

## The process of consultation concerning harassment

### steps to consultation

You feel you have been harassed

get in contact with a counselor through the consultation desk

Have a consultation with a counselor. (1)  
In the case that you want to demand a concrete response from the other party: see next step

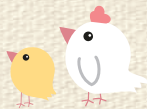
A report will be made to the Hakuoh University Harassment Prevention Committee  
An investigation of the details, an interview with the other party, a confirmation of facts, a settlement acceptable for both parties ect. will take place. (2)

As the need arises, measures to solve the problem will be taken.

(1) If you do not want to demand a concrete response from the other party the procedure finishes with the interview. Also, in the case of harassment between students, the students affairs office and the student committee will accept your consultation.

(2) If as a result of the committees' investigation there is no case of harassment, you will be informed about this outcome. As the need arises further measures will be taken.

Without your approval nobody will find out about the content of your consultation except the parties concerned.



## Do not keep suffering alone - talk to a member of the committee.

If you feel you have been harassed, have the courage to directly tell the person involved something like "I hate that" or "That hurts". Sometimes nothing else is needed to settle the problem.

If you are not able to do this, or if the problem remains unsettled, don't keep worrying about it; instead, promptly visit the consultation desk of the university. A complaint concerning harassment can be accepted at any time. Anonymous consultations are accepted, too. We keep all the information strictly confidential and your privacy is guaranteed. Feel at ease and consult us!

### consultation desk

General Affairs Department /  
educational department student affairs office /  
room for health care

consultation desk mail address  
[stop-ha@fc.hakuoh.ac.jp](mailto:stop-ha@fc.hakuoh.ac.jp)

This mail address connects to the chairperson of the Harassment Prevention Committee. Generally, the staff members adhering to the Harassment Prevention Committee are in charge of the harassment consultations. You can verify the names of the chairperson and the committee members on the homepage of Hakuoh University, in the "Stop harassment" section.


Do not keep suffering alone – talk to us.  
we will support you


# STOP CAMPUS HARASSMENT




Hakuoh University Harassment  
Prevention Committee

## Our promise

 It is our aim to create a harassment-free environment and to make our campus a place where students, teachers, and staff-members can study, research and work at their ease.




 In order to give relief from harm by harassment and to resolve problems related to it, we have set up a consultation desk to deal with any problems promptly and in an appropriate way.

 We will respect the personal rights and the privacy of the person who wants a consultation and we will keep strictly confidential the things you confided to us in the process of problem-solving.



## What is harassment?

“Harassment” is the English word for 「嫌がらせ」. It means to hurt a person’s feeling or to cause a disadvantage to somebody by the use of certain language or behaviour and to cause problems in a person’s educational or working environment. There are basically three types of harassment:

-  **sexual harassment**
-  **academic harassment**
-  **power harassment**

“Sexual harassment” means the offensive use of sex-related language or behaviour that hurts the feelings of a person, brings discomfort to a person, puts a person at a disadvantage, and upsets his or her educational or working environment.

“Academic harassment” occurs when a person in the field of education and research abuses his superior status by inappropriate language, behaviour, guidance or treatment which interferes with a student’s studies or research efforts and leads to a deterioration of the educational and research-related environment.

“Power harassment” occurs when a person in a position of authority transgresses the limits of their rightful professional duties and harms another person’s feelings or dignity by language or behaviour which in turn causes the deterioration of the correct professional atmosphere in the place of work.

In the case of sexual harassment students, teachers and staff members could be a harasser or the victim of harassment.





Academic harassment occurs mainly between students and teachers, whereas power harassment is mainly a problem between members of the school personnel.

## Some cases of harassment



Harassment occurs when the personal rights of somebody are not respected sufficiently, be it by gender discrimination or abuse of power by a person in a higher status.

Even if somebody has no intention to do any harm, if a person’s feelings are hurt, it can result in harassment. The following examples of behaviour are likely to be regarded as harassment.



### Examples of sexual harassment

-  to ask questions about sexual experiences
-  to intentionally spread rumours with sexual content
-  to persistently invite somebody, against his or her will, to have dinner or to have a date
-  to put up obscene posters at places where they can be seen by people

### Examples of academic harassment

-  Without good reason, to restrict someone’s attendance at a lecture or a seminar
-  Without good reason, to neglect giving guidance or advice, or to not accept someone’s report or essay

### Examples of power harassment

-  To transgress the limits of guidance by repeatedly shouting at or reprimanding somebody
-  Using one’s professional authority to intentionally disregard a person.