

# STOP HARASSMENT GUIDEBOOK FOR HARASSMENT PREVENTION

## Toward A Harassment-Free Campus

### STOP HARASSMENT DECLARATION

Saitama University has made a declaration to Stop Harassment to the following effect. In order to create a harassment-free campus, it is important for each member to develop a relationship of mutual trust based on respect.

Up to the present, we have sent the message at home and abroad that Saitama University is a seat of knowledge whose mission is the development and transmission of, and creating new value for, knowledge. The knowledge and values created by the concerted effort of all members of Saitama University will surely lead to regional development as well as making a great contribution to the prosperity of humanity.

In order for Saitama University to continue as a seat of knowledge, it must be fundamental for all members of the university equally to act with reciprocity in mind. This will be manifested by each member of the Saitama University community building equal relationships, with mutual respect that does not infringe on anyone's human rights, and which allows each member to fully demonstrate each person's individuality and abilities. We believe that this environment is necessary for new knowledge and values to be born and come to fruition.

In this seat of knowledge, any harassment should never be allowed. Harassment, like sexual harassment, academic harassment and power harassment, is nothing but a significant violation of the human rights of the members of University, which inhibits their individuality and the development of their abilities. It not only insults individual dignity, but also undermines the dynamism of University, and leads to the self-denial of the very existence of a university with a mission to create and transmit new knowledge and values.

From this standpoint, in order to realize a Saitama University without harassment, we here make the declaration to have a solid vision and recognition of harassment, to continue a ceaseless effort to improve the environment which might become a breeding ground for harassment, and to establish members' mutual relationship of trust.

September 30, 2010      Saitama University

Saitama University Anti-Harassment Committee



Harassment, as defined below, can't be clearly categorized and can occur in complex overlap.

Specific examples of harassment are just examples, and even if they do not apply to specific examples, it can still be harassment if inappropriate words and actions that harms the working or studying environment of a member of Saitama University or a person concerned.

## SEXUAL HARASSMENT

Sexual harassment means improper words and actions of a sexual nature committed by a member of Saitama University or a person concerned against the will of other members of Saitama University or other persons concerned.

Sexual harassment includes cases that involve persons of the same sex as well as the opposite sex.

### Case examples of sexual harassment

#### 1 Compensation Type

- Asking you for a date in exchange for career promotion or raise in salary.
- Making sexual advances by teachers or managers under the circumstances which students or team members are not able to refuse being afraid of a disadvantage.
- Coercing you into a sexual relationship in exchange for employment assistance, research guidance or for credit.
- Harassing or bullying by abusing of power when teachers or superiors are rejected their sexual requests by their students or team members.

#### 2 Environmental Type

- Displaying obscene images on PC displays in laboratories, workplaces, etc.
- Discussing your physical features; for example, asking for your measurements.
- Making lewd jokes, or talking about your appearance or body.
- Persisting in questioning about your sexual experiences or love affairs.
- Insisting on serving sake or being seated next to you while drinking at a party or at a banquet.
- Persisting with harassing e-mails, SNS, letters or nuisance phone calls.
- Pushing to bring you along to a sex trade shop.
- Looking at your body up and down or touching you.
- Unnecessary individual tutoring.



# ACADEMIC HARASSMENT

Academic harassment means improper words and actions in research, education or learning that teachers direct towards other teachers or students by unfairly exploiting their professional position, authority, or other superiority in human relationships, etc.

## Case examples of academic harassment

### 1 Obstruction of study and research activities

- Prohibit the use of university documents, books, appliances, or equipment without justifiable reasons.
- Prevent from entering a laboratory or from a research group without justifiable reasons.
- Interfere with the application for research funding.
- Unreasonably restrict research activities such as presentations at academic conferences.

### 2 Abandonment of the obligation of guidance, inappropriate guidance

- Don't give research guidance or advice.
- Don't instruct without good reason on the submitted thesis and reports.
- To demand an achievement by repeatedly giving subjects which are obviously impossible to solve.
- To require a theme change or a major revision of a thesis in a short period which is obviously impossible to cope with.

### 3 Violence, verbal abuse, excessive reprimand

- To inflict corporal punishment. To use violence.
- To make statements that deny one's character or ability.
- To give excessive repeatedly.
- To mentally abuse.



### 4 Abuse of power

- Obstructing graduation by arbitrarily changing the criteria for graduation or completion.
- Not giving credit without justifiable reasons.
- Prohibit or obstruct job-seeking activities.
- Forcing people to come to the lab late at night or on holidays without a legitimate reason, and requesting them to reply to emails.
- Strongly demand that students engage in business that is not necessary for study or research, or that they engage in private business.
- To force students to teach classes that should be taught by teachers without going through necessary procedures.
- Coercing people to take part in illegal activities, such as forgery and falsification of research data.
- Don't designate a researcher as the first author.
- Use the research results and ideas of students and other faculty members.

# POWER HARASSMENT

Power harassment means improper words and actions in work or learning committed by a member of Saitama University or a person concerned against other members of Saitama University or other persons concerned by unfairly exploiting their professional position, authority, or other superiority in human relationships, etc.

## Case examples of power harassment

### 1 Physical abuse

- assault, injuring

### 2 Mental abuse

- intimidation, slander, insult, verbal assault

### 3 Cutting off from any human relationships

- isolation, ostracization, neglect

### 4 Over-demanding

- Forcing the employee to perform tasks which are clearly unnecessary for the duty or impossible to be performed.
- Interrupting normal duties of the employee.

### 5 Under-demanding

- Ordering an employee to carry out menial tasks that are unreasonable in relation to the duty or tasks which are far below the employee's capability.

### 6 Invasion of privacy

- Excessively inquiring into personal matters.



## Harassment relating to pregnancy, childbirth, child raising and caregiving

Harassment relating to pregnancy, childbirth, child raising and caregiving refers to professionally inappropriate words and actions that cause negative influence in working environment of female workers who are pregnant or giving a birth and of workers who engage in child raising and caregiving.

### Case examples of harassment relating to pregnancy, childbirth, child raising and caregiving

#### 1 A superior mentions negative comments to a female worker who reports her pregnancy or to a worker who refers to his or her potential use of rights to take leave from work.

- "We will hire someone else, so resign soon."
- "I will ask you to resign if you take leave."
- "At next assessment, I won't promote you."

#### 2 Superiors and colleagues give comments that imply a worker who intends to take leave to give up the use of his or her rights.

- "There is no case men take leave."
- "If I were you, I would not take leave. "
- "Think how much burden you would give to others."
- "I don't support you if you are taking leave. "

#### 3 Superiors and colleagues give comments that imply a female worker who is pregnant or a worker who is taking leave to cause negative consciences on performing their abilities and continuation of their work.

- "Pregnancy is troublesome due to the unknown timing of leave."
- "If there is a plan to get pregnant, please avoid busy time. "
- "We can't ask important tasks to those who limit their working hours. "
- "You've been selfish as working short hours. "

#### 4 Besides comments raised in items 1 to 3 above, the following cases are included.

- Don't allow to engage in tasks.
- Intentionally give miscellaneous duties.
- Don't give information required for her or his task.
- Don't allow to participate in a meeting that she or he has participated before.

#### \*Notes:

Cases that include superiors and colleagues properly confirm respective workers about the timing of leave or properly suggest to decrease the work burden based on the condition of pregnancy would not be considered as harassment.



## OTHER HARASSMENT

Other harassment means inappropriate words and actions that harm the work/study environment by a member of Saitama University or a person concerned toward other members of Saitama University or other persons concerned, but are not listed above.

### Case examples of other harassment

- Making statements such as "You're a man, so..." , or "You're a woman, so..."  
Changing treatment or imposing a particular role on by gender. These are also known as "gender harassment".
- Making discriminatory remarks about gender identity (one's sense of gender) and sexual orientation (what gender one's love and sexuality target), including the use of words such as "Homo(homosexual)", "Okama(trans-sexual)", and "Lezu (lesbian)". These are also known as "SOGI harassment" .  
Note) SOGI: Sexual Orientation & Gender Identity
- Encouraging a person to drink alcohol while ignoring their constitution or wishes, or teasing or insulting their inability to drink. These are also known as "alcohol harassment(Aru hara)"
- Harassing or slandering someone on the Internet, such as SNS.
- Repeatedly asking teachers and staff to respond, persistent accusations and intimidating words and actions by the person concerned.



## To prevent harassment

Everybody has the potential to become a harasser or a victim of harassment. Unintentional words or casual behaviors can make someone uncomfortable or even hurt someone deeply.

If you refrain from forcing your values on others one-sidedly and try to understand the situation of others, you can avoid harassment to a large extent.

In addition, communication in daily life is essential to harassment prevention and inhibition. You should try to hold others in esteem on a routine basis and establish a trusting relationship with others.

To establish a harassment-free campus, it is important for each person to gain a better understanding about harassment. The most important precondition is to recognize the individuality of others as human and to hold them in mutual estimation.

## Steps from consultation about harassment to environmental improvement



## If you believe you have been harassed

If you believe you have been harassed, we encourage you to talk to a person you trust, or consult it with the harassment counselor.

You may also show to the harasser that you feel uncomfortable.

## Consultation service about harassment

Please contact the consultation hotline or a counselor by phone.

You can also visit the General Affairs Division personally.

For contact information, please see the university's website shown below.

[https://park.saitama-u.ac.jp/~student\\_support/seikatsu/ac\\_hara/](https://park.saitama-u.ac.jp/~student_support/seikatsu/ac_hara/)



- \* Your personal and private information is protected by the regulations of the university.  
(Counselors are bound to confidentiality.)
- \* You can take advice from any counselor in departments other than you own.
- \* Even when you suffer from harassment during extracurricular activities or an internship, you can take advice from your direct supervisor or a counselor.



## Consultation hotline

(General Affairs Division, Saitama University)

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**TEL:048-858-9138**

(ext. 712105)