

Note: This translation is for reference purposes only. Should any discrepancies arise between the English and Japanese versions, the Japanese version is the authoritative version, thus the Japanese version will be deemed valid.

Nara Institute of Science and Technology Harassment Prevention Regulations

April 1, 2004
Regulations No. 55

Article 1 (Purpose)

The purpose of these regulations is to stipulate the necessary matters in relation to harassment prevention and handling in the event that a problem has occurred due to harassment (hereinafter referred to as the "Harassment Prevention") at Nara Institute of Science and Technology (hereinafter referred to as "NAIST").

Article 2 (Definitions)

1. *Harassment* in these provisions refers to the actions stated in each item below that are conducted either within or outside NAIST.

(1) Sexual harassment

Refers to a board member, employee, or student using a relationship in education, research, or work and causing another person unpleasant feelings or a disadvantage due to sexual comments or actions.

(2) Academic harassment

Refers to a person in a superior position in a place of education or research using that position and causing a lower-ranking person physical or mental suffering due to inappropriate and unjust comments or actions.

(3) Harassment from a position of power

Refers to a person in a superior position in a place of work using that position and causing a lower-ranking person physical or mental suffering due to inappropriate and unjust comments or actions.

(4) Maternity Harassment

Refers to a board member, employee, or student harassing persons who are pregnant or have given birth, or will or wish to use programs and/or measures concerning pregnancy and childbirth, or leave of absence, etc. programs and measures, and these comments or actions harm education and research environments or the work environments. (Comments or actions taken according to necessity for duties to be performed, from the objective view of the duty amounts and work safety of position duties, shall be excluded.)

(5) Moral harassment

Refers to a board member, employee, or student using a relationship in education, research, or work and harming another person's character or dignity and causing him or her physical or mental suffering due to inappropriate and unjust comments or actions.

2. In these provisions, a “problem caused by harassment” refers to an education, research or work environment being harmed due to harassment, or to a disadvantage incurred through those education, research, or work conditions due to handling of harassment.

Article 3 (Presidential responsibilities)

The President shall have general control in relation to the Harassment Prevention at NAIST.

Article 4 (Responsibilities of board members, employees, and students)

1. Board members, employees, and students must strive to maintain sound and pleasant education, research and work environments in which there is no harassment.
2. People in positions of supervising employees must strive to prevent harassment by providing guidance through daily duties to maintain good education, research and work environments.

Article 5 (Committee)

1. The Harassment Prevention shall be conducted by a committee to prevent human rights incidents and harassment (hereinafter referred to as the “Committee”).
2. The Committee shall conduct the matters stated in each item below.
 - (1) Implementation of educational activities and plans for harassment prevention
 - (2) Investigation of facts for complaint consultations
 - (3) Consideration of policies for handling complaint consultations
 - (4) Consideration of measures to prevent recurrence
 - (5) Other matters that the Committee recognizes as necessary
3. When the Committee has conducted a matter stated in an item of the previous clause, it shall report to the President.

Article 6 (Counseling staff members)

1. NAIST shall have harassment counseling staff members (hereinafter referred to as the “Counseling Staff Members”) in order to handle complaint submissions and consultations related to harassment (hereinafter referred to as the “Complaints and Consultations”).
2. The Counseling Staff Members shall be filled by the people stated below.
 - (1) Health management center employees: 2 people
 - (2) People designated by the President from each graduate school employees: 2 people each
 - (3) The Personnel Division Head
 - (4) The Education Affairs Division Head
 - (5) Other people that the President recognizes as necessary
3. The President shall appoint the Counseling Staff Members.
4. When receiving Complaints and Consultations, in principle more than one Counseling Staff Member must handle them.

5. When receiving a Complaint or Consultation, efforts must be made to have a Counseling Staff Member of the same gender as the person making the Complaint or Consultation be present.
6. The Counseling Staff Members must report specific matters related to the Complaints and Consultations to the Committee.

Article 7 (Measures)

1. In the event that the President recognizes it is necessary based on a Committee report, measures shall be promptly taken to improve the education, research or work environment of the person who made a Complaint or Consultation.
2. In the event that the President recognizes it is necessary based on a Committee report, the prescribed procedures shall be taken, and then disciplinary action or other measures shall be taken against the person who is recognized as having conducted an action that falls under harassment.

Article 8 (Protection of privacy)

1. When handling a problem caused by harassment, fair questioning shall be conducted for the parties and other related parties, and sufficient consideration must be given to the privacy, honor, and other human rights of the parties who are subject to that questioning.
2. The Counseling Staff Members and parties related to handling of problems caused by harassment may not divulge secrets learned through performance of their duties. The same shall apply even after they have stepped down from those duties.

Article 9 (Prohibition of disadvantageous handling)

A student or employee who submitted a complaint related to harassment, cooperated with an investigation related to that complaint, or otherwise honestly responded in relation to harassment may not be handled disadvantageously based on that fact.

Article 10 (Clerical matters)

The Personnel Division of the Operational Affairs Department shall conduct clerical matters related to the Committee and the Harassment Prevention.

Supplementary provision

These regulations shall come into effect on April 1, 2004.

Supplementary provision

These regulations shall come into effect on May 16, 2004.

Supplementary provision

These regulations shall come into effect on April 1, 2006.

Supplementary provision

These regulations shall come into effect on November 15, 2006, and be applicable from April 1, 2006.

Supplementary provision

These regulations shall come into effect on July 26, 2007, and be applicable from April 1, 2007.

Supplementary provision

These regulations shall come into effect on April 1, 2009.

Supplementary provision

These regulations shall come into effect on April 1, 2015.

Supplementary provision

These regulations shall come into effect on January 1, 2017.