated by the Human Rights Chairperson from among Investigation Committee members and the Vice-Chairperson of the Investigation Committee (hereinafter, the "Investigation Vice-Chairperson") shall be selected from among the Investigation Committee members.
3. The Investigation Chairperson shall act as a chair of Investigation Committee meetings and preside over the affairs of the Investigation Committee.
4. The Investigation Vice-Chairperson shall assist the Investigation Chairperson, and perform his/her duties on behalf of the Investigation Chairperson in the event of an accident to the Investigation Committee Chairperson

Article 20: Investigation Committee Meetings

The Investigation Chairperson shall convene Investigation Committee meetings.

2. The Investigation Committee may not hold a meeting unless four or more members are present.
3. The proceedings of the Investigation Committee shall be decided by a majority of its members present, and in the case of a tie, the Investigation Chairperson shall decide.
4. The Investigation Committee shall have counselor(s) who are assigned to a given case, and the Preventive Chairperson will brief them on the content and current situation of the case without delay.
5. The Investigation Committee may invite individuals with specialist knowledge or others to attend its meeting to solicit their opinions as needed. In this case, the provisions of the confidentiality obligation set forth in Article 25 hereof shall apply to the individuals who have attended the meeting.
6. Investigation Committee meetings shall be closed to the public.
7. Investigation Committee meetings shall be guaranteed independence and conducted fairly,

appropriately, and promptly.

Article 21: Independent Committee

Should the Investigation Committee conclude that it would be difficult for it to investigate the case in question, the Investigation Committee Chairperson may entrust an independent committee outside of the University to investigate the case in question with consent from the Human Rights Chairperson.

2. Necessary matters concerning the independent committee as prescribed in the preceding paragraph shall be specified separately.

Article 22: Opportunity for Explanation

The Investigation Committee shall grant the individual whose attendance at its meeting it requests to conduct the investigation the opportunity to explain his/her positions at the meeting, provided, however, that this does not apply if those who are under investigation refuse to attend or cannot be contacted.

Article 23: Preparation, Submission, Etc. of Investigation Report

The Investigation Committee shall prepare an Investigation Report, which includes decisions that it has made based on the findings of its investigation of the case in question, including whether or not the behavior of the involved party constitutes campus harassment, whether or not relief measures, education, or other measures are necessary concerning the case in question, and details of disciplinary action in accordance with work regulations or school rules and regulations (hereinafter referred to as "Decisions"), and submit the same to the Human Rights Chairperson.

2. The Investigation Chairperson shall submit the Investigation Report as prescribed in the preceding paragraph to the Human Rights Chairperson within three months, in principle, after the day the Investigation Committee is established.

3. Upon receipt of the Investigation Report, the Human Rights Chairperson shall deliberate on the validity of the Decisions at the Human Rights Committee meeting and determine their contents.

4. Depending on the contents of the Decisions as determined in the preceding paragraph, the Human Rights Chairperson shall submit the Investigation Report in question to the President/Principal or the competent trustee without delay.

5. Besides submitting the Investigation Report as prescribed in the preceding paragraph, the Human Rights Chairperson shall advise whether or not the President/Principal or the competent trustee should take action in accordance with the Decisions thus made.

6. The Human Rights Chairperson may, as appropriate, disclose the outline of the Investigation Report to the individual seeking Harassment Consultation and the involved party.

Chapter V: Obligations, Etc. Concerning Harassment Consultation

Chapter 24: Obligations to Cooperate with Harassment Consultation and Investigation

The Prevention Chairperson and the Investigation Chairperson may ask the individual seeking Harassment Consultation, the involved party, and all other parties concerned to offer necessary cooperation in the form of attendance at interviews, submission of related materials, or otherwise, within the scope needed to check the facts on the case in question and conduct relief, investigation, and other measures. Unless there is a good reason for rejecting such requests, those who have been thus asked to cooperate shall do so.

2. Besides requesting cooperation as prescribed in the preceding paragraph, the Prevention Chairperson and the Investigation Chairperson may ask relevant departments to cooperate with matters necessary for conducting the investigation, relief, education, and other measures concerning Harassment Consultation. If so requested, the departments shall offer their cooperation so long as it does not hinder operations under their jurisdiction.

Article 25: Confidentiality

The Human Rights Committee members, Prevention Committee members, Investigation Committee members, Counselors, and administrative staff members shall respect the privacy, reputation, and human rights of the individual who has sought Harassment Consultation, the involved party, and all other parties concerned, and shall not disclose, either while in office or after retirement from their offices or duties, any confidential information that may be made known to them in the course of performing their duties.

2. The individual who has sought Harassment Consultation, the involved party, and all other parties concerned 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.

Article 26: Retention of Documents, Etc. Pertaining to Harassment Consultation

Consultation records prepared during consultation sessions and other pertinent documents, including electronic records, shall be kept under strict control by the secretariat as prescribed in Article 28 hereof.

Article 27: Prohibition of Unfair Treatment

The Members of the University shall not treat disadvantageously those who have sought Harassment Consultation and others who have cooperated with the investigation of a campus harassment case or otherwise made a proper response with regard to the case.

Chapter VI: Miscellaneous Provisions

Article 28: Clerical Work

The General Affairs Office of the General Affairs Division shall conduct the clerical work of the Prevention Committee and the Investigation Committee.

Article 29: Revision or Abolition

These Regulations may be revised or abolished in a resolution of the Human Rights Committee.

Supplementary Provisions (FY2000 Regulation No. 3)

These Regulations shall come into force as of May 30, 2000.

(Notice No. 1063)

Supplementary Provisions (FY2000 Regulation No. 21)

These Regulations shall come into force as of April 1, 2001.

(Notice No. 1104) (Re: Amendment of the Appendix in Relation to Improvement of Administrative Mechanisms)

Supplementary Provisions (FY2002 Regulation No. 21)

(Effective Date)

1. These Regulations shall come into force as of April 1, 2003.

(Transitional measures)

2. With regard to the application of these Regulations to the Assistant Research Associate (non-tenured) for Education and the Assistant Research Associate (non-tenured) for Experimental Research, who have been continuously employed due to the system prior to the abolition at the time of the enforcement of these Regulations, the provisions then in force shall remain applicable.

(Notice No. 1203) (Re: Amendment in Relation to the Abolition of the System for the Assistant Research Associate (non-tenured) for Education and the Assistant Research Associate (non-tenured) for Experimental Research)

Supplementary Provisions (FY2005 Regulation No. 25)

(Effective Date)

1. These Regulations shall come into force as of April 1, 2006.

(Special provisions for the term of office of the Prevention Committee members)

2. Notwithstanding the provisions of Article 9, Paragraph 1 hereof, after the enforcement of these Regulations, the term of office of the five members nominated by the President of Meiji University

from among the first group of the Prevention Committee members appointed pursuant to Article 8, Paragraph 1, Item (1)-a hereof, shall be three years.

(Abolition of the Guidelines)

3. The Guidelines for the Prevention Committee of Sexual Harassment and the Investigation Committee of Sexual Harassment (FY2000 Ordinance No. 6) shall be abolished.

(Notice No. 1439) (Re: Amendment due to the Integration of Organizations Handling Human Rights and Harassment Issues within Schools)

Supplementary Provisions (FY2007 Regulation No. 3)

These Regulations shall come into force as of April 19, 2007.

(Notice No. 1535) (Re: Amendment due to Deletion of Part Inviting Junior Colleges due to Suspension of Recruitment for Students, Etc. of Junior Colleges)

Supplementary Provisions (FY2007 Regulation No. 21)

These Regulations shall come into force as of September 10, 2007.

(Notice No. 1562) (Re: Amendment due to Change of Department Names, Etc. Following Implementation of Administrative Organization Reform)

Supplementary Provisions (FY2008 Regulation No. 24)

(Effective Date)

1. These Regulations shall come into force as of July 17, 2008.

(Special Provisions for Term of Office of Prevention Committee Members)

2. Notwithstanding the provisions of Article 9, Paragraph 1 hereof, the term of office of the first group of additional Prevention Committee members (referred to as "New Committee Members" in the following paragraph) appointed pursuant to the provisions of Article 8, Paragraph 1, Item (1)-a hereof after the enforcement of these Regulations shall be effective until March 31, 2009.

3. Notwithstanding the provisions of the preceding paragraph, the term of office of two New Committee Members designated by the President of Meiji University shall be effective until March 31, 2009, regardless of the provisions of Article 9, Paragraph 1 hereof.

(Notice No. 1719) (Re: Amendment due to Increase in the Number of Prevention Committee Members)

Supplementary Provisions (FY2008 Regulation No. 41)

These Regulations shall come into force as of December 4, 2008, and the revised provisions shall come into force as of September 16, 2008.

(Notice No. 1757) (Re: Amendment due to Change of Department Names, Etc. Following the First

Review of Administrative Organizations)

Supplementary Provisions (FY2009 Regulation No. 7)

These Regulations shall come into force as of June 10, 2009, and the revised provisions shall come into force as of April 22, 2009.

(Notice No. 1807) (Re: Amendment due to Change of Department Names, Etc. Following the Second Review of Administrative Organizations)

Supplementary Provisions (FY2012 Regulation No. 40)

These Regulations shall come into force as of April 1, 2013.

(Notice No. 2142) (Re: Amendment due to Establishment of New Department Related to the Nakano Campus)

Supplementary Provisions (FY2017 Regulation No. 2)

These Regulations shall come into force as of April 19, 2017, and the revised provisions shall come into force as of April 1, 2017.

(Notice No. 2460) (Re: Amendment due to Change of Department Names Following Improvement of Administrative Organizations)

Supplementary Provisions (FY2017 Regulation No. 43)

These Regulations shall come into force as of April 1, 2018.

(Notice No. 2545) (Re: Amendment due to Increase in the Number of Prevention Committee Members and Expansion of the Scope of Eligibility of Counselors and Investigation Committee Members)

Supplementary Provisions (FY2020 Regulation No. 35)

These Regulations shall come into force as of April 1, 2021.

(Notice No. 2768) (Re: Revision due to Establishment of Campus Harassment Investigation Committee, Etc.)

Appendix (related to Article 13)

Campus Harassment Consultation Points of Contact

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
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	<ul style="list-style-type: none"> - 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

Prevention Committee Members shall serve as points of contact for all Members of the University.