

Rules Regarding the Prevention, Etc. of Harassment
National Institute of Genetics
Research Organization of Information and Systems

Enacted on September 21, 2004
Last revised on January 10, 2014

Objectives

Article 1: In addition to what is stipulated pursuant to the Rules Regarding the Prevention, Etc. of Harassment, Research Organization of Information and Systems (hereinafter referred to as "Organization Rules") and Policies Regarding the Prevention, etc. of Sexual Harassment, Research Organization of Information and Systems, these Rules shall stipulate necessary matters regarding the prevention of and measures against all harassment of staff and students, etc. (hereinafter referred to as the "Staff, Etc.") of the National Institute of Genetics, Research Organization of Information and Systems, Inter-University Research Institute Corporation (hereinafter referred to as the "Institute") so that they are respected as individuals and can work in a favorable research environment.

Definitions

Article 2: In these Rules, harassment shall refer to what is listed in each of the following items:

- i) Sexual Harassment: Verbal or physical conduct of a sexual nature that gives the other Staff, Etc. unpleasant feelings;
- ii) Power Harassment: Verbal or physical conduct by Staff, Etc. in the context of their superiority in the workplace in terms of position, human relationships, etc., which exceed the appropriate scope of their duties and which gives others mental or physical suffering or worsens the working environment;
- iii) Academic Harassment: Inappropriate verbal or physical conduct regarding education, research employment or school attendance by Staff, Etc. against other Staff, Etc. utilizing their position or powers in education, research, employment or duties;
- iv) In addition to the previous three (3) items, regardless of whether it be conducted inside or outside of the Institute, inappropriate verbal or physical conduct that gives unpleasant feelings or poses threats to other Staff, Etc.

Harassment Prevention Committee

Article 3: The Harassment Prevention Committee shall be established (hereinafter referred to as the "Committee") in order to take the necessary measures with respect to the prevention of harassment, etc. in the Institute.

2. The duties of the Committee shall be the matters set forth in the following items:

- i) Matters regarding the planning and implementation of training / promotional activities pertaining to the prevention, etc. of harassment;
- ii) Matters regarding consultation, investigations into the facts, improvement measures, and relief of victims, etc. pertaining to harassment;
- iii) Other matters regarding prevention and countermeasures, etc. with regard to harassment.

3. The Committee shall promptly report the results of the deliberations set forth in the previous paragraph to the Director-General.

Organization

Article 4: The Committee shall be organized by the following persons:

- i) Vice-Directors;
- ii) Heads of the Departments;
- iii) Heads of the Centers;
- iv) General Manager;
- v) Other persons appointed by the Director-General: A few persons.

Chair

Article 5: The Chair of the Committee shall be appointed by the Director-General from among the Vice-Directors.

2. The Chair shall preside over the Committee and shall also organize the investigation subcommittee stipulated in Article 7.
3. In the event that the chair is incapacitated, the committee member the Chair has appointed in advance shall carry out his/her duties instead.

Term of Office

Article 6: The term of office of the committee members stipulated in Article 4 shall be two (2) years, and this shall not preclude reappointment. However, the term of office of replacement committee members shall be the remainder of the predecessor's term of office.

Investigation subcommittee

Article 7: The Chair may establish an investigation subcommittee in order to investigate/confirm the facts of harassment injuries, etc.

2. The investigation subcommittee shall mediate and arbitrate between the parties if it has found it necessary.
3. The investigation subcommittee shall be organized by persons appointed by the Chair.
4. The investigation subcommittee shall promptly report to the Chair regarding matters it has investigated/confirmed.

Counselor

Article 8: In order to respond to complaints filed and consultations regarding harassments (hereinafter referred to as "Complaints and Consultations"), members of staff shall be assigned in the Institute to receive the Complaints and Consultations (hereinafter referred to as the "Counselors").

2. The persons set forth in the following items shall serve as Counselors:

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| (i) Faculty: | One (1) person; |
| (ii) Staff other than Faculty: | One (1) person; |
| (iii) Manager of the General Affairs and Project Section, Department of Administration; | |
| (iv) Other persons the Chair finds necessary: | A few persons |

3. The Counselors set forth in Items (i), (ii) and (iv) of the previous paragraph shall be appointed by the Director-General.
4. The term of office of the Counselors set forth in Items (i), (ii) and (iv) of Paragraph 2 shall be two (2) years, and this shall not preclude reappointment. However, in the event that a substitute Counselor is assigned, the term of office shall be the remainder of the predecessor's term of office.

Responsibilities of the Counselors

Article 9: The Counselors must respond to the Complaints and Consultations in compliance with each of the following items and also report on their content to the chair promptly:

- i) Pay sufficient consideration to the policies stipulated by the President;
- ii) Respond with multiple persons including one (1) or more Counselors who are of the same gender as the person who has the Complaints and Consultations.

Protection of Privacy, Etc.

Article 10: The members of the Committee and Counselors shall respect the privacy, honor and other human rights of the person concerned and must not leak to others any information they have come to know. The same shall apply even after expiration of the terms of office of the members of the Committee and Counselors.

Prohibition of Disadvantageous Treatment

Article 11: The Director-General and Staff, Etc. must not treat in a disadvantageous way the Staff, Etc. who have duly responded with regard to harassment complaints filed, and cooperated with the investigations into such complaints and other cases of harassment.

Storage and Handling of Documents

Article 12: Documents such as investigation reports pertaining to harassment shall be stored in lockable cabinets, etc.

Administration

Article 13: Administration pertaining to the Committee, investigation subcommittee and Counselors shall be dealt with by the General Affairs and Project Section, Department of Administration.

Miscellaneous Provisions

Article 14: With regard to matters which are difficult to deal with in terms of these Rules or matters not stipulated in these Rules pertaining to harassment prevention and elimination, the Director-General and chair shall respond to them upon mutual consultation.

Supplementary Provisions

These Rules shall come into effect on April 1, 2004.

Supplementary Provisions

These Rules shall come into effect on February 15, 2005.

Supplementary Provisions

These Rules shall come into effect on April 1, 2008.

Supplementary Provisions

These Rules shall come into effect on April 1, 2013.

Supplementary Provisions

These Rules shall come into effect on January 10, 2014.