

follow proper investigation procedures, which involve hearing from both sides, following the principle of "innocent until proven guilty", and must keep complete confidentiality regarding all complaints under investigation.

Upon completion of the investigation, the matter will be promptly handled according to university regulations regarding disciplinary procedures. However, the work of this Human Rights Investigation Committee replaces the investigation steps outlined under the usual regulations. The report of the Investigation Committee and the outcome of the disciplinary procedures are then filed in the appropriate university records.

E. Review of the Implementation Structure

The implementation structure outlined above is reviewed every other year.

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国際基督教大学
International Christian University

Human Rights and Sexual Harassment:
The Role of Human Rights Advisors

Sexual Harassment Policy Statement

As part of its educational mission, ICU is committed to maintaining an environment free of any discrimination or harassment based on gender, ethnicity, religion, age, sexual orientation, disability or other characteristics. For every person at ICU, ICU should be a secure environment. Each person should feel valued and be able to participate in and make a valued contribution to our collective life as a community, whether that person is a student, a faculty member or a staff member.

Human rights violations can take many forms. Such rights are not assured simply because there is a lack of overt violence. The violence can be structural and psychological as well as physical. We constantly have to pay attention to the way that power works in our community in order to nurture a truly mutual social space where we can all be ourselves together.

The United Nations has defined sexual harassment in educational institutions as violence against women, and recommended that educational institutions prevent such behavior in line with the United Nations Convention on the Elimination of All Forms of Discrimination against Women. Sexual harassment, like other forms of harassment, is based on unequal power. While the United Nations definition focuses on women, men may also be victims of sexual harassment.

Victims of sexual or other harassment at ICU are encouraged to seek the advice of the Human Rights Advisors. ICU is committed to investigating cases of harassment, to due process and to undertaking appropriate actions when harassment is judged to have occurred.

<Human Rights Advisors>

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Makoto KISHIMOTO	Student Services Division	3072	mkisimoto@icu.ac.jp
Yoko KITAHARA	Religious Center	3658	yokok@icu.ac.jp
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* When you call from a campus phone, please use only the last four digits.

◆ What is sexual harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when:

- submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in University activities;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive academic or work environment.

Sexual harassment may occur between students in situations such as class activities, clubs and circles, dormitories and seminar rooms. Sexual harassment may also occur between or among academic staff, general staff and students.

The items below are examples of harassment:

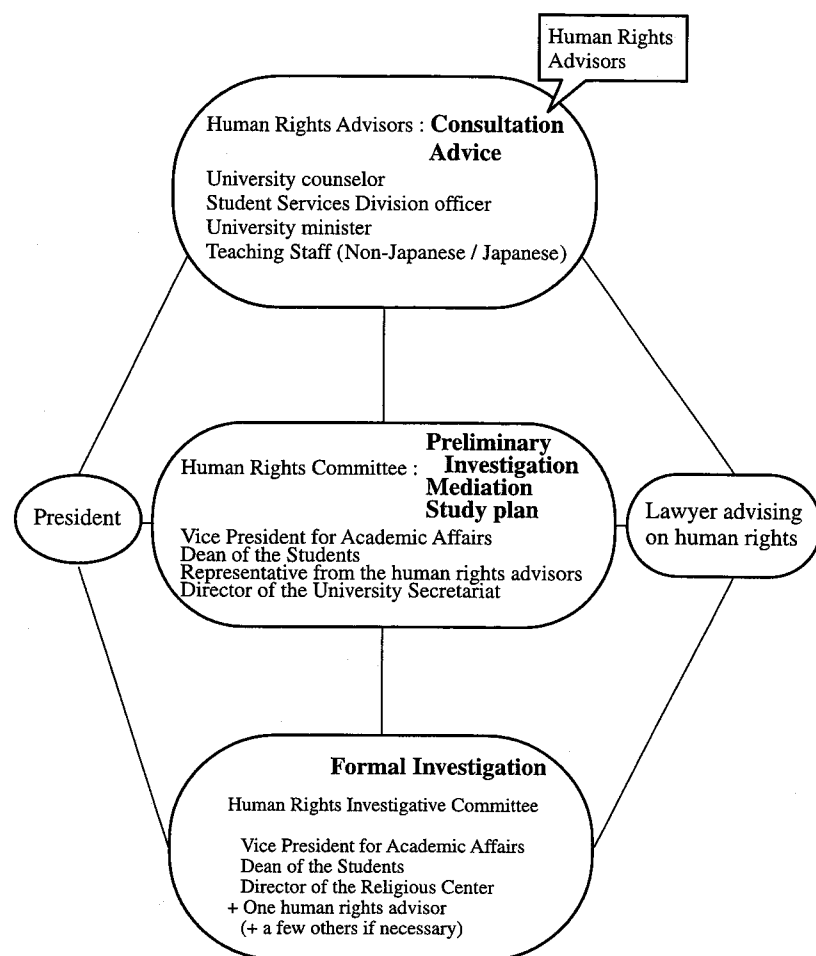
- ✧ unwelcome advances and requests for sexual favors that are factored into decisions about grades, recommendations, promotions or raises
- ✧ sexual rumors, humor or jokes about sex that insult someone
- ✧ visual displays of pornography or sexual comics in a public space
- ✧ persistent and unwanted requests or demands for dating or similar meetings
- ✧ unnecessary/unwanted physical contact

◆ Rights of those who have experienced sexual or other harassment

If you believe you are a victim of sexual or other harassment, you have the right:

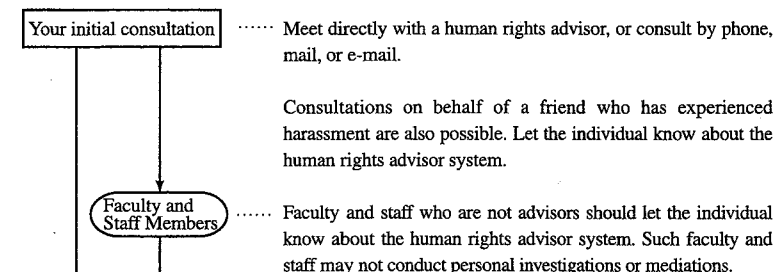
- to have access to necessary information and to seek advice.
- to clearly express what you have experienced;
- to be treated fairly;
- to have your privacy protected;
- to reveal your anger, regret, sadness, anxiety and other feelings; and
- to decide what you wish to do according to your own feelings and judgment;

Mechanism for Implementation of Measures for the Prevention of Sexual Harassment and Infringements of Human Rights

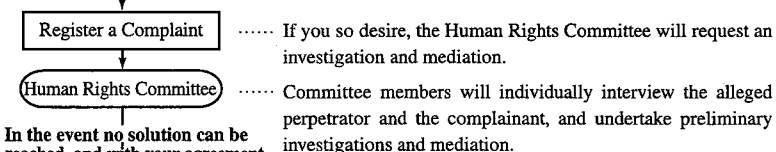


Consultation process

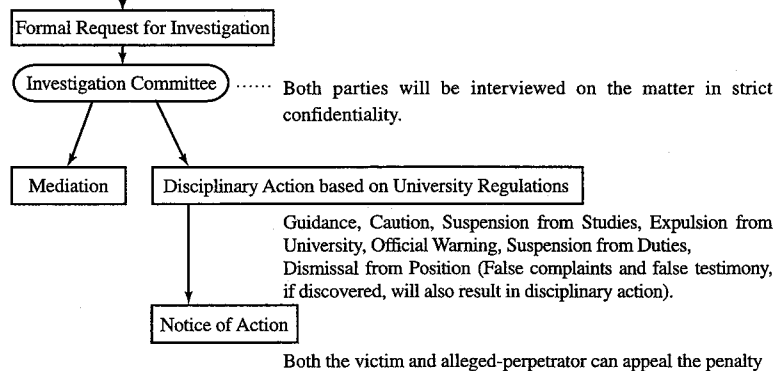
(1) First of all:



(2) If you want to :



(3) In the event no solution can be reached, and with your agreement



◆ How you can deal with sexual or other harassment

- ◇ Consult a Human Rights Advisor for support and information.
- ◇ Clearly communicate your disapproval of any behavior that makes you feel uncomfortable.
- ◇ Don't feel guilty or blame yourself.
- ◇ Talk to someone you trust and share your feelings.
- ◇ Keep records of offensive conduct or events in detail.

◆ Human Rights Advisors - What can/do they do?

Human Rights Advisors give advice and support to those who suffer from human rights violations or sexual harassment and aid them in taking steps to resolve specific incidents in the following ways:

- ◇ helping the complainant to decide what action to take
- ◇ bringing the complaint to the Human Rights Committee, if requested to do so by the complainant
- ◇ providing information to the complainant with regard to legal procedures to formally handle a complaint
- ◇ providing information about the availability of supporting and/or sheltering organizations
- ◇ providing health and medical-related information to the complainant
- ◇ introducing a medical doctor, a lawyer and/or a counselor to the complainant upon her/his request

If you experience sexual or other harassment, you are encouraged to seek advice and support, regardless of whether you wish to do anything about the incident or not. The Human Rights Advisors are a resource for all those who may have experienced harassment.

〈Advice for Non-Japanese Student〉

Student Guidance Office (03)3951-9103 www.naigai.or.jp/

ENGLISH LIFELINE 東京英語いのちの電話

(03)5774-0992

9:00-16:00, 19:00-23:00

BEFRIENDERS INTERNATIONAL www.befrienders.org

*日本語によるサービスを行っている学外相談窓口情報はP.4に掲載しております。
For Japanese Language advice off-campus, Please refer to p.4.

◆ Guidelines for Prevention of Human Rights Violations and Sexual Harassment

The Guidelines for Prevention of Human Rights Violations and Sexual Harassment involve (1) establishing educational resources, (2) setting up "channels" to receive complaints, and (3) developing a procedure for investigating complaints.

A. Educational Resources

1. Human Rights Education Activities

The university has established a Human Rights Committee as outlined below. The Human Rights Committee, in addition to conducting educational activities to prevent human rights violations, should wake available resources and information about human rights and sexual harassment, including materials directly useful to victims who are considering registering a complaint.

2. Training

All university members, including students, are to receive training for the prevention of human rights violations and sexual harassment. Persons holding managerial positions in the faculty or the administration, the members of the Human Rights Committee and of the Human Rights Investigation Committee are to attend a training program at least once a year as part of their job responsibilities. The Human Rights Committee is responsible for planning, advertising and executing the training programs throughout the year.

3. Informing Students

The Human Rights Committee has the responsibility to firmly state the university's policy that it will never tolerate human rights violations and sexual harassment. Every year, the Committee prepares a student brochure and an emergency contact card for distribution so that students will fully understand the policy and the guidelines of the university. When the guidelines are amended, the Human Rights Committee accordingly changes the brochure to provide students with the latest information. The guidelines are also reproduced in the Student and Faculty Handbooks. Every year, each division chair explains the policy and the guidelines of the university at the New Student Retreat.

B. Complaint Channels

1. Human Rights Advisors

The President appoints Human Rights Advisors for the purpose of receiving human rights and/or sexual harassment complaints. The Human Rights Advisors consist of two Japanese faculty members, one non-Japanese faculty member, one university counselor, one university minister and one staff member from the Student Services Division, and gender balance is carefully considered in the appointments.

The Human Rights Advisors are publicly designated as counselors available to anyone who wishes to make a human rights and/or sexual harassment complaint. The role of the Human Rights Advisors is to counsel the alleged victim, help him/her put his/her ideas in order, give advice and search for a solution. The Human Rights Advisors do not make an attempt to investigate the case or to settle the complaint. When a complaint warrants formal investigation and settlement, the matter is brought to the Human Rights Committee with the alleged victim's consent. The Human Rights Advisors keep a confidential record of all complaints, and may share information regularly among themselves. The Human Rights Advisors receive special training in order to develop the ability to counsel complainants and decide the actions to be taken in each case.

The Human Rights Advisors elect a Chair of the Human Rights Advisors, who serves in the position for up to two years. The Chair of the Human Rights Advisors is appointed as a member of the Human Rights Committee at the same time. The Chair of the Human Rights Advisors does not receive complaints but oversees the work of the Human Rights Advisors during his/her appointment as Chair.

Persons holding managerial positions in the faculty or the administration, as well as academic advisors (in the case of student complaints), should first inform alleged victims of the Human Rights Advisors' system when they become aware of a case of human rights violations. They should report or pass on complaints to the Human Rights Advisors when they find it necessary. They are not allowed to inquire into or investigate the case on their own.

C. Investigation Procedures

1. Human Rights Committee

The Human Rights Committee was established as an Advisory Committee to the President. The Counseling Center manages business concerning the Human Rights Committee, including preparation and execution of the budget. The Committee consists of the Vice President for Academic Affairs, the Dean of Students, the Chair of the Human Rights Advisors and the Director of the University Secretariat under the chairpersonship of the VPAA. The university was a contract with a specific lawyer, especially for the Human Rights Committee, with whom the Committee keeps in close contact for proper execution of its duties.

The Human Rights Committee meets on a regular basis in order to be fully aware of what is happening on campus and how to deal with it. The Committee conducts educational activities to prevent human rights violations and sexual harassment. The Human Rights Committee may attempt to settle a complaint informally, with the alleged victim's consent, including consulting with the alleged perpetrator. The Human Rights Committee, having had the opportunity to seek informal settlement of a complaint, are in the best position to decide, in consultation with alleged victims, when a complaint deserves formal investigation. Based upon their professional judgment, and if requested to do so by the alleged victim, the Human Rights Committee recommends to the President in writing that an investigation is necessary. The President then calls an Investigation Committee into force.

2. Investigation Committee

The Investigation Committee consists of the Vice President for Academic Affairs, the Dean of Students and the Director of the Religious Center as regular members and a Human Rights Advisor to be designated for each case. The Human Rights Committee is under the chairpersonship of the VPAA. The President may appoint an additional member for the Committee when it is decided necessary to do so. The Human Rights Advisor designated for the Committee should not be the one who has counseled the alleged victim in that the case. The Committee should include at least one woman. The regular members of the Investigation Committee receive legal training at the beginning of their tenure in order to be able to handle these kinds of investigations in a professional manner. The Investigation Committee must