

University Regulation on the University of Aizu Committee for the Prevention and Measures of Harassment, Harassment Counseling, Etc.

(April 1, 2006, Regulation No.23)

Article One

(Objective)

1.1 This regulation, in order to appropriately respond to problems that arise as a result of harassment occurring at the University of Aizu, provides for necessary matters concerning the establishment and administration of the University of Aizu Committee for the Prevention of Harassment as well as the submission of harassment claims, consultations regarding harassment, etc.

Article Two

(Establishment)

2.1 The Committee For The Prevention Of Harassment (hereinafter referred to as "COMMITTEE") shall be established within the University of Aizu in accordance with the provisions of the Article 31 of the University Regulation Concerning the Internal Administrative Organization and Other Aspects of the University of Aizu (Regulation No. 10 of 2006) and Article 1.2 of the Regulation on the Prevention and Measures of Harassment, Etc. at the Public University Corporation, the University of Aizu (Regulation No. 42 of 2006; hereinafter referred to as "REGULATION".)

Article Two-Two

(Definitions)

2.2.1 The definitions of terminology used in this regulation are based on that used in the REGULATION.

Article Three

(Matters For Deliberation)

3.1 The COMMITTEE shall deliberate on the following matters:

- (1) Matters related to investigations on and measures against harassment;
- (2) Public relations and education concerning the prevention of harassment; and
- (3) Other matters related to the prevention of harassment.

3.2 The COMMITTEE must endeavor to provide prompt responses to matters concerning Item 1 provided for in the preceding paragraph.

Article Four

(Organization)

4.1 The COMMITTEE shall be organized of the following members. However, should a member become a consultant or concerned party described in Article 12, Paragraph 1,

Articles 2 and 3 respectively, he/she shall not be allowed to join the deliberation within the COMMITTEE.

- (1) The Dean of the Graduate School;
- (2) The Dean of the School of Computer Science and Engineering;
- (3) The Director General of the Department For Student Affairs;
- (4) The Director General of the Administrative Office;
- (5) Up to two female faculty members designated by the University President; and
- (6) One foreign faculty member designated by the University President.

Article Five

(Term of Office)

5.1 The term of office of the COMMITTEE members provided for in the items (5) and (6) in the previous paragraph shall be two years, with the possibility of reappointment. The term of office of a member selected to fill a vacancy shall be the remainder of the vacated term.

Article Six

(COMMITTEE Chairperson)

6.1 The position of COMMITTEE Chairperson shall be established within the COMMITTEE and designated by the University President.

Article Seven

(Meetings)

7.1 The COMMITTEE Chairperson shall convoke the COMMITTEE meetings and serve as the chair thereof.

7.2 Should the COMMITTEE Chairperson be unable to fulfill his/her duties, a committee member designated by the Chairperson in advance shall fulfill these duties on his/her behalf.

7.3 The quorum of the COMMITTEE shall be two-thirds of its constituent members.

7.4 The COMMITTEE Chairperson, when he/she recognizes doing so as necessary or when convocation of a meeting is requested by more than half of the members, must convoke a meeting.

7.5 Matters before the COMMITTEE requiring a decision shall be decided by more than half of those members in attendance; and when there is an equal number supporting both sides of an issue, the chair shall render the decision.

7.6 The COMMITTEE Chairperson, when conducting the investigation of the matters described in Article 3, Paragraph 1, Item 1, shall hear testimony from individuals in impartial positions, such as executives, students, etc., and can request submission of relevant documents, etc., as necessary.

7.7 The COMMITTEE Chairperson must report the results of deliberation on the matters described in Article 3, Paragraph 1, Item 1 to the University President in a timely manner.

Article Eight

(Attendance By Related Individuals)

8.1 The COMMITTEE Chairperson, when he/she recognizes doing so as necessary, may require the attendance of related nonmembers for the purpose of requesting explanations from such nonmembers and having them provide opinions.

Article Nine

(Investigative Subcommittee)

9.1 The chairperson of the COMMITTEE can establish an Investigative Subcommittee for conducting concrete investigations and handling of the matters stipulated in the item (1) of Article 3, Paragraph 1.

9.2 The Investigative Subcommittee shall be organized of the individuals who are the members of the COMMITTEE or nonmembers designated by the University President based on the recommendation of the COMMITTEE Chairperson.

Article Ten

(Role of the Investigative Subcommittee)

10.1 When the Investigative Subcommittee conducts investigations related to harassment, it shall hear testimony from individuals in impartial positions, such as executives, students, etc., and the Investigative Subcommittee can request submission of relevant documents, etc., as necessary.

Article Eleven

(Appointment of Harassment Counselors)

11.1 Harassment Counselors (hereinafter, "COUNSELOR(S)") shall be appointed within the UoA in order to handle harassment claims and consultations regarding harassment.

11.2 The positions of COUNSELOR shall be filled by individuals designated by the University President.

11.3 The term of office of COUNSELORS shall be two years, with the possibility of reappointment. However, the term of office of a new counselor replacing a vacancy shall be the remainder of the term of office of their predecessor.

Article 12

(Roles of Counselors)

12.1 The roles of COUNSELORS shall be as listed in the following items.

(1) Handling harassment claims and consultations regarding harassment

- (2) Providing advice and support to the individuals who make the harassment claims or receive the consultation regarding harassment described in the previous item (hereinafter, "CONSULTANT(S)") regarding how to respond to the situation.
- (3) Conducting interviews and confirmation of facts with individuals against whom claims of harassment have been made (Hereinafter, "concerned party." This shall be limited to cases in which the CONSULTANT has provided their consent.)

12.2 COUNSELORS must report the results of the matters described in the items of the previous paragraph to the COMMITTEE chairperson in a timely manner.

12.3 COUNSELORS must, when conducting the consultations, etc. described in Paragraph 1, keep records of the content thereof.

Article 13

(Measures, Etc. Taken Against Acts of Harassment)

13.1 The COMMITTEE chairperson must call a COMMITTEE meeting regarding the matters reported from COUNSELORS concerning a specific case of harassment and, when recognized as necessary as a result of the deliberations, ask the Chairperson of the Board of Executives and University President to take appropriate measures regarding the improvement, etc. of labor and learning environments.

13.2 The COMMITTEE chairperson must, when it is determined that the matters reported in the previous paragraph amount to the punishment of an employee, student, etc., report the results of deliberation to the Chairperson of the Board of Executives and University President.

13.3 The COMMITTEE chairperson shall, the matters reported in Paragraph 1 are determined to amount to the punishment of a student, etc. in accordance with the provisions of the previous paragraph, also provide a report to the Student Health and Welfare Committee as needed.

13.4 The COMMITTEE chairperson shall report the results of the previous three paragraphs to the CONSULTANT as needed.

Article 14

(Training, Etc.)

14.1 The University President must, as necessary, conduct training, etc. of executives, students, etc. aimed at preventing harassment.

14.2 The University President must conduct training, etc. of newly-appointed COMMITTEE members, newly-appointed Investigative Subcommittee members, newly-appointed COUNSELORS, and other newly-appointed individual whose duties include harassment-related procedures.

Article Fifteen

(Keeping Confidentiality)

15.1 The members of the COMMITTEE and the Investigative Subcommittee shall respect the privacy, honor and other human rights of the individuals concerned, and they shall keep the matters they have known strictly confidential.

Article Sixteen

(Miscellaneous Affairs)

16.1 Miscellaneous affairs concerning the COMMITTEE shall be performed by the General Affairs and Budget Division of the Administrative Office or the Student Affairs Division of the Department for Student Affairs. In the case that either of the parties concerned is a student, the Department for Student Affairs shall be in charge of miscellaneous affairs. With respect to cases other than the aforementioned case, the General Affairs and Budget Division of the Administrative Office shall be in charge of miscellaneous affairs.

Article Seventeen

(Others)

17.1 Other than provided for by this regulation, necessary matters concerning the administration of the COMMITTEE shall be determined by the COMMITTEE Chairperson based on the decisions made within the COMMITTEE.

Additional Provisions

This regulation shall be enforced as of April 1, 2006.

Additional Provisions

This regulation shall be enforced as of June 1, 2006.

Additional Provisions

This regulation shall be enforced as of April 1, 2008.

Additional Provisions

1. This REGULATION shall be enforced as of April 1, 2017.
2. When this REGULATION goes into effect, Sexual Harassment Prevention Committee members appointed in accordance with the provisions of Article 4 of the pre-revision University of Aizu Sexual Harassment Prevention Committee and COUNSELORS appointed in accordance with the provisions of the University of Aizu Guidelines Regarding the Prevention of Sexual Harassment (decided by the Faculty Assembly on July 21, 1999) shall be treated as Harassment Prevention Committee member appointed in accordance with the provisions of Article 4, and Harassment Counselors appointed in accordance with the provisions of Article 11, Paragraph 2 of the revised UNIVERSITY REGULATION ON THE UNIVERSITY OF AIZU COMMITTEE

FOR THE PREVENTION OF HARASSMENT AND HARASSMENT COUNSELING, ETC. (Hereinafter referred to as the "REVISED REGULATION."), respectively. In this event, the term of office of Harassment Prevention Committee members and Harassment Counselors shall be until March 31, 2018 regardless of the provisions of Article 5 and Article 11, Paragraph 3 of the REVISED REGULATION.

3. This terms of office of Harassment Counselors (limited to newly-appointed individuals) appointed after the enforcement of this REGULATION shall be until March 31, 2018 regardless of the provisions of Article 11, Paragraph 3 of the revised REGULATION.

Additional Provisions

This regulation shall be enforced as of July 1, 2017.