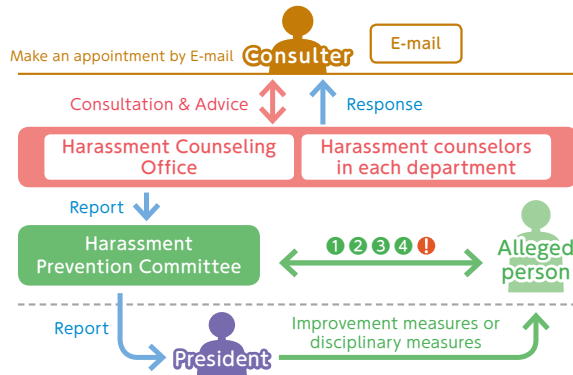


## Process of consultation

If you became a victim of harassment, you shouldn't suffer in silence. Please contact Harassment counselors or the Harassment Counseling Office.

Counselors will sincerely listen to you and think of the solution together with you.



## Problem resolution process

### ① Consultation notification

This procedure notifies the alleged person that a harassment consultation has taken place in order to prompt the alleged person to acquire self-awareness on his/her part. This can be done by maintaining the anonymity of the consuler.

### ② Reconciliation procedures

The Harassment Prevention Committee requests the Chief of Department that the alleged person is affiliated with to reconcile between the consuler and the alleged person. The Chief of Department interviews both of them to resolve the problem.

### ③ Mediation procedures

The aim of this procedure is to reach a mediation agreement by choosing a mediator and having him/her mediate between the consuler and the alleged person.

### ④ Harassment recognition procedures

The Harassment Prevention Committee follows a procedure for confirming the facts that the consuler had provided, and deliberating over recognition of the incident as harassment and the details of any improvement measures to be taken. If an investigation of the facts is needed, the Investigation Committee will conduct the investigation.

### ⚠ Urgent measures procedures

In cases where there is a need to act quickly to prevent the damage from getting worse during harassment consultations, requests to take urgent measures are made via this procedure from Chairperson of the Harassment Prevention Committee to the Chief of University Component which the alleged person belongs to. Interim measures are then taken in cases where the four responses listed above cannot be taken in time.

## Harassment counselors in each department

Each department provides consultation service. You can consult with Harassment counselors (faculty and staff members) in each department. You may also consult with counselors outside the department to which you belong.

URL <https://www.okayama-u.ac.jp/user/harass/09-04.html>



## Harassment Counseling Office

Harassment Counseling Office provides counseling and consultations.

Please make an appointment by E-mail.

Contact

E-mail [harass1@adm.okayama-u.ac.jp](mailto:harass1@adm.okayama-u.ac.jp)

Hours

	Mon	Tue	Wed	Thu	Fri
10:00~12:00	T	T	T	T	T
13:00~16:00	T or S	T	T	T	T or S

\*Shikata campus : counselors present only during appointed hours

### T Tsushima campus

Okayama University Central Library, West Building, 4F  
(except holidays and library closed)  
TEL/086-251-8511

### S Shikata campus

Alumini Memorial Building, 3F  
(counselors will be available by appointment)

## Harassment Prevention Committee

URL <https://www.okayama-u.ac.jp/user/harass/09.html>



OKAYAMA  
UNIVERSITY



# Harassment!

— Don't suffer in silence.  
Consult with us. —



Harassment Counseling Office

## Are you suffering in silence while the harassment continues?

When you come across harassment, it is important to express your discomfort and tell to stop it, but oftentimes this might be difficult. Please feel free to consult with counselors. Even just talking to someone else can make things a little better.

Let's come up with the solution together!

Keep Records.  
When, where, who,  
what and how?

## Take a look around your classroom, laboratory, or office. Is harassment occurring anywhere around you?

Only an incredibly small number of people are capable of coping with the problem head-on when they become aware of harassment. Please listen to the victim and encourage them to consult with counselors.

## Are your words and actions harassing someone?

Even when you think you've done nothing wrong, the other person may consider your conduct to be harassment. Has the other person been giving off distress signals? Is there a difference in your perception and understanding of the situation? We encourage you to reflect back on your own words and conduct.



Strive to behave in a thoughtful manner to others and work to build relationship of trust!

Okayama University has established rules for preventing harassment and guidelines that members should be aware of. Harassment that makes people feel uncomfortable is strictly prohibited.

Harassment is socially unacceptable behavior that unjustly infringes on the human rights and dignity of students and faculty and staff members. Not only does it diminish person's desire to learn and to work, but it is a problem that tarnishes the social trust placed in Okayama University.

preventing harassment and guidelines that members should be aware of. Harassment that makes people feel uncomfortable is strictly prohibited.

infringes on the human rights and dignity of students and person's desire to learn and to work, but it is a problem

### Academic Harassment

This refers to words or conduct that deviates from the appropriate scope in professional, educational, or research terms by taking advantage of one's superiority in position or human relations in a professional, educational, or research setting, leading to the outcomes described in ① ② :

- ① Inflicting psychological or physical suffering on another person
  - ② Deteriorating another person's work, education or research environment
- Unjustly telling someone to "Quit school" or saying "I won't let you graduate," etc.
  - Preventing someone from accessing literature or equipment they need for their research, or prohibiting them from entering a laboratory without a valid reason
  - Repeatedly warning and reprimanding someone for trivial mistakes
  - A superior (senior) withholding knowledge from a subordinate (junior) or not keeping them informed of the current situation
  - Cutting someone off from personal relations by ignoring them or socially excluding them etc.

### Sexual Harassment

Sexual words or conduct that makes others feel uncomfortable or Discriminatory speech or conduct based on someone's gender

- Making obscene jokes that others can't stand hearing
- Spreading rumors of a sexual nature or making someone a target of sexual teasing
- Persistently inviting someone to eat together or go on a date, or coercing someone into a sexual relationship
- Uttering statements like "He lacks grit and determination for a guy" or "I can't entrust this job to a woman," etc.

### Maternity Harassment

This refers to words or conduct concerning pregnancy or childbirth, or words or conduct concerning the use of a measure or system related to pregnancy or childbirth, which exceed the appropriate scope in professional, educational, or research terms and deteriorate another person's work, education, or research environment.

- Forcing someone to resign or drop out of school because they are pregnant
- Refusing to approve time off for things like medical exams for pregnant women, etc.
- Harassing women because they are exempt from work or tasks that place a toll on the body physically due to pregnancy etc.

### Harassment over the Use of Childcare/Nursing Leave, etc.

This refers to words or conduct concerning the use of a measure or system related to childcare or nursing care, which exceed the appropriate scope in professional, educational, or research terms and deteriorate another person's work, education, or research environment.

- Harassing women because they are working in reduced hours to care for their children
- Restricting the time someone can take off for nursing care
- Making statements like "Men can't take childcare leave," etc.
- Refusing to approve time off intended to be taken because the person's child is in poor health

### Other Harassment

Words or conduct that violates the human rights of others or makes other people uncomfortable as a result of behavior like forcing someone to drink alcohol, assault, illegal activity involving smoking, slander, defamation, spreading rumors, and so on