

Guide to Consultation on Harassment Issues

For all students studying at Kansai Gaidai University

1. Harassment Prevention and Response

Harassment behavior harms the dignity of individuals who are learning and working at Kansai Gaidai, and is therefore not tolerated. Such behavior not only hinders individual growth and capacity to realize one's full potential, but is also disruptive of the campus environment and presents an obstacle to effective education and research. For these reasons, preventative measures are particularly important.

Based on this understanding, Kansai Gaidai University and Kansai Gaidai Junior College have established "Regulations for the Prevention of Sexual and Other Forms of Harassment" (below, "Regulations"). These Regulations form the basis of our efforts to both prevent harassment and to establish appropriate responses to cases when they occur.

This guide, based on the above-mentioned Regulations, has been designed to instill a proper understanding regarding harassment behavior, as well as to present concrete measures that students should take if harassed or if witnessing harassment.

Please put this guide to use in order that all students studying at Kansai Gaidai can continue to study in a fair, safe and comfortable environment.

2. What Is Harassment?

At Kansai Gaidai, as stated in article 2 of the Regulations, harassment is divided into four main types: (1) sexual harassment; (2) academic harassment; (3) gender harassment, and (4) other types of harassment.

Type (4) "other types of harassment" includes types such as power harassment, moral harassment, etc. But it should be kept in mind that the boundaries between categories (1) through (4) are not always clear, and that in many cases harassment behavior may include multiple types.

In what follows, we have provided the definitions of harassment as presented in article 2 of the Regulations as well as some typical examples of such behavior.

(1) Sexual harassment:

This is behavior (speech or other behavior) of a sexual nature against another's will that causes them discomfort or some other form of disadvantage.

For instance,

- The unnecessary touching of another, or approaching abnormally close to another
- Persistently making unwanted invitations to another for a meal or a date, whether in person or by e-mail, messaging, telephone, etc.
- Teasing or other statements of a sexual nature that make another uncomfortable

- Teasing or insulting someone or maligning another's character on the basis of sexual orientation or gender identity or expression
- Posting nude images or causing someone to see indecent images or video that causes them discomfort or distress
- causing someone a disadvantage because of their refusal of a sexual request

(2) Academic harassment

This is behavior in an educational or research setting by which someone uses their position or authority to cause another person discomfort or other kinds of disadvantage.

For instance:

- Unfairly refusing a student's request for academic or research guidance
- An advisor inappropriately using the results of an advisee's research
- Threatening a student by use of authority over grading, assessment for graduation, etc.

(3) Gender harassment

This is behavior based on a discriminatory perspective regarding gender by which someone causes another person discomfort or other disadvantage.

For instance:

- Forcing someone to pour drinks at a social gathering or to undertake clean-up tasks based on gender
- Making a statement to belittle someone by generalizing about some assumed characteristics of women or men
- Imposing upon someone socially or culturally constructed norms of masculinity or femininity.

(4) Other forms of harassment (power harassment, moral harassment, etc.)

These are types of inappropriate behavior not included in items (1) through (3) above that cause discomfort or other kinds of disadvantage to another.

For instance,

- Inappropriate statements directed towards another individual's personality or capabilities that causes harm to them or their character
- Using one's superior position or authority to make someone participate or cooperate in one's personal, non-official affairs
- Hindering legitimate communication by means of social exclusion or ignoring someone.

3. If You Have Been Victimized By or Witnessed Harassment

If you have been victimized by harassment, there is no need to suffer alone. By all means, please come to the Counseling Center for support and to initiate a proper response. In addition, even if you haven't directly experienced harassment, if you witness harassment, please report it to the Counseling Center.

Whether experiencing or witnessing harassment, "sucking it up" and passively bearing the situation or being a silent observer will never lead to a solution. Because it's important to take appropriate steps as soon as possible, please make the courageous choice, take the first step and let us know what has happened.

- You may report harassment behavior whether it occurs on campus or off campus.
- The contents of your report, your privacy and anonymity will, of course, be protected.
- No disadvantage will come from reporting, either to the person reporting or to anyone assisting them to report.

If you feel you've been harassed, please communicate your position as clearly as possible to the person who has harassed you. And if you witness harassing behavior, speak up to the perpetrator. Of course, there may be circumstances in which you are not able to speak back to the person committing the harassment. In such cases, please don't blame yourself, but let us know. If you feel you've been harassed or if you've witnessed such a situation, please note and record the time, place and details of the circumstances, and be sure to preserve any letters, e-mail, message/chat archives, phone records, etc., that may provide evidence of the harassment.

Please be aware that the careless leaking or dissemination of personal information or private images through Social Networking Services (SNS), as well as stalking behavior, are also, like harassment, behaviors that threaten fair, safe and comfortable student life, and should thus be approached in the same manner as harassment.

4. Reception of and Response to Harassment Complaints

In order to receive complaints of harassment, Kansai Gaidai has established an office for this purpose as well as a system of counselors. To apply for counseling, you may either come to the office directly, or send an e-mail to arrange an appointment in advance.

Counseling reception/Counselors

Kansai Gaidai students	Student Counseling Center, Office of Student Affairs, Deans of Student Affairs (Faculty)
International exchange students	Center for International Education

Regarding the details of reception, time, responsible personnel, etc., please refer to section 5, "Student Counseling Center and Counseling System," below. Any student

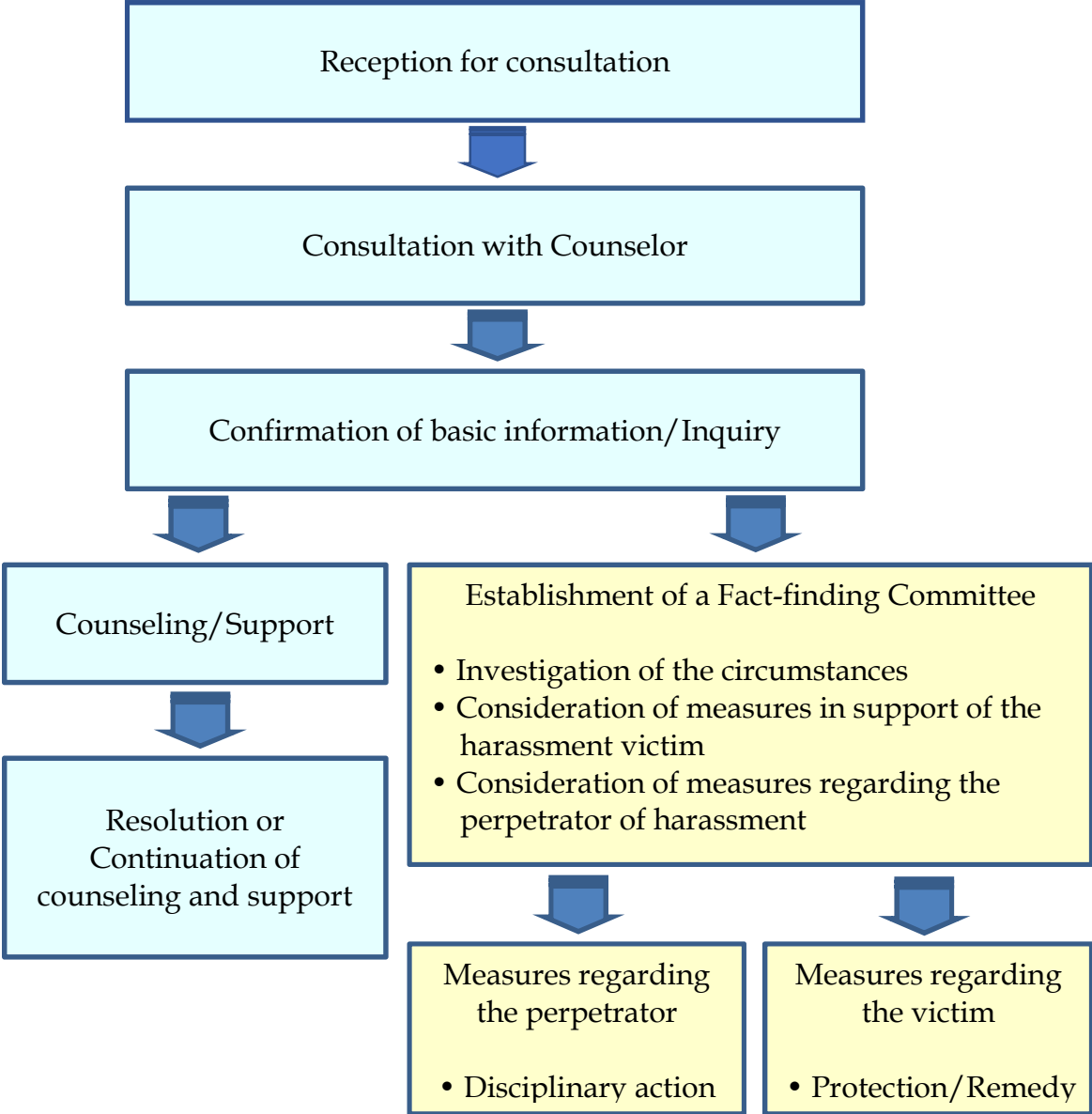
may come to initiate or receive Counseling at either Nakamiya Campus or Gotenyama Campus/Global Town, no matter which academic college or department you belong to.

After listening earnestly to the report of the individual making a complaint of harassment, the Counselors at each reception site will put themselves in that person’s position and work together with them to think through an appropriate response.

Furthermore, when necessary, in accordance with article 5 of the Regulations, a fact-finding committee may be established to undertake a speedy investigation of the facts of the case, consider measures to assist the victim of harassment, and make decisions on the case.

A Counselor who has received a report of harassment will not communicate the contents of such a report to faculty, staff or other students without the consent of the individual making the complaint of harassment.

Consultation Process and Response



5. Student Counseling Center and System of Counseling

Student Counseling Center

E-mail address: gakuso@kansai-gaidai.ac.jp (for either campus)

Nakamiya Campus Tel. 072-805-2801 ext. 2111	Building 1 1st Floor	Monday, Tuesday, Thursday	10:30~18:30
		Wednesday, Friday, Saturday	10:30~18:00
		<u>Counselors</u>	
		Katada	Faculty/Speech Therapist
		Watanabe	Faculty/Clinical Psychologist
		Fujimura	Clinical Psychologist
		Nakamura	Psychological Counselor
Gotenyama Campus /Global Town Tel. 072-805-2701 ext. 1031	Global Commons /YUI Base Floor	Monday, Wednesday	12:30~18:30
		<u>Counselors</u>	
		Tanaka	Clinical Psychologist
		Beppu	Clinical Psychologist

Student Affairs Committee (Faculty)

Deans of Student Affairs

Tsuda	University
Shirai	University
Fujibayashi	Junior College

Faculty members

Murakami	College of International Professional Development
Murashita	College of International Professional Development
Abo	College of Foreign Studies
Ikeda	College of Foreign Studies
Ohsawa	College of Foreign Studies
Kajita	College of Foreign Studies
Katsuda	College of Foreign Studies
Nishiyama	College of Foreign Studies
Gohsh	College of Foreign Studies
Hester	College of Foreign Studies
Aihara	College of Global Communication and Language
Kitao	College of Global Communication and Language
Nakamura	College of Global Communication and Language
Miwa	College of Global Communication and Language
Katada	Junior College
Nishikawa	Junior College
Numata	Junior College
Syu	Junior College

Office of Student Affairs

E-mail address: gakusei@kansai-gaidai.ac.jp (either campus)

Nakamiya Campus Tel. 072-805-2813	Main building 2nd Floor	Monday ~ Friday 9:00 a.m. ~ 5:00 p.m. Saturday 9:00 a.m. ~ 4:00 p.m.
Gotenyama Campus /Global Town Tel. 072-805-2701	Office 1st Floor	

* Staff of the Office of Student Affairs will undertake initial consultation. In addition, if a student wishes to consult with Counselors in the Student Counseling Center or faculty members of the Student Affairs Committee, we would be happy to make such arrangements, so please feel free to let us know.

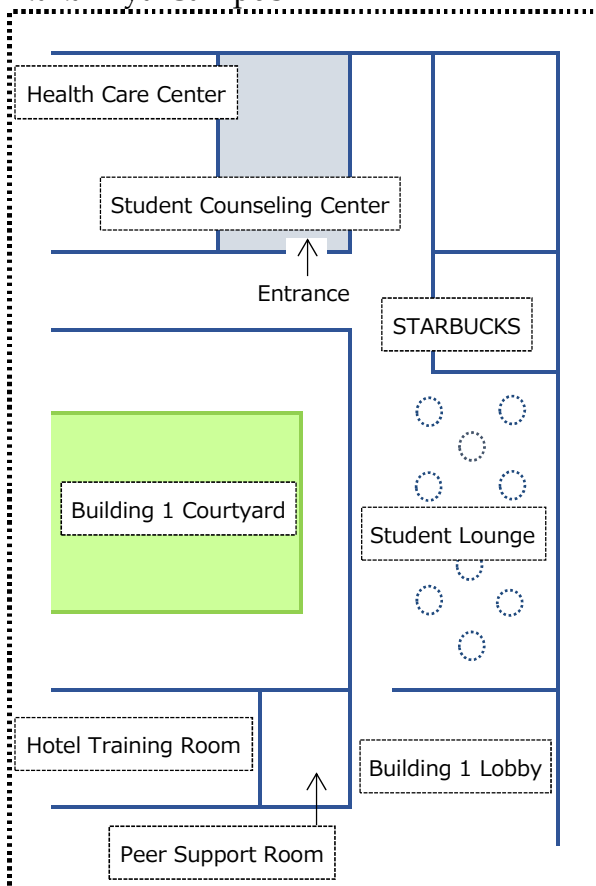
Center for International Education

E-mail: inquiry@kansai-gaidai.ac.jp (either campus)

Nakamiya Campus Tel. 072-805-2831	Building 3 1st Floor	Monday ~ Friday 9:00 a.m. ~ 5:00 p.m. Saturday 9:00 a.m. ~ 4:00 p.m.
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Student Counseling Center Location

Nakamiya Campus



Gotenyama Campus/Global Town

