Consultation and remedy process

The office of Compliance Internal External counseling office counseling office * Contact us by webform, * Contact us by webform, or email. email, or telephone. * You can remain anonymous. * You can remain anonymous. Schedule a consultation Schedule a consultation appointment appointment Consultation at the office * An advice counselor will talk with you confidentially. * You can remain anonymous. * An explanation will be provided on the complaint Ε processing procedure. n If you want to request specific actions against the source of harassment: Statement for complaint processing (only the affected individual can do this) * We will ask your name and affiliation. * Prepare a written statement for complaint processing. * The Harassment Prevention Committee deliberates on whether or not to accept the complaint. Accept **Decline** Interview with complaint processing subcommittee member * A member designated by the subcommittee interviews the complainant and the person who is the object of the complaint separately to establish the facts and coordinate actions to be taken.

If actions are required within the university, the Prevention Committee will carry out the procedures within the university where necessary.

Harassment advice

In harassment consultations, a harassment counselor will thoroughly listen to your concerns with full respect for your privacy. Details about the consultation cannot be disclosed to anyone else without the permission of the complaint. The assurance of confidentiality means you can seek advice with peace of mind. The thoughts and feelings of the person seeking advice are respected and carefully taken into account, including how they think the situation should be resolved and the action that they think should be taken.

Stop!
Harassment



Committee Office ◆ The Office of Compliance

(Harassment Prevention Committee Office)

[Consultation Desk]

Operating hours Monday to Friday, 9:30~17:00

https://www.waseda.jp/inst/harassment/en E-mail compliance@list.waseda.jp

◆ [External] NEC VALWAY, Ltd. (Contractor)

Reception hours

Monday to Friday, 8:30~19:00 Saturday. 8:30~17:00

https://koueki-tsuhou.com/WFcxVtaEFdCd/en/ 0120-123-393

*English and Chinese support available



Student version

Waseda University **Harassment Prevention Committee**

SEXUAL HARASSMENT / ALCOHOL HARASSMENT / etc

Preventing harassment

Waseda University respects all students, faculty members, and staff as individuals, and declares that sufficient considerations will be made and necessary measures adopted so that everyone can study and work at the University without being harassed.

As a member of the University

Gaining knowledge about what harassment is through the Harassment Prevention Committee Office website and Guidelines, as well as through general literature, etc. is very beneficial, even from the perspective of preventing harassment. By all means, please take a look at the material. If you are consulted regarding harassment, recommend that the person who was harassed consult the Harassment Prevention Committee Office or external counseling office of Waseda University as early as possible.



See here for the "Waseda University Harassment Prevention Guidelines"



What is harassment? When a person uses a position of privilege or authority, a professional position, or an ongoing relationship to engage in behavior against the will of someone else that puts this person at a disadvantage or makes them feel uncomfortable.

Academic refers to inappropriate remarks, behavior, supervision, or treatharassment

ment in the context of a person's position, authority, or preeminence in education and research that, whether consciously or unconsciously, goes beyond what is necessary and reasonable for education and research and markedly interferes with the research environment of the person being supervised or their motivation to conduct research, or causes them mental or physical distress.

Power harassment

refers to inappropriate remarks, behavior, supervision, or treatment in the context of a person's professional or academic position and authority or dominant status in an interpersonal relationship that, whether consciously or unconsciously, goes beyond what is necessary and reasonable for work or study and markedly interferes with another's motivation to work or study, their work or study environment, or causes them mental or physical distress.

Sexual harassment

There are two kinds of sexual harassment: "quid-pro-quo" sexual harassment, in which a person may suffer disadvantage in education/research or work conditions due to their response to another individual's sexual remarks and behavior; and "hostile environment" sexual harassment, which involves sexual remarks/behavior that damage an individual's study/work/education/academic research environment. Sexual harassment includes harassment of members of the same sex as well as members of the opposite sex.

*From "The Waseda University Guidelines for Harassment Prevention"

Examples of harassment consultation

Someone made comments about your age, body shape, physical appearance, clothing, etc.

You experienced

physical contact

that made you feel

uncomfortable.

Being deeply hurt by abusive language in text messages or on social media.

Your superior makes unreasonable commands or negative comments of a personal nature.

Lewd or sexual comments were made by a faculty member or friend.

Being subjected to remarks that deny your personality or intimidating reprimands.

Without good

reason, your instructor

does not provide

instruction.

Being the object of harsh scolding or ridicule in front of other students. or in ML or SNS groups.

These are only examples. If you are unsure as to whether you are the victim of harassment, do not keep it to yourself. Consult someone you trust, the Harassment Prevention Committee Office, or an external counseling office of Waseda University.

You are coerced to drink alcohol or to participate in a

drinking party.

Inconsiderate speech and conduct against sexual minorities, disabilities, or different cultures or religions.

> Being outed as a sexual minority against your own wishes.

You may not be recognized as the target of harassment just because you have experienced one of the cases described above. It is necessary to make judgments based on the intent of the speech or behavior in question.

About Consultations

The Harassment Prevention Committee Office and external counseling offices will listen to your concerns in confidence. Since details about your consultation cannot be disclosed to anyone else without your permission, seek advice with peace of mind. Considerations are made for in-person consultations at the Harassment Prevention Committee Office so that people seeking consultations do not see each other; they are also based on an appointment system.