

If you are harassed

1 Clearly express your rejection of the behavior.

It is vital to clearly express your rejection of the behaviors you believe to constitute harassment to the harasser.

2 Keep records of the harassing behaviors you experience.

Keeping records helps you sort your feelings out. If you later ask the university to take action against the harassment, the records will serve as significant evidence.

3 Contact a counseling desk for help.

Are you anxious that your rejection of the harassment may be ignored by the harasser or even put you at a disadvantage? If so, do not worry alone. Ask a counseling desk early on for advice on how to deal with the situation.

With your consent, someone else may contact a counseling desk for help.

Counseling Desks

The counselor will look at the situation from your perspective, strictly protect your privacy, and work with you to solve the problem.

We will not be treated disadvantageously for reasons such as consultation about harassment or cooperation in resolving harassment.

Counseling desks for faculty and staff: Mon-Fri, 8:30-17:15(closed on national holidays)

General Affairs Division, Hiroshima Campus	Tel: 082-251-5178 Dedicated email: khsoudan@pu-hiroshima.ac.jp
General Affairs Division, Shobara Campus	Tel: 0824-74-1000 Dedicated email: kssoudan@pu-hiroshima.ac.jp
General Affairs Division, Mihara Campus	Tel: 0848-60-1161 Dedicated email: kmsoudan@pu-hiroshima.ac.jp
Eikei University of Hiroshima General Affairs Division	Tel: 082-225-6201 Dedicated email: esoudan@pu-hiroshima.ac.jp
External counseling desk: Japan Industrial Counselors Association	Tel: 082-223-7470

- You may contact a counseling desk other than the one on the campus you belong to.
- Counselors are listed in the Faculty and Staff Wiki.

✂ Cut out the card below for later use.

Counseling Steps



Your decision will be respected when a solution is selected for implementation.

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For
Faculty
&
Staff

STOP HARASSMENT



Do you encounter any of these problems?

Sexual Harassment

Refers to offending a person or undermining a person's educational, research or work environment through unwelcome sexual comments and behavior toward the person.

Does any of the following happen to or around you?

Quid pro quo

- Making sexual advances toward a subordinate in a situation that makes her/him worry about being put at a disadvantage at work if she/he says no
- Failing to give work guidance to a subordinate or neglecting her/him in retaliation for her/his rejection of sexual advances

Hostile environment

- Touching someone on a part of her/his body (e.g., shoulder or waist) on a daily basis
- Teasing someone about her/his looks, such as her/his body shape
- Frequently bringing up sexual topics that cause discomfort in the workplace or classroom
- Engaging in sexually indecent behavior at parties or while socializing after work
- Asking someone for dinner in an email sent for supervision or personal communication, saying, "How about going to dinner tonight, just the two of us?"
- Repeatedly making dirty jokes or teasing about sex
- Intentionally spreading sexual rumors
- Asking someone about her/his personal sexual experience or sharing one's own experience with others
- Posting personally identifiable sexual slanders and private information on the Internet



Academic Harassment

Refers to causing physical or mental distress to a person or undermining a person's educational or research environment beyond a reasonable degree by utilizing one's supremacy over the person in terms of educational or research position or one's interpersonal relationship.

Does any of the following happen to or around you?

Rude behavior or violence

- An instructor or a graduate student kicks a trash can or throws an object at a student when supervising him/her, exclaiming that he/she is slow to understand.
- An instructor or a graduate student hits a student on the head with his/her paper.

Reproach or slander with inappropriate words

- An instructor repeatedly makes remarks that deny the abilities and personalities of undergraduate and graduate students, saying things like, "Can't you even do this? You're so dumb!" and "You're worse than a primary school kid!"

Overstepped boundary of required supervision or relentless supervision

- An instructor forces a student to come to the university early in the morning, late at night, or on holidays or frequently sends supervisory text messages to a student's mobile phone.

Refusing to supervise students, neglecting them, or leaving them out

- An instructor or a graduate student treats students who ask for supervision differently depending on whether he/she likes them, and does not supervise students he/she dislikes.

Stealing achievements

- An experienced faculty member forces younger researchers to add his/her name to their research papers or experiment reports as a collaborator without any reasonable grounds.

Privacy violation and intermingling of public and private matters

- An instructor forces students to perform chores and errands unrelated to education and research, such as helping him/her move.

Power Harassment

Refers to causing physical or mental distress to a person or undermining a person's working environment beyond a reasonable degree by utilizing one's supremacy over the person in the job position or the interpersonal relationship.

Does any of the following happen to or around you?

- A boss gives assignments irrespective of experience and knowledge or assigns complicated tasks, and demands that they be completed immediately.
- A boss repeatedly reprimands his/her subordinates for being unable to solve problems or lacking something, or violates their personal dignity, saying, "You're useless," "You idiot," "You don't deserve the job," "You can't do this because you're a woman," or "You're such a pathetic man."
- A boss repeatedly demands an explanation from his/her subordinates about their failures in work or careless mistakes, or bawls them out in front of others.
- A person does not talk to you and ignores you when you say hello to him/her.
- A person attempts to sever your connections with others by telling them not to help you.
- A person talks his/her colleagues into ignoring their boss.

Other Types of Harassment

Maternity harassment

- A person talks badly of a staff member who is taking pregnancy, childbirth, childcare or elderly care leave, saying things like, "I have more work to do because of her" or "She should quit her job."

Cut out the card below for later use.

[Counseling Desk Info Card]

STOP HARASSMENT

Do not worry alone. Be brave and ask for help if you are:

- Harassed
- Not sure whether or not an action against you constitutes harassment
- Asked by a colleague for help

Feel free to contact a counseling desk.