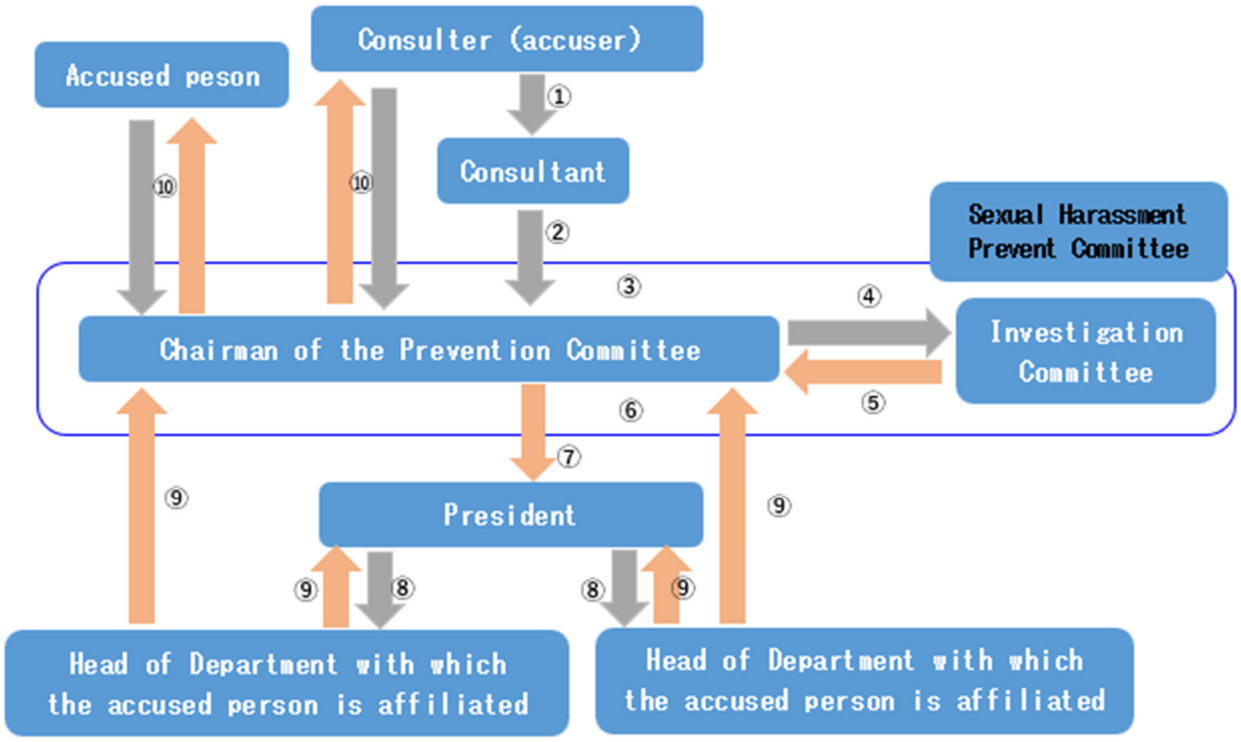
Case of Sexual Harassment

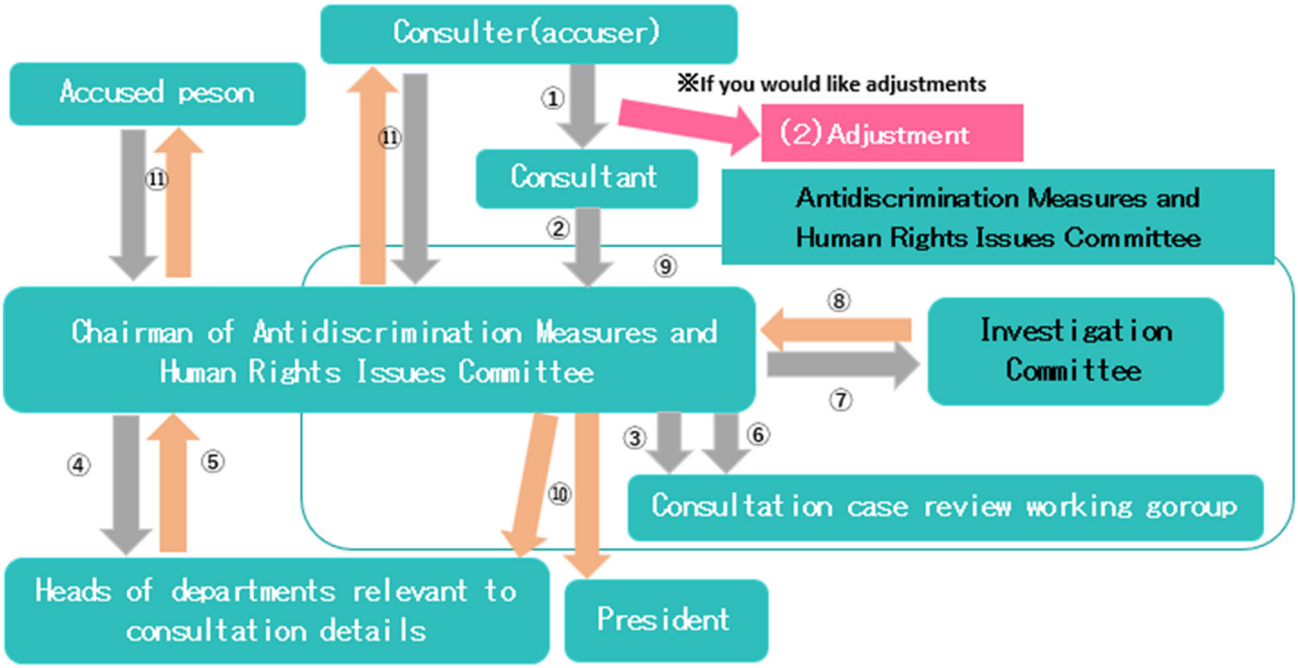


①Consulter consults with the consultant.
②The Consultant shall obtain the consent of the person consulted and report the content of the consultation to the chairperson of the Prevention Committee (hereinafter referred to as “chairperson”).
③The Chairperson of the Prevention Committee shall consult with the Prevention Committee regarding the content of the consultation reported by the Consultant.
④The chairperson shall establish an investigation committee under the Prevention Committee based on the results of the deliberations of the Prevention Committee.
⑤The 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.
⑥ 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.
⑦The Chairperson of the Committee shall report the results of the deliberations of the Prevention Committee to the President.
⑧Based 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).
⑨Notification 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.
⑩Prevention Committee shall explain the details of the measures taken to the complainant and the respondent. Both the accuser and the accused person may file an appeal with the chairperson.

※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.

Case of Harassment(excluding sexual harassment and Customer harassment)

(1) Investigation procedure



① Consulter consults with the Consultant.
② The Consultant shall obtain the consent of the Consulter 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").

◇In the Case of an Investigation Committee Established by a Department or Other Organizational Unit

④ The chairman shall request the head of the department or other organizational unit related to the consultation to investigate the facts.
※However, if the complaint or consultation concerns conduct by the head of the department or other organizational unit, or if the WG deems it necessary, the Human Rights Committee shall establish an Investigation Committee.
⑤ The head of the department or other organizational unit shall establish an Investigation Committee within the department or other organizational unit and report the results to the chairman within six months from receipt of the investigation request. However, if there are unavoidable circumstances, the period may be extended for a reasonable period.
⑥ The chairman shall refer the results reported by the head of the department or other organizational unit to the WG for deliberation on whether the conduct constitutes harassment and on the measures to be taken.
→ Proceed to ⑩ and ⑪

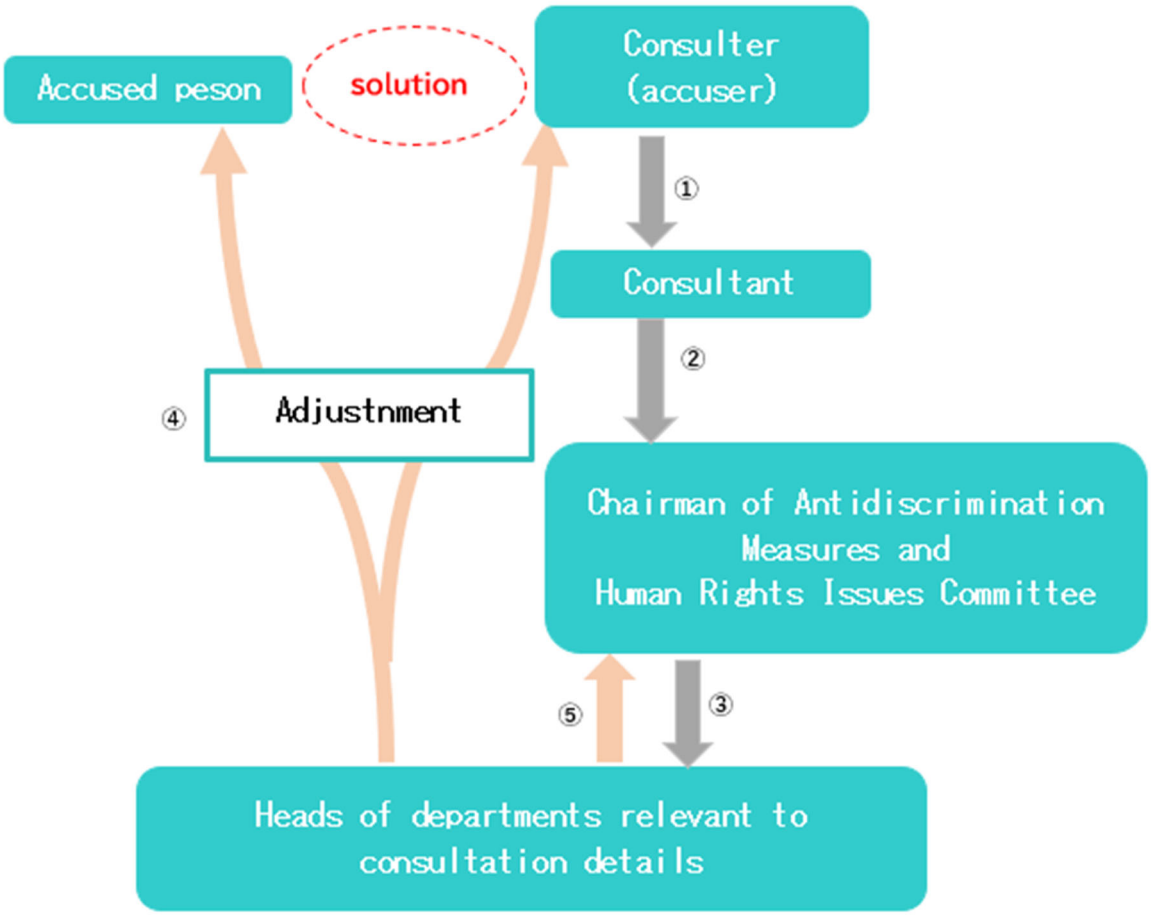
◇In the Case of an Investigation Committee Established by the Human Rights Committee

⑦ If the complaint or consult concerns the head of a department or other organizational unit, or if the WG determines that an investigation by the department or other organizational unit is inappropriate, the Human Rights Committee shall establish an Investigation Committee.
⑧ The Human Rights Committee Investigation Committee shall report the investigation results to the chairman within six months from the date of its establishment. However, this shall not apply if there are unavoidable circumstances.
⑨ Upon receiving a report of the investigation results from the Human Rights Committee Investigation Committee, the chairman shall refer the matter to the Human Rights Committee for deliberation on whether the conduct constitutes harassment and on the measures to be taken.

⑩ The chairman shall report the results of the deliberation to the president and the heads of the relevant departments or other organizational units.
⑪ The chairman shall explain the results of the deliberation to the accuser and the accused person.

※If the content of the complaint or consultation is deemed unsuitable for investigation procedures or otherwise deemed necessary, it will be transferred to Adjustment procedures.

Case of Harassment(excluding sexual harassment and Customer harassment)
(2) Adjustment



① The Consulter 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).

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.

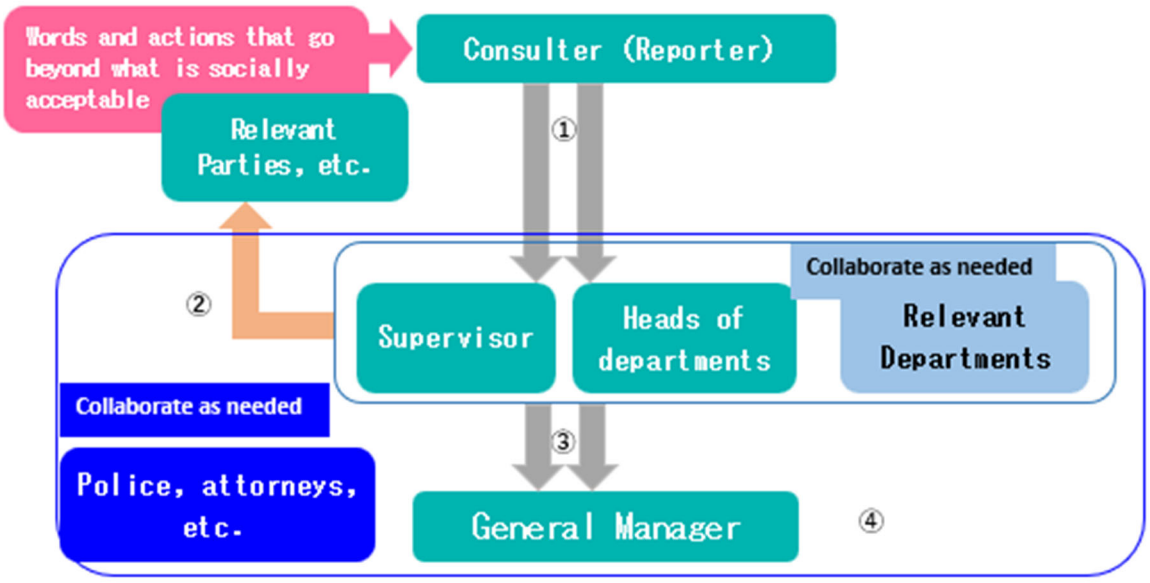
⑤ The head of the department, etc. shall report to the chairperson regarding the handling of the adjustment.

*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.

Case of Customer Harassment

(1) When consulting with or reporting to a supervisor or the head of a department or division



① Employees or other personnel subjected to customer harassment shall promptly consult with or report the matter to their supervisor or the head of their division or department.

② The supervisor or head of the division or department who receives the consultation or report shall confirm the circumstances of the relevant employee or other personnel and, where necessary, coordinate with the relevant departments and take necessary measures.

③ The supervisor or head of the division or department who receives the consultation or report shall report the results of the measures described in ② to the overall responsible person.

④ The overall responsible person who receives the report described in ③ shall, where necessary, take appropriate action on behalf of the university as a whole.

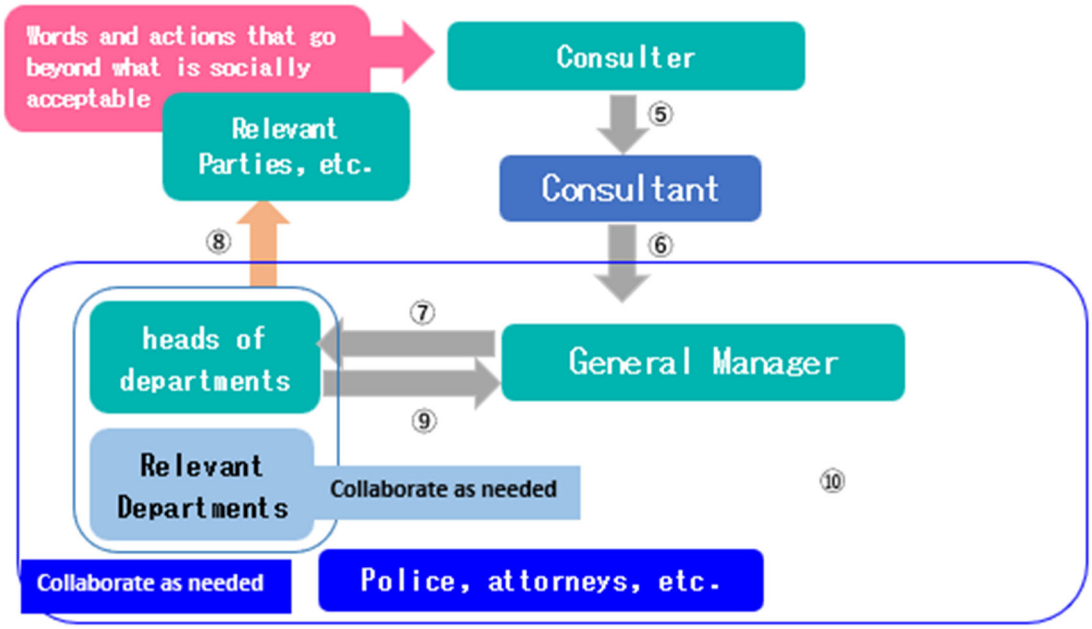
※ In responding to customer harassment, the university shall coordinate, where necessary, with the police, attorneys, and other relevant organizations.

※ For information on necessary measures, refer to the Manual for Preventing Customer Harassment.

Case of Customer Harassment

(2) When Consulting a Consultant

(when consulting with or reporting to a supervisor or the head of a division or department is difficult)



⑤ Employees or other personnel subjected to customer harassment may consult with a counselor when consulting with or reporting to their supervisor or the head of their division or department is difficult.

⑥ With the consent of the person seeking consultation, the counselor shall report the details of the consultation to the overall responsible person.

⑦ The overall responsible person shall request the head of the relevant division or department to take measures to protect the physical and mental well-being of the person seeking consultation and improve their working environment.

⑧ The head of the division or department shall confirm the circumstances of the relevant employee and, where necessary, coordinate with the relevant departments and take necessary measures.

⑨ The head of the division or department shall report the results of the measures described in ⑧ to the overall responsible person.

⑩ The overall responsible person who receives the report described in ⑨ shall, where necessary, take appropriate action on behalf of the university as a whole.

※ In responding to customer harassment, the university shall coordinate, where necessary, with the police, attorneys, and other relevant organizations.

※ For information on necessary measures, refer to the Manual for Preventing Customer Harassment.