

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubt arise between two versions, the Japanese version will prevail.

Enacted January 1, 2001  
Rules of the University of Tokyo No. 60

## The University of Tokyo Rules on the Harassment Counseling Center

### (Establishment)

#### Article 1

In accordance with Article 18 of the University of Tokyo Rules on Basic Organizations, the University of Tokyo shall establish the Harassment Counseling Center, the University of Tokyo (hereinafter referred to as the “Center”).

### (Responsibilities)

#### Article 2

The Center shall carry out the following responsibilities.

- (1) Consultations in relation to sexual harassment, academic harassment, other harassment and other forms of human rights violations (referred to collectively below as “Harassment”).
- (2) Consultations on arbitration and complaints procedures in relation to Harassment.
- (3) Consultations on the prevention of Harassment.
- (4) Training of Harassment counselors.
- (5) Liaising between consultation centers on Harassment-related matters.
- (6) Implementation of plans for the purposes of preventing Harassment.
- (7) Other matters related to Harassment complaints and consultations.

### (Director)

#### Article 3

1. The Center shall have a Director.
2. The Director shall be appointed by the President of the University from among the full-time professors at the University.
3. The Director shall have responsibility for running the Harassment Counseling Center.
4. The term of the Director shall be one year. However, this shall not preclude reappointment.

### (Deputy Director)

#### Article 4

1. A Deputy Director may be appointed to the Center.

2. The Deputy Director shall be appointed by the Director from among the faculty, staff, and employees of the University.
3. The Deputy Director shall assist the Director in his or her responsibilities.
4. The term of the Deputy Director shall be one year. However, this shall not preclude reappointment.

(Counselors)

Article 5

1. The Center shall have a few male and female counselors.
2. Counselors shall fulfill the duties described under Article 2, under the supervision of the Director.

(Steering Committee)

Article 6

1. The Center may establish a Steering Committee in order to deliberate upon important matters in relation to the operation of the Center.
2. The necessary matters in relation to the Steering Committee described under the preceding paragraph shall be stipulated elsewhere by the University of Tokyo Harassment Prevention Committee (hereinafter referred to as the “Prevention Committee”).

(Cooperation with the Work of the Center)

Article 7

The Center may request cooperation with the implementation of its responsibilities from the faculty, staff, or employees of the Student Counseling Center, the Division for Health Service Promotion, the Division for Health Service Promotion, the advice centers set up at each administrative organization, or other relevant organizations, as necessary.

(Receiving Consultations)

Article 8

The Director and counselors (hereinafter referred to collectively as “Counselors”) may receive consultations in person, in writing, by telephone, by fax or by e-mail.

(Obligations of the Director)

Article 9

The Director must report every three months to the Prevention Committee on the content and wishes of the parties involved in consultations received by the Center. However, when the situation is serious and if investigations, sanctions or improvement measures are deemed to be necessary, the

Director must report such situation to the Prevention Committee immediately.

(Matters to Be Observed in Relation to Consultants)

Article 10

The following matters must be observed by Counselors when executing their responsibilities at the Center.

- (1) Cases shall be handled carefully to avoid infringing upon the reputation or privacy of consultants, or infringing upon their human rights in any other way.
- (2) The wishes of consultants shall be respected as much as possible, and care shall be taken to avoid forcing solutions upon consultants.
- (3) When implementing remedial measures and other measures for consultants, it is prohibited for Consultants to use language or act in a way that constitutes Harassment.

(Obligations of Counselors)

Article 11

1. Counselors must not leak confidential information learned in the process of executing their duties, either during their term of appointment or after.
2. Counselors must act carefully to avoid infringing the reputation or privacy of consultants, or infringing upon their human rights in any other way.

(Administration)

Article 12

Administration of the Center shall be carried out by the Labor and Working Environment Group with the assistance of other relevant groups of the Central Administration.

(Supplementary Rules)

Article 13

Any other matters deemed necessary for the operation of the Center in addition to the matters provided for under these Rules shall be stipulated by the Director (with the exception of the provisions of Article 5).

Supplementary Provision

These Rules shall come into effect from January 1, 2001.

Supplementary Provision

These Rules shall come into effect from June 9, 2004.

Supplementary Provision

These Rules shall come into effect from October 25, 2007.

Supplementary Provision

These Rules shall come into effect from April 1, 2009.

Supplementary Provision

These Rules shall come into effect from April 1, 2010.

Supplementary Provision

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