

## To avoid harassing others, and to avoid being harassed

### Be careful of the following:

Anyone may act against the feelings of others, even unintentionally. Always act with consideration for the feelings of others and correct yourself if someone makes it clear that they do not like your words or actions.

#### ► In order to keep good relations with others

- Our values are not always the same as those of others. What is acceptable also varies depending on individuals and their positions.
- Forcing others to do what you want or to obey you by violence or verbal abuse is not education, instruction, or affection.
- Others do not always indicate their intention clearly and immediately, and not voicing opposition or saying “no” does not mean “yes.”
- Do not make assumptions based on your own standards if you feel uncomfortable. Be sure that you judge other people’s behavior from an objective point of view.
- Make open relationships with others so that you can always share your feelings and opinions, and also warn others, openly.

#### ► Those in power are responsible for controlling their own power

- Even if you say “I didn’t mean to hurt that person” or “it was intended to be a joke,” these are not acceptable reasons.
- It is difficult to express a contrary opinion to a person in a superior position or in a position of authority (such as an academic advisor or university senior). If others do not say “no,” do not misunderstand that they mean “yes.”
- No matter what the attitudes or triggers of others might be, it is the responsibility of those in power to control their actions and language.

#### ► Personal space

Each person has their own sense of “personal space,” an area around a person within which we feel comfortable and safe, until someone intrudes. This space varies from person to person. Try to keep appropriate personal space (interpersonal distance) between yourself and others. Whenever you meet someone, of the same or different gender, especially for the first time, keep a comfortable distance. Even if you intend to be friendly, flirtatious behavior, obscene remarks or behavior, touching, or physical contact will all be considered harassment if the other person feels intimidated or uncomfortable with such behavior. Be aware that forcing an unwanted sexual relationship on another person is a crime and tramples on the human rights of that person.

## Harassment Consultation Desks

If you feel that you are being harassed, or if you witness harassment, please contact the harassment consultation desks by phone, e-mail, letter, etc.

Even if you are not sure whether it is harassment or not, it is important to get help early before the situation becomes serious.

Do not suffer alone.

The Chuo University Harassment Consultation Desks are there to help any student of Chuo University.

### Select the most convenient desk for you

#### ■ Harassment Prevention Committee Support Desk

Please make an appointment in advance for a consultation

☎042-674-3507

✉harass-soudan-grp@g.chuo-u.ac.jp

742-1 Higashinakano, Hachioji-shi, Tokyo 192-0393 Japan

#### ■ Student Counseling Center

☎042-674-3481 (Tama Campus)

☎03-3817-1724 (Korakuen Campus)

☎03-5978-4222 (Myogadani Campus)

☎03-3513-0309 (Ichigaya Tamachi Campus)

#### ■ Office of the Professional Graduate Schools

☎03-6261-8521 (Chuo Law School)

☎03-6261-8522 (Chuo Graduate School of Strategic Management)

#### ■ Office of the Distance Learning Division

☎042-674-2347

You can check the opening hours of each consultation desk, details of harassment solving procedures, and examples of harassment on the Chuo University official website.



say  
**NO** to  
Harassment



### Declaration of Harassment Prevention

Respecting the dignity of all individuals, Chuo University declares that it shall create and maintain a comfortable environment for education, research, and work that is free from harassment, and when harassment does occur, it shall take appropriate measures in a prompt manner.

The balloon and message designed by Chuo’s students

Red for “Warmth”

Blue for “Calmness”

Green for “Tranquility”





# Definition of Harassment at Chuo University

Harassment means any act by a person, making an inappropriate remark or behaving inappropriately with regard to another person's personal attributes and/or personality, including their sex, sexual orientation, age, physical condition or characteristics, birthplace, familial relations, beliefs, nationality, ethnicity, race, occupation, or social position, in relation to education, research, or non-academic tasks, and thereby causing disadvantage or harm to that person, or violating their personal dignity or personality.

## Types and content of Harassment

### Academic harassment

Academic harassment is an unacceptable remark or behavior made by a person in a superior position in educational or research activities, thereby violating the personal dignity or personality of others, or inflicting pain or disadvantage. As to whether the remark or behavior is academic harassment, regardless of the intention of the person who made the remark or carried out the behavior, whether the remark or behavior can be reasonably explained in the context of education, as well as objectively judged, is important.

Infliction of emotional distress or physical harm with a sexual remark or behavior.

As to whether the remark or behavior is sexual harassment depends on whether the recipient feels discomfort, and an objective judgment is important as well.

### Sexual harassment

### Power harassment

Actions or language during university activities, by a person in a superior position taking advantage of their position or experience, that violates the dignity or personality of others during work duties, demotivates others, or worsens the work environment.

Regardless of the intention of the person who made the remark or carried out the behavior, to determine whether it is power harassment, a reasonable explanation of the remark or behavior, or an objective decision, is required.

### Other types of harassment

#### ▶ Sexual Orientation and Gender Identity (SOGI) harassment

Ridiculing sexual minorities, such as homosexuals or transgender persons, and causing discomfort, or revealing their secrets

#### ▶ Alcohol harassment

Forcing someone to drink alcohol

#### ▶ Moral harassment

Violating personal dignity by words, behavior, or texts, not by force

#### ▶ Dating Violence

Physical, mental, sexual, or financial abuse against a person in a romantic or intimate relationship

## Is this Harassment? If you think you are being harassed...

A person who conducts harassment is liable. Do not blame yourself. However, if you just endure, the situation will not improve. Your actions, including consultation, will lead to a solution for harassment.

### Check

If someone yells at you, it may be too soon to judge you are harassed by a single instance of yelling. If you have some doubt, ask the person about the background, reasons, or feelings that caused a remark or behavior.

### Say NO

You have the right to express your feelings of discomfort with words or through your actions. Communicate your feelings to the person clearly and directly. Be assertive when talking to others.

### "Assertive" means:

An honest and appropriate expression of your opinions or feelings, while respecting others. Using "I" as the subject of a sentence, such as "I was uncomfortable being told that," you can express your feelings clearly without blaming the other person.

### Help (when you cannot say NO)

If it is difficult to express your feelings clearly or to say "no," ask a close friend, teacher, university senior, or a supervisor to warn the person. Do not try to fix a difficult situation by yourself. Asking for help from an appropriate person is a mature coping strategy.

### Consultation

If the person does not stop the words or actions, it is possibly harassment. Before the situation becomes worse, be sure to consult a reliable person, or harassment consultation desks.

### Record

Keep detailed records regarding the harm, such as when, where, by who, and what you thought. Actual records, such as LINE messages, emails, and voice records will help find a solution.

### Witnesses of harassment

Looking the other way encourages harassment and harassers. If possible, warn a harasser on the spot. You can help by asking the victim what they want to do.