

Meiji University Regulations on the Campus Harassment Investigation Committee

Enacted on March 6, 2024

FY2023 Regulation No. 40

Article 1: Purpose

These Regulations set forth necessary matters concerning the Campus Harassment Investigation Committee (hereinafter referred to as the “Investigation Committee”), which has been established in accordance with the provisions of Article 7, Paragraph 2 of the Meiji University Human Rights Committee Regulations (FY1999 Regulation No. 4, hereinafter referred to as the “Human Rights Committee Regulations”).

Article 2: Scope of Application

These Regulations are applicable to those who are involved in 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”) in terms of education/research and business, including, but not limited to, students (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”).

Article 3: Duties

The Investigation Committee shall investigate facts concerning the conduct of the individual seeking consultation and the other party via interviews or otherwise, based on the materials on the harassment consultation case under investigation (hereinafter referred to as the “Case”) submitted by the Campus Harassment Prevention Committee established in accordance with the provisions of Article 7 of the Meiji University Human Rights Committee Regulations (hereinafter referred to as the “Prevention Committee”), and submit an investigation report to the Chair of the Human Rights Committee (hereinafter referred to as the “Human Rights Committee Chair”) after judging the following matters.

- (1) Matters concerning the applicability of penalty on the harassment in question
- (2) Matters concerning the assessment of disciplinary action for the harassment incident in question

Article 4: Investigation Committee Members

1. The Investigation Committee shall comprise between three (3) and five (5) members selected from among the following individuals (hereinafter referred to as the “Investigation Committee Members”), provided, however, that campus harassment counselor(s) (hereinafter referred to as the “Counselors”) who are assigned to the Case may not be included in the Investigation Committee.

(1) One (1) Human Rights Committee member nominated by the Human Rights Committee Chair

(2) Prevention Committee member(s) nominated by the Chair of the Prevention Committee (hereinafter referred to as the “Prevention Committee Chair”)

(3) Human Rights Education and Awareness Expert Committee member(s) nominated by the Chair of the Human Rights Education and Awareness Expert Committee

(4) Expert(s) from the University or elsewhere nominated by the Human Rights Committee Chair

2. Names of the Investigation Committee Members set forth in the preceding paragraph shall not be published.

3. The number and composition of members constituting the Investigation Committee shall be decided by the Human Rights Committee.

4. If individual(s) set forth in Paragraph 1, Items 1 or 3 hereof, are selected as Investigation Committee Members, the Human Rights Committee Chair shall ask the chair of relevant committees to nominate them.

5. The term of office of Investigation Committee Members shall be from the date of establishment of the Investigation Committee to when the Investigation Report is submitted to the Human Rights Committee Chair.

6. Notwithstanding the provisions of the preceding paragraph, the term of office of Investigation Committee Members shall expire upon the conclusion of the consultation with the Human Rights Committee Chair as set forth in Article 16, Paragraph 1 hereof, in the event that a complaint is filed under Article 15 hereof. If it is deemed necessary to re-investigate the Case as set forth in Article 16, Paragraph 2 hereof, the term of office of Investigation Committee Members shall expire upon the completion of the re-investigation.

Article 5: Investigation Committee Chair and Investigation Committee Vice-Chair

1. The Investigation Committee shall have one (1) chair.

2. The Chair of the Investigation Committee (hereinafter referred to as the “Investigation Committee Chair”) shall be nominated by the Human Rights Committee Chair from among Investigation Committee Members.
3. The Investigation Committee Chair shall preside over the affairs of the Investigation Committee.
4. The Investigation Committee may have one (1) Vice-Chair of the Investigation Committee (hereinafter referred to as the “Investigation Committee Vice-Chair”) as necessary.
5. The Investigation Committee Vice-Chair shall be nominated by the Investigation Committee Chair from among the Investigation Committee Members.
6. The Investigation Committee Vice-Chair shall assist the Investigation Committee Chair and, in the event of an accident to the Investigation Committee Chair, perform their duties on their behalf.

Article 6. Notification of Establishment

1. If the Investigation Committee has been established, the individual seeking consultation and the other party shall be notified of the same.
2. The date of establishment of the Investigation Committee set forth in Article 4, Paragraph 5 hereof shall be the date when the Investigation Committee first meets.

Article 7: Meetings

1. The Investigation Committee Chair shall convene Investigation Committee meetings.
2. The Investigation Committee may not hold a meeting unless a majority of its members are in attendance.
3. The proceedings of the Investigation Committee shall be decided by a majority of its attending members, and in the case of a tie, the Investigation Committee Chair shall have the deciding vote.
4. The Investigation Committee shall have Counselor(s) assigned to the Case and the Prevention Committee Chair brief them on the content and current situation of the Case without delay.
5. The Investigation Committee may invite individual(s) with specialist knowledge or others to attend its meeting to solicit their opinions as necessary. In this case, the provisions of the confidentiality obligation set forth in Article 23 hereof shall apply to the individual(s) who have attended the meeting.
6. Investigation Committee meetings shall be closed to the public.
7. Investigation Committee meetings shall be conducted independently, fairly, appropriately, and promptly to ensure impartiality.

Article 8: Independent Committee

1. Should the Investigation Committee Chair conclude that it would be difficult for the Investigation Committee to investigate the Case, the Investigation Committee Chair may entrust an independent committee outside of the University to investigate the Case with consent from the Human Rights Committee Chair.
2. Necessary matters concerning the independent committee set forth in the preceding paragraph shall be specified in the bylaws concerning the independent committee of the Campus Harassment Investigation Committee.

Article 9: Contact with the Individual Seeking Consultation, the Other Party, and All Other Parties and Organizations Concerned

Contact with the individual seeking consultation, the other party, and all other parties and organizations concerned involved in the Case shall, in principle, be made by a person from the secretariat set forth in Article 29 hereof, provided, however, that, at the discretion of the Investigation Committee Chair, aspects of contact concerning investigations by the independent committee may be partially entrusted to the independent committee itself.

Article 10: Audio Recording of Investigations

The Investigation Committee Chair may, with prior consent from the interviewees, record conversations with the individual seeking consultation, the other party, and all other parties and organizations concerned in order to enhance the accuracy of the investigations.

Article 11: Opportunity for Explanation

The Investigation Committee shall grant the other party involved in the Case the opportunity to explain their positions at its meetings, provided, however, that this provision does not apply if the other party refuses to attend or cannot be contacted.

Article 12: Investigation

1. The Investigation Committee Chair shall prepare an Investigation Report based on the findings of its investigation of the Case and submit the same to the Human Rights Committee Chair.

2. The Investigation Report shall contain the following matters.

- (1) Investigation of the facts of the Case and analysis of their causes
- (2) Whether there occurred a conduct constituting harassment in the Case
- (3) Suggestions on the necessity and assessment of disciplinary action in the Case
- (4) The necessity of relief, education, and other measures in the Case

3. The Investigation Committee Chair shall submit the Investigation Report to the Human Rights Committee Chair within three (3) months in principle from the date of establishment of the Investigation Committee. If there are reasonable grounds making it difficult to submit the same within the prescribed period, however, the Investigation Committee Chair shall give the reasons and the planned submission date to the Human Rights Committee Chair to obtain their approval.

4. Upon receipt of the Investigation Report, the Human Rights Committee Chair shall review its validity at the Human Rights Committee and determine its content.

5. In accordance with the content of the Investigation Report determined in the preceding paragraph, the Human Rights Committee Chair shall promptly submit an Investigation Report to the Executive Trustee (Academic Affairs) if the other party involved in the Case is an academic staff member, teacher, research promoter, or research assistant, or a student, or to the Executive Trustee (General Affairs) (hereinafter collectively referred to as the “Competent Trustees”) if the other party involved in the Case is other faculty members, and urge them to implement action based on the Investigation Report thus confirmed.

Article 13: Assessment of Disciplinary Action

The following matters shall be taken into consideration when assessing disciplinary action set forth in Paragraph 2, Item 3 of the preceding article.

- (1) Motives, modes, and results of harassment
- (2) Level of intent or negligence
- (3) Job responsibilities of the harassing party and the relationship between those responsibilities and the harassment
- (4) Impact on other Members of the University and society as a whole
- (5) History of past harassment and other delinquent acts
- (6) Daily job attitude and conduct after harassment consultation

Article 14: Disclosure of the Outline of Investigation Reports

1. The Human Rights Committee Chair may disclose the outline of Investigation Reports to the individual seeking consultation and the other party involved in the Case as necessary.
2. In the case of the preceding paragraph, the content to be disclosed shall be matters in Article 12, Paragraph 2, Items 1 and 2 hereof.

Article 15: Complaints

If the individual seeking consultation or the other party involved in the Case has any complaints about the content disclosed as prescribed in the preceding paragraph, specifically regarding the matters in Article 12, Paragraph 2, Item 1 hereof, they may file a complaint against the Human Rights Committee Chair limited to once within fourteen (14) days from the date of disclosure by attaching a document presenting new evidence that may affect the determination of facts and/or its reasons.

Article 16: Consultation

1. Upon receipt of a complaint filed as prescribed in the preceding article, the Human Rights Committee Chair shall consult with the Human Rights Committee Vice-Chair and the Investigation Committee Chair after hearing opinions of the individual seeking consultation or the other party involved in the Case as necessary.
2. If the Human Rights Committee Chair has determined that it is necessary to re-investigate the Case following the consultation pursuant to the provisions of the preceding paragraph, they shall instruct the Investigation Committee Chair to re-investigate the Case after notifying the individual seeking consultation and the other party involved in the Case.
3. If the Human Rights Committee Chair determines, based on the consultation pursuant to the provisions of Paragraph 1 hereof, that it is not necessary to re-investigate the Case and that the complaint should be rejected, they shall notify the individual who filed the complaint of the same.

Article 17: Re-Investigation

The provisions from Article 8 to Article 14 hereof shall apply to re-investigation pursuant to Paragraph 2 of the preceding article.

Article 18: Reporting to Competent Trustees

1. The Human Rights Committee Chair shall report to the Competent Trustees without delay when no complaint has been filed as prescribed in Article 15 hereof, or they have rejected a complaint as prescribed in Article 16, Paragraph 3 hereof.
2. When the Human Rights Committee Chair has decided to re-investigate the Case as prescribed in Article 16, Paragraph 2 hereof, they shall report the same, as well as the findings of the re-investigation, to the Competent Trustees without delay.

Article 19: Reporting to the Prevention Committee Chair

As soon as the disciplinary action is decided in accordance with the Meiji University Faculty Member Disciplinary Action Regulation (FY2023 Regulation No. 30, hereinafter referred to as the “Disciplinary Action Regulation”), the Human Rights Committee Chair shall report such decisions to the Prevention Committee Chair without delay.

Article 20: Disclosure of Disciplinary Action to the Individual Seeking Consultation

After the disciplinary action has been decided in accordance with the Disciplinary Action Regulation and communicated to the other party involved in the Case, the Human Rights Committee Chair may disclose the details of the disciplinary action to the individual seeking consultation for the Case.

Article 21: Emergency Measures

1. The Investigation Committee Chair may request the Human Rights Committee Chair 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 involved in the Case during the periods of investigation, filing a complaint, or re-investigation.
2. At the request set forth in the preceding paragraph, the Human Rights Committee Chair may request the head(s) of the undergraduate school, administrative department, or other organizations to which the individual seeking consultation, the other party, or all other parties and organizations concerned are affiliated (hereinafter referred to as the “Affiliated Organization”) to take emergency measures. The heads of these organizations are referred to as the “Affiliated Organization Head(s).”
3. When emergency measures have been taken at the request set forth in the preceding paragraph, the Affiliated Organization Head(s) shall report the same to the Human Rights Committee Chair.

Article 22: Obligations to Cooperate with Harassment Investigation

1. The Investigation 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, 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 Investigation 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 23: Confidentiality

1. The Human Rights Committee members, Investigation Committee members, 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 24: Prohibition of Obstruction of 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 seeking consultation and/or concerned parties from cooperating with investigations
- (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 25: 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 26: 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 28: Retention of Documents, Etc. Pertaining to Investigation

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

Article 29: Clerical Work

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

Article 30: Revision or Abolition

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

Supplementary Provisions (FY2023 Regulation No. 40)

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

(Notice No. 2987)