

STOP HARASSMENT!

For Preventing Harassment

Creating a harassment-free environment

The educational motto of the Nanzan School Corporation (hereafter “Nanzan”) is *Hominis Dignitati*, “For Human Dignity.” Nanzan does not tolerate behavior that negatively impacts human dignity, violates human rights, or damages the educational, research, or workplace environment. One type of such inexcusable behavior involves harassment.

In keeping with the spirit of our founding motto, Nanzan takes a very stern view regarding harassment in all forms, especially insofar as such matters run counter to the spirit of the Constitution of Japan and such national laws as the Basic Act on Education, the Act for the Promotion of Measures to Prevent Bullying, the Act for Eliminating Discrimination against Persons with Disabilities, the Labor Standards Act, the Act on Securing of Equal Opportunity and Treatment between Men and Women in Employment, the Act for Comprehensive Promotion of Labor Policy, Stabilization of Employment and Enrichment of Working Life for Workers, and the Act on Child Care Leave, Caregiver Leave, and Other Measures for the Welfare of Workers Caring for Children or Other Family Members. Nanzan will protect the dignity and human rights of the individual and protect the rights of people to study, research, and work in a peaceful and comfortable environment free from harassment, etc.

Who do the guidelines apply to?

These Guidelines apply mainly to the individuals who make up Nanzan — its teaching and administrative staff as well as its students. We ask for your cooperation to make a harassment-free environment in Nanzan.

Further, these Guidelines also apply to the individuals who were previously associated with Nanzan, including teaching or administrative staff who have retired or otherwise discontinued their employment, and former students who have ceased to be enrolled in Nanzan due to graduation, course completion, or otherwise leaving the school to which they were affiliated.

Harassment Prevention Measures and Counseling Service in Nanzan

In order to prevent harassment and resolve any problems that may arise, the Nanzan School Corporation Harassment Prevention and Resolution Committee (hereafter referred to as the HPRC) has been established as an independent body within Nanzan. In the case that a member etc. of Nanzan wishes to take action, in accordance with its content, the HPRC will move to resolve the issue, setting up a “Liaison Panel” to oversee the procedures moving forward or an “Investigative Panel” to carry out an investigation of the complaint.

In addition, sitting under the HPRC, the Nanzan School Corporation Harassment Counseling Office has been organized and is staffed by counselors specialized in harassment issues (hereafter referred to as “harassment counselors”) to offer counseling and consultation services. In this Office, through counseling and consultation, information is provided which is designed to help address the problem and offer support to allow those who are seeking advice to make their own decision on best to proceed.

Duty of confidentiality

In the process of initiating or being involved in a harassment-related procedure, members of Nanzan may come into possession of a range of confidential information. We request that you do not divulge such information. For members of the HPRC or the harassment counselors, the work-related duty of confidentiality is particularly stringent, but by the same token, the people who are asked to cooperate with the procedures, or the person who lodged the complaint are, as members of Nanzan, required to maintain confidentiality. This continues to apply after a person ceases to work or study within Nanzan.

As your privacy will be respected and the content of the discussion will be treated as strictly confidential, you are able to make use of Nanzan’s “Procedures for resolving harassment-related issues” without anxiety.

Prevention of disadvantageous treatment

Nanzan forbids disadvantageous treatment that might follow one of its members seeking counseling and consultation or making a complaint and will do all it can to prevent collateral damage. The same applies to other individuals who were involved in the resolution of a problem.

Application for Counseling and Consultation Services

Nanzan School Corporation Harassment Counseling Office

Office Hours: Monday - Friday 9:30 AM - 4:30 PM

※Excluding university holidays in summer and winter.

The schedule is subject to change.

email address: hrsmt-soudan@nanzan-u.ac.jp

For those who wish to receive Counseling and Consultation

Counseling and Consultation will be conducted face-to-face within the Nanzan area.

If you would like to use this service, please make a reservation by email.

For email, the subject line should be "Counseling Reservation" *, and please specify your name, contact information, and affiliation (relationship with Nanzan) in the text. We do not support email counseling and consultations, so you do not need to write about your problem in detail in the email for the counseling application.

After confirming your application, the Harassment Counseling Office will email you. Please make sure that your email service (gmail.com, yahoo.com, etc.) can receive email from the Office (domain name is [@nanzan-u.ac.jp]).

However, due to staff's work schedule and others, it may take some time to send an email reply to you.

* If you would like to lodge a complaint without having first gone through the counseling and consultation process, please change the subject line to "Request for the complaint form."

Procedure for using the Harassment Counseling Office

1. Please send a counseling reservation email to the Harassment Counseling Office.
2. The Office will contact you by email regarding the date and place of the counseling.
3. On the day of the counseling, please come to the meeting place provided by the Office by the designated time. A staff member will greet you and guide you to the counseling room.
4. At the beginning of the counseling, we will confirm your ID.
5. Please fill in your name, affiliation, etc. on the counseling reception sheet.
6. Talk to your harassment counselor (or support member of the HPRC) about the problems. If you have some materials that you would like to present to the counselor, please bring them with you on the day of the counseling (materials are not required).
7. If necessary, we will make an appointment for another counseling session.