

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 (hereinafter referred to as the “Educational Foundation”) and 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 Equal Opportunity and Treatment between Men and Women in Employment, the Basic Act for Gender Equal Society, the Act on Comprehensively Advancing Labor Measures, and Stabilizing the Employment of Workers, and Enriching Workers’ Vocational Lives, and other relevant laws and regulations in the spirit of “Right and Liberty, Independence and Self-government.”

Article 2: Definitions

1. 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 hosted by the University, students' legal guardians, and contractors (hereinafter collectively referred to as the "Members of the University").

Article 4: Responsibility

1. 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. 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 remind teachers, employees, and students 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.
3. 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.

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

1. 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 Chair of the Human Rights Committee (hereinafter referred to as the “Human Rights Committee Chair”)
- (2) Make requests to the Human Rights Committee Chair on the establishment of the Campus Harassment Investigation Committee as provided separately (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 Chairman, Board of Trustees, and the President of Meiji University and the Human Rights Committee Chair
- (5) Handle other matters required for preventing and taking countermeasures against campus harassment

Article 8: Prevention Committee Members

1. The Prevention Committee shall comprise the following members.

(1) University commissioners

- a. Not more than twenty (20) persons designated by the President of Meiji University from among academic staff (tenure) of the faculties, graduate schools, and professional graduate schools
- b. One (1) teacher designated by the Principal of the Meiji University High School and Meiji University Junior High School
- c. Three (3) full-time administrative staff members designated by the Executive Trustee (General Affairs)
- d. Two (2) individuals selected from among the Human Rights Committee

(2) Not more than five (5) experts from the University or elsewhere

Total thirty-one (31) or fewer

2. The Human Rights Committee Chair shall appoint the members referred to in Item (2) of the preceding paragraph after consulting with the Chairman, Board of Trustees, and the President of Meiji University.

Article 9: Term of Office of the Prevention Committee Members

1. The term of office of the Prevention Committee members shall be two (2) years, provided, however, that the term of office of a substitute member shall be the remaining term of office of their predecessor.
2. The Prevention Committee members outlined in the preceding paragraph may be reappointed.

Article 10: Chair and Vice-Chair of the Prevention Committee

1. The Prevention Committee shall have one (1) Chair and two (2) Vice-Chairs.
2. The Chair of the Prevention Committee (hereinafter, the “Prevention Committee Chair”) shall be selected from among the Prevention Committee members and appointed by the Board of Trustees.
3. Vice-Chairs of the Prevention Committee (hereinafter, the “Prevention Committee Vice-Chairs”) shall be nominated by the Prevention Committee Chair from among the Prevention Committee members and appointed by the Board of Trustees.
4. The term of office of the Prevention Committee Chair and the Prevention Committee Vice-Chairs shall be one (1) year, provided, however, that, if a replacement occurs during the term, the successor will serve for the remaining period of their predecessor’s term.
5. The Prevention Committee Chair and the Prevention Committee Vice-Chairs may be reappointed.
6. The Prevention Committee Chair shall oversee the duties listed in the Items of Article 7 hereof, preside over the Prevention Committee, and liaise, coordinate with, and instruct counselors as set forth in Article 7 hereof as needed.
7. The Prevention Committee Chair and the Prevention Committee Vice-Chairs shall perform their duties until their successor assumes office, even after their term of office has expired.
8. Prevention Committee Vice-Chairs shall assist the Prevention Committee Chair and, in the event of an accident to the Prevention Committee Chair, perform the duties on their behalf in accordance with the order determined in advance.

Article 11: Prevention Committee Meetings

1. The Prevention Committee Chair 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 Chair shall have the deciding vote.

Article 12: Counselors

From among the persons listed in the following items, those selected by the Prevention Committee Chair shall serve as campus harassment counselors (hereinafter referred to as “Counselors”) and provide Harassment Consultation:

- (1) Prevention Committee members and former Prevention Committee members
- (2) Human Rights Committee members
- (3) Human Rights Education and Awareness Expert Committee members
- (4) Other experts from the University or elsewhere

Chapter III: Harassment Consultation

Article 13: Points of Contact for Harassment Consultation

Points of contact within the Prevention Committee for Harassment Consultation requests shall be the Campus Harassment Consultation Office (hereinafter referred to as the “Consultation Office”).

Article 14: How to Seek Harassment Consultation

An individual seeking consultation about campus harassment may do so by submitting a designated consultation application form in person or via e-mail / postal mail, which includes their name, affiliation, contact information, and a brief account of their issue. However, matters that are excluded in the Guidelines in Article 5 hereof cannot be consulted on.

Article 15: Responses to Harassment Consultation

1. When the Consultation Office has received the consultation application form, an intake (initial interview) shall be conducted, and the summary of the content of the consultation shall be reported to the Prevention Committee Chair without delay.
2. Upon receipt of the report outlined in the preceding paragraph, if the case in question (hereinafter referred to as the “Case”) is deemed to constitute campus harassment, the Prevention Committee Chair shall select appropriate Counselor(s) for the Harassment Consultation from among the Counselors stipulated in Article 12 hereof and have them handle the Case. Should it be deemed appropriate to have the case handled by the undergraduate school, administrative department, or other organization to which the individual seeking consultation is affiliated (hereinafter referred to as the “Affiliated Organization,” however, the Prevention Committee Chair shall request the head(s) of the Affiliated Organization (hereinafter referred to as the “Affiliated Organization Head(s)”) to take action.
3. The Counselors shall, primarily for the purpose of adjusting relations among parties concerned, carry out necessary investigations in person, including interviews with the individual seeking consultation, the other party, and all other parties and organizations concerned through cooperation with the Prevention Committee Chair.
4. The Counselors shall provide the individual seeking consultation, the other party, and all other parties and organizations concerned with appropriate advice, relief, guidance, education, recommendations, etc. in the course of interviews set forth in the preceding paragraph.
5. The Counselors shall prepare consultation records, including the content and response to the Harassment Consultation and other related information, and report the same to the Prevention Committee Chair.
6. Upon receipt of the report as prescribed in the preceding paragraph, the Prevention Committee Chair shall determine the necessity of the following matters:
 - (1) Requesting the Affiliated Organization to share information on and respond to the Case
 - (2) Checking the facts pertaining to the Case
 - (3) Taking disciplinary action and other appropriate measures concerning the Case
7. Pursuant to the decision in Item 1 of the preceding paragraph, the Prevention Committee Chair shall provide the Affiliated Organization Head(s) with necessary advice, recommendations, requests, etc.
8. Should the Counselors who are the Prevention Committee members find it difficult to conclude the process of Harassment Consultation by the end of their current term of office, they may continue to handle the case as former Prevention Committee members, as set forth in Article 12, Item (1) 1 hereof.

Article 16: Emergency Measures

1. The Prevention Committee Chair may request the Affiliated Organization Head(s) to take emergency measures for safety reasons, should they decide that emergency measures are necessary for the individual seeking consultation, the other party, or all other parties and organizations concerned involved in the Case based on the report set forth in Article 15, Paragraph 5 hereof.
2. When emergency measures have been taken at the request pursuant to the preceding paragraph, the Affiliated Organization Head(s) shall report the same to the Prevention Committee Chair.

Article 17: Request for Establishment of the Investigation Committee

1. The Prevention Committee Chair shall, pursuant to the decision set forth in Article 15, Paragraph 6 hereof, convene the Prevention Committee as necessary to decide whether or not to make the requests stipulated in Article 7, Item (2) hereof.
2. In the event that the Prevention Committee has decided to request the establishment of the Investigation Committee pursuant to the provisions of the preceding paragraph, the Prevention Committee Chair shall request the Human Rights Committee Chair to establish the Investigation Committee.

Article 18: Investigation Committee

Necessary matters concerning the Investigation Committee shall be specified separately.

Chapter IV: Obligations, Etc. Concerning Harassment Consultation

Article 19: Obligations to Cooperate with Harassment Consultation and Investigation

1. The Prevention Committee Chair may ask the individual seeking consultation, the other party, and all other parties and organizations concerned involved in the Case to provide necessary cooperation in the form of attending interviews, submitting related materials, or other actions as needed to verify facts on the Case, conduct investigations, and offer advice, relief, guidance, education, recommendations, 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 Committee Chair may ask the Affiliated Organization Head(s) to cooperate with matters necessary to verify the facts on the Case, conduct investigations, and offer advice, relief, guidance, education, recommendations, and other measures. If so requested, the Affiliated Organization shall offer their cooperation so long as it does not hinder operations under their jurisdiction.

Article 20: Confidentiality

1. The Human Rights Committee members, Prevention Committee members, Counselors, and administrative staff members shall respect the privacy, reputation, and human rights of all parties and organizations concerned, and shall not disclose any confidential information that comes to their knowledge in the course of performing their duties, both while in office and after leaving their positions.

2. The individual seeking consultation, the other party, and all other parties and organizations concerned involved in the Case shall not disclose matters or any kind of information made known to them through their involvement in the case, both during and after its resolution.

Article 21: Prohibition of Obstruction of Consultation, Investigation, Etc.

The Members of the University shall not perform any of the conducts set forth in the following items.

- (1) Conducts that obstruct the individual from seeking consultation from the Consultation Office
- (2) Damage, concealment, and falsification of evidence of the content of the consultation, false answers in the course of the investigation, concealment of facts, and other conducts that obstruct the investigation
- (3) Conducts that attempt to identify the individual seeking consultation and/or concerned parties

Article 22: Prohibition of False Notification and Testimony

The individual seeking consultation, the other party, and all other parties and organizations concerned involved in the Case shall not make false notifications and testimonies with the intention of gaining unfair profit, slandering the other party, or for any other unjustifiable purposes.

Article 23: 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 the Case or have otherwise responded appropriately to the Case.

Article 24: Measures

The Educational Foundation shall take appropriate measures against those who have violated the provisions in the four preceding articles based on school rules and otherwise.

Article 25: Retention of Documents, Etc. Pertaining to Harassment Consultation

Records prepared in the course of harassment consultation sessions and other pertinent documents, including electronic records, shall be kept under strict control by the secretariat as prescribed in the following article.

Chapter V: Miscellaneous Provisions

Article 26: Clerical Work

The General Affairs Office of the General Affairs Division shall conduct the clerical work related to these Regulations.

Article 27: 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, 2010.

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.)

Supplementary Provisions (FY2023 Regulation No. 45)

These Regulations shall come into force as of April 1, 2024.

(Notice No. 2993) (Re: Amendment concerning Development of Consultation Structure, Deletion of the Provisions on the Investigation Committee, Streamlining of Terms, Etc.)