

## Creating a Harassment-Free Environment

Increased awareness of what constitutes harassment by each and every member of the community is crucial in the prevention of harassment.

Each of us can help by:

- (1) Showing respect for others
- (2) Understanding what constitutes harassment
- (3) Being aware of the steps this university is taking in the prevention of harassment

## Zero Tolerance

Remember that through carelessness anyone can become a perpetrator or a victim of harassment. What you intended as a playful, friendly remark or gesture can easily cause discomfort in another.

- All persons deserve to be treated equally.
- Be sensitive to the feelings of others.
- Be objective about your own remarks and actions.
- Stop immediately if the other person appears to be unhappy with what you said or did. Learn from your mistake and refrain from doing it again.



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# STOP! HARASSMENT 2022

## Preventing Harassment

This Advisory Guide for Sexual/Academic/Power Harassment was formulated by Kyoto University of Foreign Studies and Kyoto Junior College of Foreign Languages in order to help ensure a comfortable educational and research environment for all members of the university community. We aim to ensure a climate free from sexual, academic and power harassment, where the human rights of all individuals are respected.

The staff at this university are prepared to deal with any questions or problems you may have involving sexual or academic or power harassment. The protection of your privacy will be our foremost priority as we work with you to reach a resolution.

**Sexual Harassment and  
Academic Harassment and  
Power Harassment are  
VIOLATIONS OF  
HUMAN RIGHTS**

## Office of Human Rights Education

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京都外国語大学  
Kyoto University of Foreign Studies

京都外国語短期大学  
Kyoto Junior College of Foreign Languages

## What is Sexual Harassment?

Sexual Harassment is any unwanted sexual comment or behavior

Sexual harassment is unwelcome verbal or physical behavior of a sexual nature that makes a person feel uncomfortable or humiliated, or that of which violates their dignity, regardless of gender.

Sexual harassment also includes discriminatory speech and/or conduct towards people of the same gender as well as towards LGBT people.

Sexual harassment can also result when a person having authority or power in a work or academic environment takes advantage of his/her position to make or imply unwanted sexual suggestions or demands upon another.

## What is Academic Harassment?

Academic Harassment is offensive, malicious, or unfair treatment in an educational or research environment

Academic harassment is any offensive, malicious, or unfair comment or behavior by a person in a position of power that causes another person to suffer a loss or to perceive they have suffered a loss of their independence and/or personal dignity. Academic harassment violates the rights of an individual to study, perform research within the university community.

## What is Power Harassment?

It is harassment made by a person in authority toward a subordinate

Power harassment is an act of harming the workplace environment characterized by a power disparity between the perpetrator and the victim which involves verbal and physical behavior that exceed the bounds of necessity and relevance in the ordinary course of business.

It is verbal or physical behavior that diminishes a victim's motivation in the workplace by attacking their character with insults and verbal assaults, or causing physical or psychological pain, by taking advantage of the harasser's authority or position in an unfair and unjust manner.

## Some examples of sexual harassment

- Making comments or remarks regarding someone's physical appearance.
- Overly persistent in starting a relationship. Excessive phone calls and texting.
- Unwanted and/or excessive touching at social gatherings.
- Making obscene remarks and/or sexual jokes.
- Posting sexual images and messages on social media.
- Persistently asking someone out for meals or dates.
- Repeatedly spreading slanderous gossip about someone (e.g. saying someone is sexually promiscuous).

## Some examples of academic harassment

- Denial or forced acceptance of research topics.
- Assigning grades/credits unfairly.
- Refusing to instruct without a justifiable reason.
- Inappropriately commenting on someone's ability or personality.
- Denying access to literature and equipment in a research office.
- Blatant favoritism.
- Sabotaging research activities through actions such as refusing to pay for research expenses.

## Some examples of power harassment

- Scolding a person in a loud and intimidating manner.
- The repetition of excessive scolding for a prolonged time.
- Sending abusive e-mails that demean a person's capability.
- Setting unrealistic targets without giving proper guidance, and then rebuking a person when those goals are unachieved.
- Not providing the necessary information to carry out job-related duties.
- Assigning work beyond the boundaries of someone's job description or assigning work of a private nature.

## If you experience harassment, don't suffer alone...

### Keep records



Keep records about what happened, where it happened, when, and how it made you feel, etc. as well as any response(s) you made at the time. Finally, if you have any letters, emails, or any other things that may be used as evidence, save them as well.

### Consult a trusted friend or a co-worker

If a friend or co-worker consults you, listen sincerely to what they have to say, and, in as much as possible, be supportive. Don't say anything else.



### See an advisor



If a friend or co-worker is troubled by an instance of apparent harassment, encourage them to consult an advisor. If your friend or co-worker requests you to, go with them to see an advisor.

## Advisors

The university's advisors have been trained and are qualified to give advice regarding matters of harassment. You may contact the advisor of your choice. Please find the list of advisors and their contact information on the back of this leaflet. Advisors may be contacted directly in person or by letter, phone, or mail.

## Your privacy will be protected

The protection of your privacy will be the advisor's foremost priority. If you seek their advice, you will not suffer any repercussions.

## There are three courses for taking action

01

### Seek Advice

Advisors will sincerely listen to you and thoroughly discuss different possible options with you for reaching a resolution.

02

### Appeal for Mediation

A mediation committee will meet with all parties involved in an attempt to reach an agreeable resolution. The committee will not ask you to face the other party(ies) without your approval and desire to do so.

03

### File a Formal Complaint

An investigative committee will examine the case and decide upon appropriate measures to deal with the problem, including possible legal or punitive action against the offender(s).