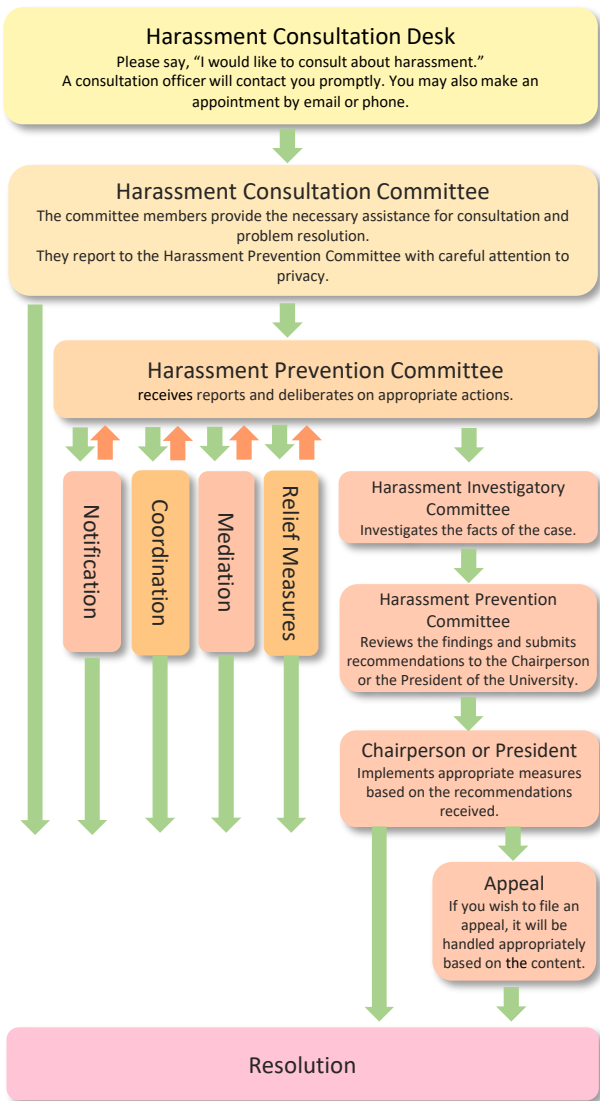


Flow of Consultation

The content of your consultation will be kept strictly confidential, and your privacy will be fully protected. Please feel free to seek advice at any time.



Do not hesitate to use our consultation services

If You Feel You May Have Experienced Harassment

- There is no need to blame yourself or hesitate, thinking, "Maybe it was my fault," or "It might be strange to bring this up." If you have any concerns, please do not hesitate to consult us.
- You can also seek advice if you have witnessed harassment or if you are worried that your own behavior might have caused discomfort. Let's work together to find a solution.

Harassment Consultation Desk

Student Affairs Section	03-5382-6274
Health Care Center	03-5382-6287
Student Counseling Center	03-5382-6389
Personnel Affairs Section	03-5382-6296
Harassment Counseling Office	03-5382-6497 (During open hours) harassmenthelp@list.twcu.ac.jp

You can speak with professional counselors (clinical psychologists) from external agencies.

For details, such as the office hours and consultation schedule, please visit the university's official website:

<https://www.twcu.ac.jp> (Japanese HP)

Home → Student Life → Campus Safety → Preventing Harassment



Harassment Consultation Guide

If you feel you may have experienced harassment, please do not hesitate to consult us.

Tokyo Woman's Christian University

東京女子大学

- Harassment Prevention Committee -



The University's Approach to Harassment

Tokyo Woman's Christian University strives to be a community where the dignity and rights of all students, faculty, and staff are fully respected and protected. To this end, the University has established the *Tokyo Woman's Christian University Regulations for the Prevention of Human Rights Violations Caused by Sexual and Other Forms of Harassment* (commonly known as the *Harassment Prevention Regulations*) and the *Tokyo Woman's Christian University Harassment Prevention Guidelines*. Through these, the University is committed to preventing harassment and to addressing any issues that may arise in an appropriate and fair manner.

What is Harassment?

In campus life, harassment may take various forms, including sexual harassment (sexual words or behavior that make others feel uncomfortable) and other forms of harassment (harassment arising from situations or relationships specific to the university environment).

Sexual Harassment

Sexual harassment refers to any sexual words or behavior that cause discomfort or distress to another person. Whether an act constitutes sexual harassment is determined by how the person on the receiving end perceives it—that is, whether they feel uncomfortable—not by the intent or perception of the person engaging in the behavior.

STATUS-BASED / QUID PRO QUO HARASSMENT

- Linking compliance or refusal to personal sexual demands with academic or research guidance, evaluation, or grades
- Reflecting compliance or refusal of personal sexual demands in personnel decisions, work assignments, or employment conditions
- Making sexual advances or suggestions conditional on academic evaluation, work benefits, or the exercise of supervisory authority
- Mixing expressions of personal sexual interest into one's professional duties or interactions

ENVIRONMENTAL OR OTHER TYPES OF HARASSMENT

- Persistently asking someone to engage in sexual acts or to go on dates against their wishes
- Forcing physical contact or attempting to engage in sexual activity
- Staring at someone's body or approaching them in a way that causes sexual discomfort
- Requiring sexually suggestive clothing or behavior
- Disrupting normal academic or workplace activities with sexual remarks or behavior, or creating an environment that causes sexual discomfort
- Engaging in speech or behavior based on discriminatory gender stereotypes. For example, forcing female staff to serve tea, clean, or handle personal errands
- Imposing "feminine roles" during extracurricular or social events, such as insisting someone sit next to you, pour drinks, or sing duets at a party
- Entering into a romantic relationship with someone you evaluate, which may harm or appear to harm the fairness of others' evaluations

Abuse of Authority in the Workplace

Abuse of Authority in the Workplace refers to speech or behavior that meets all of the following three conditions: (1) it is based on a relationship of superiority, (2) it goes beyond what is necessary or appropriate for carrying out work duties, and (3) it harms the working environment of the person targeted. Examples include the following:

- Physical assault
- Psychological assault
- Exclusion from interpersonal relationships (such as isolation, ostracism, or ignoring someone)
- Excessive demands (such as forcing someone to perform tasks that are clearly unnecessary or impossible, or deliberately obstructing their work)
- Unreasonably trivial assignments (such as ordering work far below a person's ability or refusing to assign any work without justifiable reason)
- Invasion of privacy (such as intruding excessively into someone's personal matters)

Academic Harassment

Academic harassment refers to unreasonable acts or educationally inappropriate behavior or guidance carried out by abusing one's position or authority in the context of education or research.

Obstruction of Learning or Research Activities

- Directly or indirectly interfering with legitimate educational or research activities
- Denying access to research materials, books, or laboratory equipment to students or faculty members who are disliked or in a weaker position
- Requiring students to attend excessively long lectures or guidance sessions
- Contacting students late at night or at other inappropriate times even though urgency is not required

Interference with Graduation or Advancement

- Unfairly refusing to grant course credits, advancement, or graduation without a valid reason
- Giving unfair evaluations or changing selection criteria midway for personal reasons, such as dislike or criticism
- Spreading unfounded rumors or negative assessments that hinder a student's job-hunting or career development

Violation of Individual Choice

- Obstructing employment or advancement opportunities, or forcing unwanted transfers
- Forcing a student to pursue a research theme they do not wish to undertake

Neglect or Discrimination in Guidance

- Failing to fulfill the duty belonging to a particular faculty member to provide proper research supervision or instruction
- Neglecting to review or provide feedback on papers or research results
- Treating certain students or subordinates in a discriminatory manner

Forcing Improper Financial Burdens

- Requiring students or subordinates to pay expenses that should be covered by research funds
- Blaming others for research failures and demanding repayment of related costs, or requesting money for reviewing papers
- Forcing students to make false reports (e.g., claiming participation in research) to obtain research funding improperly

Misappropriation of Research Results

- Violating international authorship rules or stealing ideas
- Forcing inclusion of one's own name as an author on a student's paper
- Demanding co-authorship despite making only minor revisions or edits

Verbal Abuse or Excessive Reprimands

- Using negative or hurtful language toward students or subordinates, whether or not they are present
- Making demeaning or insulting remarks, such as "You're a nuisance" or other statements that attack a person's character
- Making comments, such as "This paper is worse than an elementary school student's essay," or mocking someone's physical appearance

Harassment Related to Pregnancy, Childbirth, Childcare Leave, or Family Care Leave

This type of harassment refers to speech or behavior by a supervisor or colleague that harms an employee's working environment in connection with the use of systems or measures related to pregnancy, childbirth, childcare, or family care; or comments or actions regarding pregnancy or childbirth themselves.

- Harassment for using leave systems, such as pressuring someone to resign, or subjecting them to disadvantageous treatment (e.g., demotion or transfer) in response to taking pregnancy, childbirth, childcare, or family care leave
- Harassment related to physical condition, such as harassing someone because of reduced work efficiency due to physical changes from pregnancy or childbirth, or showing a lack of understanding or cooperation towards women experiencing pregnancy-related symptoms or physical changes
- Disadvantageous treatment of male employees taking childcare leave

Other Forms of Harassment

This refers to human rights violations or other acts that inflict psychological or physical harm by abusing one's position of authority in education, research, or employment, through intimidating attitudes, speech, or behavior that interfere with study, research, or work.

Infringement of Academic and Educational Rights

- Unjust refusal to provide educational guidance, or violation of educational guidance
- Improper or unreasonable demands in academic settings
- Interference with free choice of academic or career paths, or other inappropriate speech or behavior
- Unfair evaluations or remarks
- Violation of educational rights
- Unjust exclusion from a team

Infringement of Research Rights

- Unreasonable restrictions or demands on research activities
- Plagiarism or misappropriation of research content

Infringement of Employment Rights

- Markedly unfair or improper evaluation of job performance or related inappropriate remarks
- Routinely demanding work that cannot be completed during normal working hours or that requires work on weekends or holidays, or conversely, isolating employees by withholding assignments
- Making unnecessary statements about one's authority over promotions or evaluations
- Deliberately delaying instructions or decisions to the extent that it impedes on work

Other Infringements of Rights and Inappropriate Conduct

- Remarks that completely deny or demean another person's dignity
- Forcing personal relationships or private obligations unrelated to study, research, or work
- Leakage or mishandling of personal information

*For more information, please refer to the Tokyo Woman's Christian University Harassment Prevention Guidelines available on the University's official website: Home → Students → Registration Guide / Student Handbook

