

# Important points for prevention

Examples of what to think about and what to do

If you think something may be harassment, first check the following.

## 1. Pay attention to what you say.

- ◆ Don't reprimand excessively, give advice insistently, or ask unnecessary personal questions during class or meetings. Also, avoid adopting a harsh tone and speaking one-sidedly.
- ◆ Don't use threatening language, including remarks that may cause someone to feel nervous or afraid.

*Faculty and staff* ⇒ Pay attention to your language regardless of whether you're speaking to other faculty and staff members or students.

*Students* ⇒ If you feel something is wrong or experience any problem during class or in meetings, speak to us.

## 2. Avoid meeting one-on-one in closed rooms.

- ◆ In particular, when a faculty member meets with a student one-on-one to provide guidance, advice on a thesis, or similar in the faculty member's office during office hours, said faculty member must ensure that the inside of the office can be seen from the hallway. As an alternative measure, the faculty member may leave open the window on the door side of their office.

*Faculty and staff* ⇒ Avoid meeting with students in closed rooms unless necessary.

*Students* ⇒ If you have any concerns or experience any problems during guidance or meetings, speak to us.

## 3. The other person may not always explicitly indicate their will.

- ◆ Don't assume that the other person has given consent just because they have not explicitly refused.
- ◆ For practical training subjects, if the guidance may involve physical contact, be sure to obtain approval from students in advance.

*Faculty and staff* ⇒ Avoid engaging in conduct that may make someone feel uncomfortable regardless of whether they have refused.

*Students* ⇒ If you have any concerns or experience any problems at all, speak to us.

## 4. When faculty/staff and students work off campus, pay attention to your remarks and actions.

- ◆ Don't assign seats based on personal preferences or force others to drink or perform duets during off-campus activities, club overnight stays, or dining at class reunions.
- ◆ Don't force others to chug alcohol or to drink alcohol in drinking games as part of efforts to make an event more lively.
- ◆ Don't suggest anyone under the age of 20 drink alcohol. (Doing so is illegal.)

*Faculty and staff* ⇒ Behave in a way befitting of faculty and staff members even during off-campus activities.

*Students* ⇒ Actions that force others to do something can constitute harassment even if done between students.

## 5. Pay attention to your actions and words if you encounter faculty, staff, or students outside the teaching, learning, and employment environments.

- ◆ Don't ridicule or make fun of what anyone does off campus.
- ◆ Don't insistently ask someone to contact you or ask questions because you ran into each other by chance.

*Faculty and staff* ⇒ Behave in a way befitting of faculty and staff members even outside of work hours and while off campus.

*Students* ⇒ Any conduct that makes someone feel uncomfortable can constitute harassment.

## 6. Do not assume that different genders should have different roles.

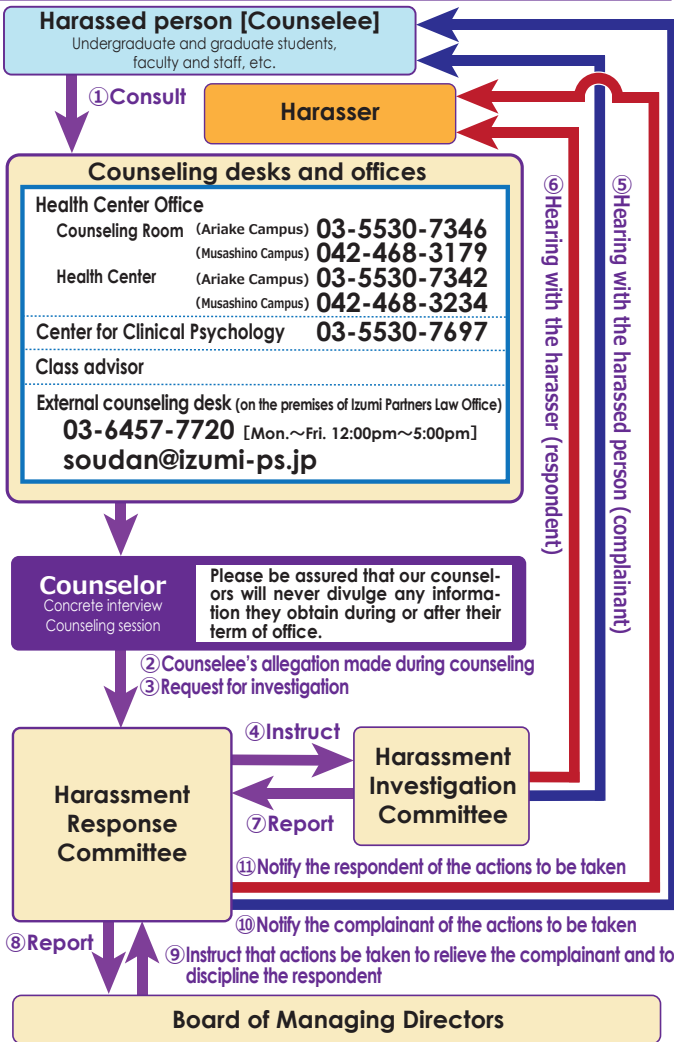
- ◆ Don't base job or educational contents, evaluations, or guidance on gender.
- ◆ Don't force your values onto others saying, "Men should be so and so" or "Women should be this way."
- ◆ Don't make discriminatory remarks based on sexual orientation or gender identity or against sexual minorities.

*Faculty and staff* ⇒ Avoid making remarks or giving evaluations based exclusively on your own values.

*Students* ⇒ Avoid ridiculing others and forcing your values onto them.

# Strict disciplinary action in response to harassment

In order to deal with harassment, which should never occur, and to protect the rights of individuals who are harassed, MU has implemented the following system to take strict, fair measures based on the relevant rules and regulations.



### For more information...

Please refer to the "Regulations on Harassment Prevention at Musashino University (Japanese Only)"

Musashino Univ. website  
 "Harassment Prevention and Response"  
<https://www.musashino-u.ac.jp/harassment/>



# STOP! HARASSMENT



## Action Guidelines for Harassment Prevention

1. Correctly understand and deepen insight into what harassment is on a daily basis.
2. Individuals shall do everything possible and make concrete efforts to prevent harassment.
3. If harassment occurs, promptly take strict, fair actions in accordance with the regulations.

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# STOP! Harassment

**MU** strives to ensure a comfortable, harassment-free educational and employment environment, and the entire University is working to address the issues posed by harassment.

## About harassment

The objective of the "Regulations on Harassment Prevention at Musashino University" is to "prevent violations of the human rights of the University's students, faculty, staff, and others as well as to provide guidelines on preventing and addressing harassment and other actions to ensure comfortable educational, research, learning, and employment environments that are free of discrimination." MU defines harassment as "any conduct related to education, research, learning, or employment that disadvantages or damages someone or that violates someone's dignity or character."

## Sexual harassment

Engaging in inappropriate sexual behavior or speech against someone's will that, regardless of the offender's intent, disadvantages or distresses the recipient, thereby negatively affecting the educational, research, learning, or working environment.

## Academic harassment

Abusing one's authority or power in education and research settings to engage in inappropriate conduct or providing improper guidance or treating someone improperly, thereby causing the person to lose motivation to learn or study, or negatively affecting the learning or research environment.

## Abuse of authority

Remarks, conduct, or treatment that causes someone to lose motivation to work or negatively affects the employment environment beyond the extent necessary and reasonable for the execution of one's duties based on one's superior authority, power, or interpersonal relationships in professional settings.

## Maternity harassment

Engaging in conduct that negatively affects the working environment by making inappropriate, unfair remarks or actions concerning someone's pregnancy, childbirth, childcare leave, nursing care leave, and so forth.

## Other types of harassment

Making remarks or engaging in conduct other than the aforementioned types of harassment that disadvantages or distresses someone, thereby negatively affecting the education, research, or employment environment.

## Examples of harassment

### The following speech and behaviors are harassment!

#### ■ Examples of sexual harassment

- Making uninvited physical contact with another person or looking the person over, causing them unpleasant feelings or anxiety
- Pressing someone for a romantic relationship even though the other person is unwilling, or sending insistent emails about personal feelings
- Asking someone their body measurements or making negative remarks about someone's body
- Forcing fixed gender roles on others by saying things like, "You're supposed to be a woman" or "That's effeminate"
- Forcing someone to pour drinks for others or to perform duets or party tricks
- Displaying posters of models in swimsuits or other materials that may make some people uncomfortable

#### ■ Examples of academic harassment

- Refusing to instruct someone without a legitimate reason
- Giving guidance excessively beyond what is required for teaching—for example, saying, "You're stupid," or adopting a harsh tone while speaking
- All forms of bullying
- Threatening to prevent someone from graduating or threatening to give a low grade
- When a faculty member repeatedly orders students to run private errands that have no educational or research purpose
- Unreasonably restricting opportunities for research presentations, etc.

#### ■ Examples of abuse of authority

- Giving excessively long, harsh reprimands concerning work performance
- Sending an email that dismisses the ability of or ridicules someone in a way that multiple people, including the targeted individual, can view it
- Making inappropriate remarks about ability or character at work or elsewhere
- Ignoring an employee that is in a group so as to isolate that individual in the workplace

#### ■ Examples of other types of harassment

- Discriminating against pregnant individuals (maternity harassment)
- Forcing people to chug drinks or to otherwise drink alcohol (alcohol harassment)
- Discrimination based on sexual orientation or gender identity or against sexual minorities, etc. (SOGI harassment)
- Discrimination based on nationality, race, creed, age, etc.
- Posting defamatory statements that contain personally identifiable information on social media or on other online platforms
- Forcing others to share a view of their entire room or making demands that excessively intrude into people's personal lives during online meetings or on other occasions

**Any conduct related to education, research, learning, or employment that disadvantages or damages someone or that violates someone's dignity or character, regardless of the offender's intent, is considered to be "harassment."**

## Common mistakes

### Check whether you have made any of the following mistakes.

#### *If someone felt harassed, the person would've complained already, right?*

Whether the victim has complained has nothing to do with whether conduct is considered harassment. People may feel hesitant to complain about being harassed due to self-blame and concerns about subsequent disadvantages (e.g., won't be able to graduate, negative effect on a relationship).

#### *The other person didn't resist, so that's consent, right?*

Just because someone does not resist does not mean that they have given consent. It is difficult to resist those who have greater authority. The act of inflicting mental or physical pain by making others feel uncomfortable in itself is harassment.

#### *In college, harassment is inflicted by teachers on students, right?*

Because of the nature of relationships in education and research, it is more common for teachers to harass students. However, harassment may be inflicted by teachers on staff members, between teachers (staff members)/students, and by students on teachers.

#### *I mean no harm and we're good friends, so it's not a problem, right?*

Any remark or conduct, whether the offender means to cause harm or not, that disadvantages or distresses someone and negatively affects the educational, research, learning, or employment environment may constitute harassment, even if it occurs between two people who are close to each other.

#### *If someone has a problem, they'll voluntarily seek help, right?*

It may be difficult to seek help for concerns related to harassment and other topics. However, if you don't seek help, the situation is unlikely to change.

If you ever suspect that an action or remark directed at you is harassment, seek help from a counseling desk or elsewhere.

**Let's aim to foster healthy, comfortable teaching, research, learning, and employment environments that are free of harassment!**

