

National University Corporation Kyushu University Rules for Prevention of Harassment

Kyushu University Employment Regulation No. 30 of 2004

Effective date: April 1, 2004

Last amended: March 30, 2023

(Kyushu University Employment Regulation No. 52 of 2022)

(Purpose)

Article 1 The purpose of these Rules is to prevent harassment and create a healthy and comfortable campus environment at National University Corporation Kyushu University (hereinafter referred to as the "University") by providing for necessary matters relevant to the prevention, etc. of harassment at the University.

(Definitions)

Article 2 In these Rules, the meanings of the terms set forth in the following items are as provided respectively in those items:

- (i) member of the University: the following persons;
 - (a) officers, staff members, and persons engaged in work for the University under a worker dispatch contract;
 - (b) students, non-degree students, auditor and other persons studying at the University;
 - (c) research students, Research Fellows of the Japan Society for the Promotion of Science, and other persons engaged in research or other academic activities at the University.
- (ii) relevant person: a person who has a relationship working or learning with members of the University under the management of the University;
- (iii) harassment: sexual harassment, power harassment, academic harassment, harassment based on pregnancy, infertility treatment, childbirth, childcare leave, or nursing care leave, other forms of harassment, and any other conduct similar to these that infringes upon human dignity.;
- (iv) problem resulting from harassment: a member of the University suffers any harm due to harassment in their working or learning environment, and a member of the University is put at a disadvantage in working or learning as a result of responding to harassment.
- (v) prevention, etc. of harassment: measures for the prevention and elimination of harassment, and measures to appropriately respond in cases where problems arise due to harassment.

(Responsibilities of Member of the University)

Article 3 (1) A member of the University must not to engage in harassment following these Rules and guidelines provided by the President concerning matters that members of the University should understand (hereinafter referred to as the "Rules, etc.").

(2) When a member of the University is requested to cooperate in the response to a request for complaint consultation relevant to harassment or an investigation or other activities related to a grievance, they must provide cooperation as requested.

(Responsibilities of Supervisor)

Article 4 A person who is in the position of supervising members of the University (hereinafter referred to as the "supervisor") must endeavor to prevent and eliminate harassment while being careful about the matters set forth in the following items, and take action promptly and appropriately if a problem resulting from harassment occurs:

- (i) appropriately maintaining and improving the working or learning environment.
- (ii) calling attention of members of the University to harassment and having them deepen their understanding of harassment by providing them with guidance, training or the like through day-to-day work; and
- (iii) giving consideration so that harassment or a problem resulting from harassment will not occur at the workplace, by paying sufficient attention to the language and behavior of members of the University.

(Responsibilities of the President)

Article 5 (1) The President shall bear the ultimate responsibility for the prevention, etc. of harassment at the University.

(2) The President must ensure that Rules, etc. are widely and thoroughly known to members of the University.

(3) For the prevention, etc. of harassment, the President shall carry out activities to raise awareness among members of the University such as by distributing pamphlets, putting up posters, and conducting consciousness surveys.

(4) For ensuring the prevention, etc. of harassment, the President shall implement necessary training for members of the University regularly.

(System Development for Prevention, etc.)

Article 6 In order to ensure the appropriate implementation of the prevention, etc. of harassment, the President establishes a university-wide framework, including the Harassment Prevention Committee (hereinafter referred to as the "Committee") and the Office for Harassment Prevention and Counseling (hereinafter referred to as the "Office").

(Complaint Consultation)

Article 7 (1) A member of the University and related person may request complaint consultation relevant to harassment.

(2) In order to respond to a request for complaint consultation, etc. relevant to harassment, the President establish a harassment consultation desk in addition to the Office, and assign counselors thereto.

(3) The procedure and other necessary matters concerning complaint consultation are provided separately by the Executive Vice President in charge of harassment prevention.

(Grievance)

Article 8 A member of the University may file with the Committee a grievance relevant to harassment involving another member of the University.

(2) The procedure and other necessary matters concerning grievance are provided separately by the Executive Vice President in charge of harassment prevention.

(Responsibilities of Counselor)

Article 9 A counselor must endeavor to promptly and appropriately respond to a problem concerning a request for complaint consultation and a grievance (hereinafter referred to as a "request for complaint consultation, etc.") by identifying and confirming the problem and providing the person who makes the request for complaint consultation, etc. with the assistance and information necessary for solving the problem.

(Protection of Privacy, etc.)

Article 10 All persons involved in procedures for request for complaint consultation, etc. must respect the privacy, reputation and other human rights of the persons concerned, and must not divulge to others any secrets that they have learned without just cause.

(Measures against Act of Harassment, etc.)

Article 11 If the President finds a fact of an act of harassment and judges it necessary to make a disposition or improve the working or learning environment, the President shall take necessary measures.

(Prohibition of Disadvantageous Treatment)

Article 12 The President, a supervisor, the other party to a case subject to a request for complaint consultation, etc. and other a member of the University must not disadvantageously treat a person who has made the request for complaint consultation, etc. or a member of the University who has cooperated in an investigation related to the

request for complaint consultation, etc. or has otherwise justly responded to harassment, because of such action.

(2) If the President suspects violation of the provisions of the preceding paragraph, the President shall take necessary measures after conducting an investigation.

Supplementary Provisions

These Rules come into effect as of April 1, 2004.

Supplementary Provisions (Kyushu University Employment Regulation No. 56 of 2004)

These Rules come into effect as of April 1, 2005.

Supplementary Provisions (Kyushu University Employment Regulation No. 7 of 2006)

These Rules come into effect as of October 1, 2006.

Supplementary Provisions (Kyushu University Employment Regulation No. 6 of 2008)

These Rules come into effect as of October 1, 2008.

Supplementary Provisions (Kyushu University Employment Regulation No. 2 of 2015)

These Rules come into effect as of July 29, 2015.

Supplementary Provisions (Kyushu University Employment Regulation No. 33 of 2021)

These Rules come into effect as of April 1, 2022.

Supplementary Provisions (Kyushu University Employment Regulation No. 28 of 2022)

These Rules come into effect as of January 1, 2023.

Supplementary Provisions (Kyushu University Employment Regulation No. 52 of 2022)

These Rules come into effect as of April 1, 2023.