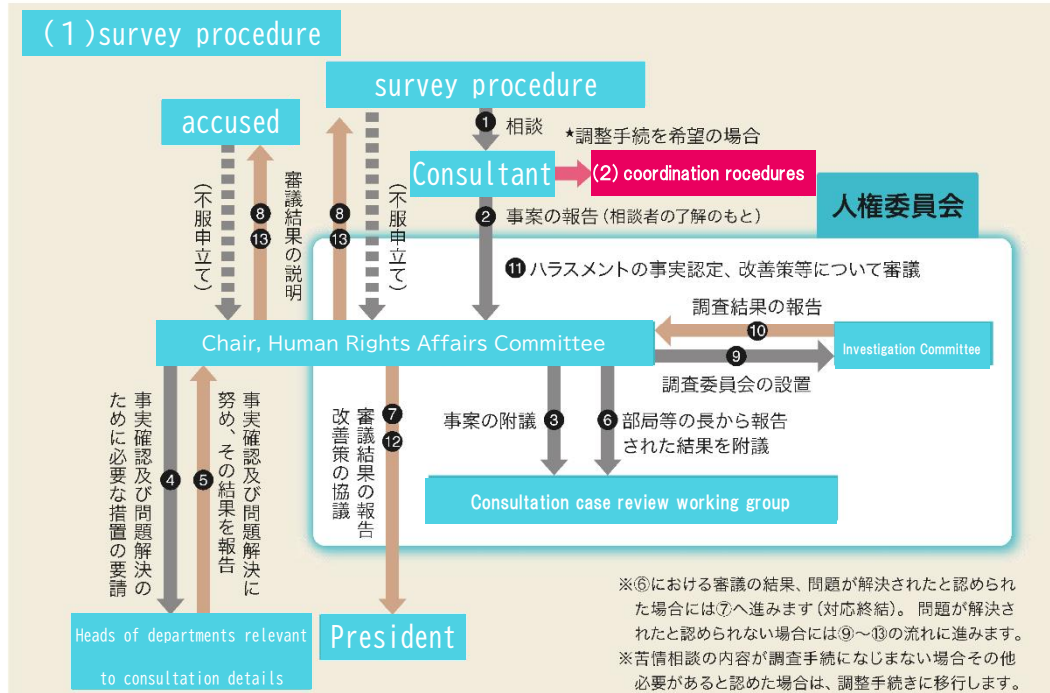


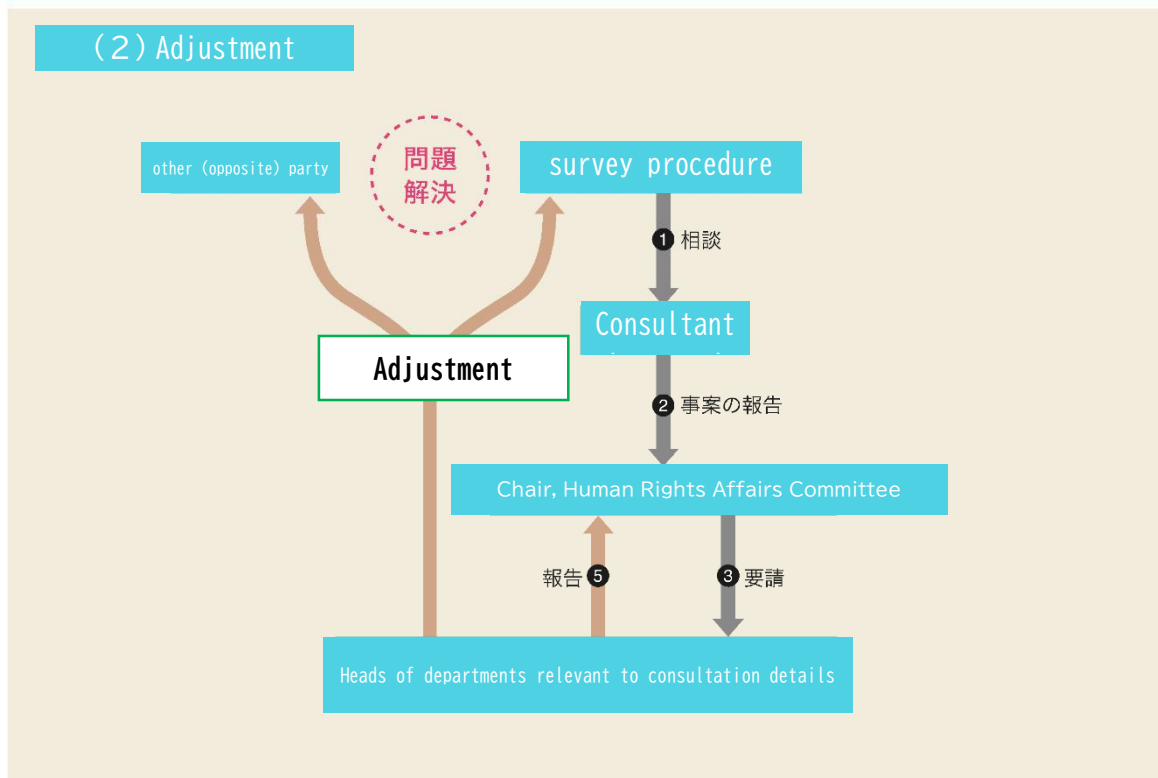
Consultation Procedures for handling harassment (excluding sexual harassment)

With harassment except sexual harassment



- ① The Consultant shall consult with the Consultant.
 - ② The Consultant shall obtain the consent of the Consultant and report to the Chair, Human Rights Affairs Committee.
 - ③ Upon receiving a report from the Consultant, the Chairperson shall consult with the Consultation case review working group (hereinafter referred to as "WG").
 - ④ The chairperson of the WG shall request the Heads of departments relevant to consultation details, etc. related to the content of the consultation to confirm the facts related to the content of the complaint consultation and to take the necessary measures to resolve the problem.
- *However, in cases where the complaint is related to the words or actions of the head of the department, etc., or in other cases where the WG deems it necessary, the Human Rights Committee will consider how to respond to the complaint.
- ⑤ The Heads of departments relevant to consultation details, etc. shall endeavor to confirm the facts pertaining to the complaint consultation and resolve the problem, and report the results to the chairperson of the committee within 6 months in principle. However, if there are unavoidable reasons, such period may be extended for a reasonable period of time.
 - ⑥ The chairperson of the Committee shall consult with the WG on the results reported by the Heads of departments relevant to consultation details, etc., and deliberate on the results of the action taken on the problem.
- Result of deliberation,
- **When it is recognized that the problem has been resolved**
- ⑦ The chairperson of the committee shall report the results of the deliberations to the president, and based on the results of the deliberations, discuss remedial measures with the president and the Heads of departments relevant to consultation details, etc.
 - ⑧ The chairperson of the committee shall explain the results to the accuser and the Consultant .
- **If the problem is not deemed to have been resolved**
- ⑨ The chairperson shall establish an investigation committee to conduct a fact-finding investigation of the contents of the complaint consultation.
 - ⑩ The Investigation Committee shall investigate the facts, summarize the results of the investigation within 6 months, and report to the Chairperson. However, if there are unavoidable reasons, the investigation period shall be extended.
 - ⑪ When the Chairperson receives the report from the Investigation Committee, he/she shall consult with the Human Rights Committee and deliberate on remedial measures, etc.
 - ⑫ The Chairperson of the Committee shall report the results of the deliberations to the President, and based on the results of the deliberations, discuss improvement measures with the President and relevant department heads, etc.
 - ⑬ The Chairperson of the Committee shall explain the results to the accuser and the consultant .

With harassment except sexual harassment

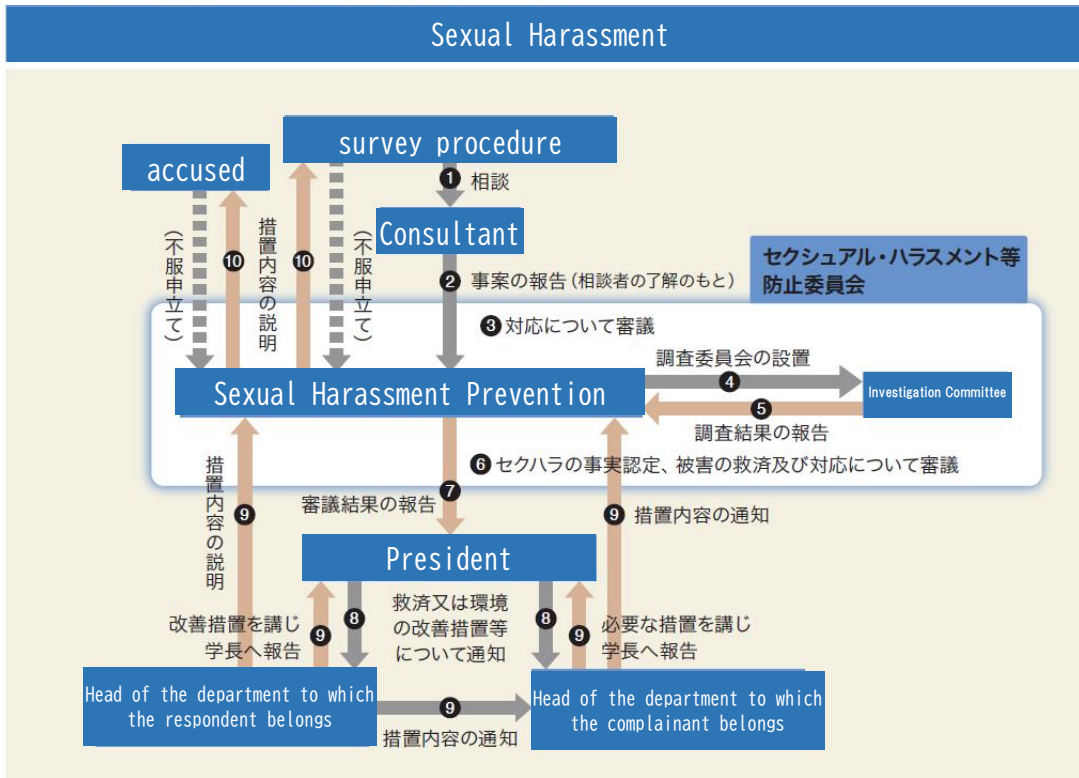


- ① The Consultant shall consult with the Consultant
- ② The Consultant shall obtain the consent of the Consultant and report to the Chair, Human Rights Affairs Committee.
- ③ The chairperson of the committee will request the heads of departments, etc. related to the content of the consultation to carry out the adjustment procedures.
- ④ In principle, the head of the department, etc. himself/herself shall take the necessary measures (including measures related to study and employment). In principle, the head of the department, etc. shall take the necessary measures (including measures for study and employment).
(④ The head of the department, etc. will, in principle, take the necessary action (including measures for study and employment) by himself/herself.
However, if there are special circumstances that prevent the head of the department, etc. from taking action himself/herself, he/she may have a person designated by the head of the department, etc. take action.
- ⑤ The head of the department, etc. shall report to the chairperson regarding the handling of the adjustment.

*In the case of adjustment procedures, the applicability of harassment shall not be determined.

*If the complainant is dissatisfied with the response to the adjustment, he/she may request the chairperson to move to the investigation procedure.

Consultation Procedures for handling sexual harassment, etc.



❶ The person consulting with the Consultant shall consult with the Consultant.

The counselor shall obtain the consent of the person consulted and report the content of the consultation to the chairperson of the Prevention Committee (hereinafter referred to as "chairperson").

❷ The Chairperson of the Prevention Committee shall consult with the Prevention Committee regarding the content of the consultation reported by the Consultant.

❸ The chairperson shall establish an investigation committee under the Prevention Committee based on the results of the deliberations of the Prevention Committee.

❹ The Investigation Committee shall investigate the facts, compile the results of the investigation within two months, and report these to the chairperson. However, if the investigation cannot be completed within two months and there are unavoidable reasons, the investigation period may be extended for a reasonable period of time.

❺ The Chairperson shall consult with the Prevention Committee on the investigation results reported by the Investigation Committee, and the Prevention Committee shall deliberate on the fact-finding of sexual harassment, etc., remedies for damage, and responses.

❻ The Chairperson of the Committee shall report the results of the deliberations of the Prevention Committee to the President.

❼ Based on the report from the Chairperson, the President shall, if necessary, provide the complainant and the head of the department to which the complainant belongs (in the case of administrative departments, the head of the General Affairs Department) with information on relief from sexual harassment, etc. or measures to improve the environment. The same shall apply hereinafter).

❽ Notification to the head of the department to which the appellant and the complainant belong (in the case of a department of an administrative organization, the head of the general affairs department)

The head of the department to which the appellant belongs shall promptly take remedial measures, report to the President, and notify the Chairperson of the Committee and the head of the department to which the appellant belongs of the details of the measures taken. The head of the department to which the complainant belongs shall also take necessary measures, report to the President, and notify the Chair of the Committee of the details of the measures taken.

❾ Prevention Committee shall explain the details of the measures taken to the complainant and the respondent.

※However, if it is determined that urgent action is necessary to provide relief to the complainant, other measures may be taken. In some cases, however, other measures may be taken.