

● Consulting via telephone, e-mail, fax, or regular mail (You may remain anonymous.)  
Inquiries about the process are also welcome.



**Initial discussion with a counselor.**

● Visits (by appointment; not anonymous)

**A counselor will listen to your complaint.**



If you wish to proceed and make a complaint, we accept applications in person from the concerned party.

**Apply to make a complaint.**

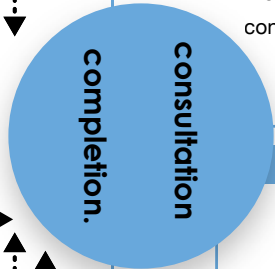
Examine case to determine whether or not to file a complaint.

**Discuss solutions with committee members.**

Seek a solution.

**Mediate with the other party.**

**Initiate formal university procedures, if necessary.**



**Let's make our campus environment comfortable for everyone.**

These guidelines apply to all the members of Waseda University community who are involved in the University's education and research, including faculty members, administrators and students, as well as researchers and research assistants.

**Professional staff are available**

Professional staff are available. Anyone who is a student or works at Waseda University may request consultation. You may contact us by e-mail, fax, or regular mail. We also accept anonymous consultation in the initial stages. Your privacy is our foremost priority. We respect the feelings of the concerned parties and keep all the information strictly confidential.

**Consultation Desk**

**Harassment Prevention Office**

2nd floor, Bldg. No.24-8, Waseda University, 1-104  
Totsuka-machi, Shinjuku-ku, Tokyo 169-8050  
Open

Monday through Friday 9:30-17:00

\* Please send an e-mail or fax to arrange an appointment.

TEL :03-5286-9824 FAX:03-5286-9825

E-mail:stop@list.waseda.jp

URL:http://www.waseda.jp/stop/

Please refer to the Waseda University website for guidelines, regulations, FAQ, available documents, events, links, and other information.

Waseda University Harassment Prevention Committee

June 2009

Let's face it together.



For a harassment-free environment.



Waseda University Harassment Prevention Committee

## We can create a comfortable, harassment-free campus

An individual may find someone's behavior unbearable and offensive, even though the person in question did not intend it to be so. Anyone can be a harasser or a recipient of harassment

It is important to be considerate of how others feel. If one senses what s/he has done may have caused another person's discomfort, s/he should stop the possible cause. Even when there is a power relationship between two individuals, such as a teacher and his/her student or a supervisor and his/her subordinate, individuals should be equally respected. Mutual respect in everyday relationships will increase the sense of trust between individuals and prevent careless incidents from developing into problems.



### ◆Sexual harassment

Sexual harassment involves behavior with sexual connotations that results in disadvantage and/or discomfort to others, thereby degrading the research, education, or working environment.



- My classmate made an obscene remark (or talked about a sexual topic). When I showed my disapproval, he made fun of me.
- My colleague often touches my shoulders, saying he is giving me a massage, when I don't want it.
- Women in my club are always supposed to prepare lunch for everyone.

### ◆Academic harassment

Academic harassment includes academically inappropriate remarks, guidance, and/or behavior by a faculty member or a member of the university with authority that markedly interferes with or damages a student's motivation to study or do research, as well as degrades his or her study/research environment.



- My professor does not give me any guidance or advice. He says it is his policy not to interfere.
- I was verbally abused by my colleague.
- My professor invites me to his home for no reason.
- My supervisor yelled at me, "You can quit any time."

### ◆Power harassment

Power harassment occurs when individuals of higher status make either intentional or unintentional remarks, offer guidance, or treat junior colleagues in a way that markedly undermines their motivation to work and/or degrades the working environment.



- My colleague often withholds a piece of information that I need to know.
- Although I have often asked to receive training, I was refused every time for no good reason.

### ◆Other harassment

There are also cases involving multiple forms of harassment. Sometimes it involves drinking. Harassment may also occur on the internet.



- I receive less guidance for my research than my fellow students. My professor says that women are not suited to be researchers. This is sexual harassment as well as academic harassment.
- When we went drinking, I was forced to drink. They said I should drink since I am a man.
- My boyfriend checks the history of calls on my cell phone. When he finds I have talked with another man, he gets very angry (and sometimes hits me).

## For a harassment-free environment.

In order to prevent harassment, it is important for all of us to be aware of it. There are a few things that we can do as first steps:

- 1) learn about harassment
- 2) learn about the university's harassment prevention program
- 3) respect others
- 4) try to be of help (rather than remain a bystander)

## Waseda University is making every possible effort to stop all forms of harassment.

The Waseda University community consists of 60,000 students, faculty, administrators and support staff. Since 1999 Waseda University has been making continuous efforts to improve its environment in order to prevent harassment and to create a better place to study and work .

The Guidelines for Harassment Prevention at Waseda University were instituted in April 2005. The Harassment Prevention Committee has been trying to raise awareness of harassment and prevent it by distributing brochures, holding public lectures, and conducting surveys. The university has professional counselors ready to receive and address complaints while maintaining the privacy of the parties.

**Harassment is a violation of human rights. Whenever you or your friend(s) are harassed, or if you have any comments/suggestions regarding harassment prevention or the university's efforts to eliminate harassment, please contact the consultation desk of the Harassment Prevention Office.**