上智学院ハラスメント防止等に関する規程

Sophia School Corporation Regulations Concerning Prevention of Harassment

Enacted April 1, 2003
Revised April 1, 2005 April 1, 2010
April 1, 2011 October 1, 2012
August 1, 2015 April 1, 2016
January 1, 2017 June 1, 2017
May 1, 2021 April 1, 2022
November 1, 2024 October 1, 2026

(Purpose)
Article 1
1. The purpose of these Regulations is to ensure that Sophia School Corporation (hereinafter, “the School Corporation”) respects the individuality of all its constituent members, recognizes that harassment results in infringement of human rights, prevents harassment, guarantees that education, research, study, student life, and work take place in an equitable and safe environment, and also that it eliminates harassment when it occurs and comes to the aid of victims, etc.
2. Notwithstanding Article 1,1, the handling of harassment matters at junior high schools and senior high schools established by the School Corporation shall be determined separately.
(Definitions of Terms)
Article 2
1. “Harassment” in these Regulations shall mean behavior to which any of the following applies.
(1) Sexual harassment: Unsolicited sexual acts or words, or acts or words based on gender discrimination, by faculty or staff members or students, etc. toward other faculty or staff members, etc., or students, etc. in an environment related to education, research, study, student life, and employment, which result in bringing recipients advantage or disadvantage in the said environment, or causing discomfort to them.
(2) Academic harassment: Inappropriate acts or words toward other faculty members, students, etc. in research, education, or employment by exploiting a power balance or hierarchical relationships, a dominant position or other advantages in education and research.
(3) Power harassment: Inappropriate acts or words in the working environment by faculty or staff members toward other faculty or staff members, etc. by exploiting their position, authority or other work-related advantages.
(4) Harassment Related to Pregnancy, Childbirth, and Child/Family Care Leave: The following inappropriate acts or words (excluding those deemed reasonably necessary for job assignment, safety considerations, etc.) by faculty or staff members toward:
(a) other female faculty or staff members, etc. for their pregnancy or childbirth or using systems or measures related to pregnancy, etc.
(b) other faculty or staff members, etc. for using childcare leave, caregiver leave, or other systems or measures on childcare and caregiving for family members.
(5) Job-seeking harassment: In the Corporation’s recruitment activities or activities that

contribute to career selection, inappropriate words or actions by faculty or staff that, against the background of their position, authority, information, or influence, cause job seekers or others mental or physical distress, disadvantage, anxiety, or intimidation; obstruct their job-seeking activities, recruitment screening, internships, information sessions, interviews, or other activities that contribute to career selection; or harm their dignity.
(6) Customer harassment against workers of other business operators: Words or actions by faculty or staff toward workers employed by another business operator (hereinafter referred to as "workers of another business operator") that satisfy all of the following conditions.
(a) The words or actions are undertaken by faculty or staff in their capacity as persons connected with the business conducted by the other business operator concerned.
(b) That the conduct in question exceeds the bounds considered socially acceptable in light of the nature of the duties performed by the workers of the other business operator and other circumstances.
(c) That the working environment of the workers of the other business operator is harmed by the conduct in question.
2. "Faculty or staff members " in these Regulations shall mean the persons listed in the following items.
(1) Faculty or staff members employed by the School Corporation in any form
(2) Members of Research Institutes and Centers, etc., guest faculty members, guest researchers, joint researchers, special researchers, exchange professors, and others working in the School Corporation, regardless of their status and employment type
3. "Faculty or staff members, etc." in these Regulations shall mean the persons listed in the items of the preceding paragraph, as well as contractors to which the School Corporation outsources services under service agreements, and fall under any of the items below (hereinafter, "specified entrusted business operators.")
(1) Individuals who do not employ any employees
(2) Corporations that have no executive officers other than a single representative and that do not employ any employees
4. "Students, etc." in these Regulations shall mean the persons listed in the following items.
(1) Enrolled students, exchange students, credited auditors, auditing students, and research students in schools of the School Corporation
(2) Persons attending public lectures, seminars, and other events held by schools of the School Corporation
5. Faculty or staff members, etc., and students, etc., shall include, unless there are exceptional circumstances, those who are within one year after retiring or otherwise leaving the School Corporation, or within one year after graduating, completing, being expelled, or otherwise leaving schools of the School Corporation.
6. In these Regulations, "job applicants, etc." means the persons listed in the following items.
(1) Applicants for employment at the Corporation
(2) Participants in the Corporation's employment selection process
(3) Persons who participate in internships, information sessions, interviews, workplace tours, work-experience programs, or similar activities conducted by the Corporation or in connection with the Corporation's recruitment activities or support for career choice

(4) Persons with a tentative job offer from the Corporation
(5) Other persons who participate in activities that contribute to career selection, or who come into contact with the Corporation's faculty or staff in connection with recruitment activities or activities that contribute to career selection

(Applicable Scope)

Article 3

1. These Regulations shall apply to harassment committed by faculty or staff members or students, etc., or suffered by faculty or staff members, students, etc., job applicants, etc., and workers of other businesses operators, regardless of whether the harassment occurred on or off campus, in curricular or extracurricular activities, or during or outside working hours, as long as it is related to the School Corporation.
2. Notwithstanding the preceding paragraph, these Regulations shall not apply if the faculty and staff members and students, etc., who committed the harassment are not enrolled in the School Corporation or schools of the School Corporation.

(Prohibition and Awareness Raising)

Article 4

The School Corporation shall prohibit harassment of any kind, and shall carry out awareness-raising efforts for faculty or staff members and students toward its prevention.

(Guidelines)

Article 5

The School Corporation shall, to carry out the purpose of these Regulations, formulate guidelines and make them known to all faculty or staff members of the School Corporation and students of the schools established by the School Corporation.

(Responsibilities of Chancellor and Heads of Schools)

Article 6

The Chancellor and the heads of schools established by the School Corporation shall endeavor to prevent and eliminate harassment, and in case harassment occurs, they shall take prompt and appropriate measures based on these Regulations and related rules and regulations.

(Responsibilities of Supervisors)

Article 7

Those persons in a position as supervisors of faculty or staff members stipulated by the Sophia School Job Classification shall, in order to ensure a favorable campus environment and work environment, endeavor to prevent and eliminate harassment by providing guidance, etc. in the performance of their everyday duties; and in case harassment occurs, they shall deal with it promptly and appropriately.

(Responsibilities of Faculty or Staff Members and Students)

Article 8

1. Faculty or staff members and students shall observe the regulations concerning harassment stipulated by the School Corporation and shall not engage in harassment.
2. As part of the awareness-raising efforts stipulated in Article 4, faculty or staff members and students shall participate in the training conducted by the School Corporation.

(Prevention Subcommittee and Complaint Committee)

Article 9

1. The School Corporation shall establish a Harassment Prevention Subcommittee

(hereinafter, “Prevention Subcommittee”) under the Risk Management Committee to deliberate and decide necessary matters relating to harassment prevention.
2. When a harassment incident arises, the School Corporation shall establish a Harassment Complaint Committee (hereinafter, “Complaint Committee”) to investigate the incident, and to deliberate and decide redress measures on behalf of the victim and other necessary matters.
3. Necessary matters concerning the Prevention Subcommittee shall be stipulated in Detailed Regulations of the Harassment Prevention Subcommittee, and those concerning the Complaint Committee in Detailed Regulations on Harassment Consulting and Investigation Procedures.
(Establishment of Consultation Service)
Article 10
1. The School Corporation shall establish an on-campus consultation service to handle inquiries, requests for mediation, and complaints concerning harassment from faculty or staff members, students, etc., job applicants, etc., or workers of other business operators (hereinafter, “on-campus consultations”) and shall appoint harassment consultants.
2. Faculty or staff members, etc., students, etc., job applicants, etc., and workers of other business operators shall be able to enter consultations regarding harassment by contacting the on-campus consultation service or harassment consultants.
3. Necessary matters concerning the on-campus consultation service shall be stipulated in the Detailed Rules on Harassment Consulting and Investigation Procedures, and necessary matters necessary concerning the duties of harassment consultants, etc. shall be stipulated in Detailed Regulations of Harassment Consultants.
4. In addition to the on-campus consultation services, the School Corporation may establish off-campus consultation service for harassment-related issues, which are to be managed by external contractors (hereinafter referred to as "off-campus consultation service").
5. The off-campus consultation service shall be available to faculty, staff, students, and similar parties. However, specified entrusted business operators, job applicants, etc., workers of other business operators, those who have retired, graduated, completed, or are otherwise not enrolled in the School Corporation or schools of the School Corporation may not use the off-campus consultation service.
(Consultation Procedures)
Article 11
Necessary matters concerning consultation procedures, etc. shall be stipulated in Detailed Regulations on Harassment Consulting and Investigation.
(Privacy Protection and Confidentiality Obligation)
Article 12
Faculty or staff members involved in consultations shall maintain the confidentiality of all information concerning the harassment cases learned in the course of their duties, shall protect the privacy of parties concerned, and shall respect their human rights.
(Prohibition of Disadvantageous Treatment)
Article 13
1. No faculty or staff members and students shall engage in reprisal, obstruction, spreading of rumors or other disadvantageous treatment of persons based on their having been involved in harassment prevention, such as by making consultations on harassment or

cooperating in investigations.
2. Prevention Subcommittee members, Complaint Committee members, harassment consultants, and other related faculty or staff members shall not, without the permission of a person who has been in consultation or made a complaint, notify the accused that a consultation, etc. was made.
(Prohibition of False Complaints and Testimony)
Article 14
1. No faculty or staff members, etc., students, job applicants, etc., workers of other business operators shall make false complaints or testimony out of malice in any phase during investigation of a harassment case.
2. In case the conduct provided in the preceding paragraph comes to light, the School Corporation shall take necessary measures.
(Mutatis Mutandis Application)
Article 15
1. These Regulations may apply mutatis mutandis to excecutive officers if deemed necessary by the Complaint Committee Chair defined in Article 9, 2.
2. The definition of executive officers in the preceding paragraph shall be as defined in the Sophia School Corporation Articles of Endowment.
(Amendment and Abolishment of Regulations)
Article 16
Amendment and abolishment of these provisions shall be conducted in accordance with the procedures stipulated by the School Corporation, after seeking the advice of the Prevention Subcommittee.

Supplementary Provisions
1. These Regulations are effective as of April 1, 2003.
2. These Regulations and the Guidelines for Preventing Harassment shall be reviewed one year after taking effect.
Supplementary Provision
These Regulations are revised effective April 1, 2005.
Supplementary Provision
These Regulations are revised effective April 1, 2010.
Supplementary Provision
These Regulations are revised effective April 1, 2011.
Supplementary Provision
These Regulations are revised effective October 1, 2012.
Supplementary Provision
These Regulations are revised effective August 1, 2015.
Supplementary Provision
These Regulations are revised effective April 1, 2016
Supplementary Provision
These Regulations are revised effective January 1, 2017
Supplementary Provision
These Regulations are revised effective June 1, 2017
Supplementary Provision

These Regulations are revised effective May 1, 2021
Supplementary Provision
These Regulations are revised effective April 1, 2022
Supplementary Provision
These Regulations are revised effective November 1, 2024.
Supplementary Provision
These Regulations are revised effective October 1, 2026

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.

ハラスメント相談員細則

Detailed Rules of Harassment Consultants

Enacted April 1, 2003
Revised April 1, 2005 July 1, 2008
April 1, 2010 April 1, 2011
October 1, 2012 July 1, 2014
August 1, 2015 April 1, 2017
June 1, 2017 February 7, 2023
November 1, 2024

(Purpose)
Article 1
These Detailed Rules prescribe, based on Article 10 of Sophia School Corporation Regulations Concerning Prevention of Harassment (hereinafter, “Prevention Regulations”), necessary matters concerning harassment consultants.
(Definition)
Article 1-2
Definitions of terms used in these Detailed Rules shall be as defined in the Prevention Regulations.
(Duties)
Article 2
Harassment consultants shall handle the inquiries concerning harassment, requests for mediation, complaints, etc. in Sophia School Corporation (hereinafter, “the School Corporation”), which are made by those stipulated in Article 2 of the Prevention Regulations, and shall explain solution measures, etc.
(Makeup)
Article 3
1. The full-time faculty and staff members listed in the following items shall serve as harassment consultants, being commissioned by the Chancellor.
(1) Faculty or staff members of the School Corporation and Sophia University: At least 1 person but no more than 6 persons
(2) Faculty or staff member of Sophia University Junior College Division: At least 1 person
2. In addition to the persons listed in the preceding paragraph, the Chancellor shall be able to commission persons from on and off campus to serve as harassment consultants, including medical practitioners, counselors, attorneys and other specialists.
3. Harassment consultants shall not be able to serve concurrently as members of the Harassment Prevention Subcommittee (hereinafter, “Prevention Subcommittee”), Harassment Complaint Committee (hereinafter, “Complaint Committee”) or Harassment Investigation Committee (hereinafter, “Investigation Committee”).
(Term)
Article 4
Harassment consultants shall serve for a term of one year, and may be reappointed. Provided, however, that in special circumstances the term may be extended.
(Announcement of Harassment Consultants)

Article 5
The affiliation, name (family name only unless there are special circumstances), and on-campus contact information of harassment consultants shall be made known inside the School Corporation.
(Training)
Article 6
Harassment consultants must undergo education and training necessary for providing harassment consultation.
(Committee Meeting Attendance)
Article 7
1. Harassment consultants, when requested by the chair of a related committee, shall attend meetings of that committee and shall provide explanations of the consultation they conduct, etc.
2. Harassment consultants shall be able to seek the advice of outside experts, of the Prevention Subcommittee Chair and of the Complaint Committee Chair, etc. when deemed necessary.
(Privacy Protection and Confidentiality Obligation)
Article 8
Harassment consultants shall maintain the confidentiality of all information learned in the course of their harassment consultation duties, shall protect the privacy of parties concerned, and shall respect their human rights.
(Mutatis Mutandis Application)
Article 9
These Detailed Regulations may apply mutatis mutandis to executive officers if deemed necessary by the Complaint Committee Chair.
(Amendment and Abolishment)
Article 10
Amendment and abolishment of these Detailed Rules shall be conducted in accordance with the procedures stipulated by the School Corporation, after seeking the advice of the Prevention Subcommittee.

Supplementary Provisions
1. These Regulations are effective as of April 1, 2003.
2. These Regulations shall be reviewed one year after taking effect.
Supplementary Provision
These Regulations are revised effective April 1, 2005.
Supplementary Provision
These Regulations are revised effective July 1, 2008.
Supplementary Provision
These Regulations are revised effective April 1, 2010.
Supplementary Provision
These Regulations are revised effective April 1, 2011.
Supplementary Provision
These Regulations are revised effective October 1, 2012.
Supplementary Provision

These Regulations are revised effective July 1, 2014.
Supplementary Provision
These Regulations are revised effective August 1, 2015
Supplementary Provision
These Regulations are revised effective April 1, 2017
Supplementary Provision
These Rules are revised effective June 1, 2017
Supplementary Provision
These Rules are revised effective February 7, 2023
Supplementary Provision
These Rules are revised effective November 1, 2024.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.

ハラスメント相談及び調査手続に関する細則

Detailed Rules on Harassment Consulting and Investigation Procedures

Enacted October 1, 2012
Revised April 1, 2014 July 1, 2014
August 1, 2015 April 1, 2017
June 1, 2017 April 1, 2020
May 1, 2021 April 1, 2022
February 7, 2023 April 1, 2024
November 1, 2024 July 31, 2026
October 1, 2026

Chapter One: General Provisions

(Purpose)
Article 1
These Detailed Rules, drawn up pursuant to Article 11 of the School Corporation Regulations Concerning Prevention of Harassment (hereinafter,“Prevention Regulations”), stipulate necessary matters for responding properly to cases of harassment, including consultation, mediation, complaint filing, and investigation.

（(Definition)
Article 1-2
Definitions of terms used in these Detailed Rules shall be as defined in the Prevention Regulations.

Chapter Two: Complaint Committee
(Establishment of a Harassment Complaint Committee)
Article 2
1. The School Corporation shall establish a Harassment Complaint Committee (hereinafter, “Complaint Committee”) to respond properly to cases of harassment.
2. The Complaint Committee shall consist of a Complaint Committee Chair and the following members.
(1) Vice President for Student and General Affairs
(2) Chair of the Harassment Prevention Subcommittee (Director of the Bureau of General Affairs)
(3) In addition to the members listed in the above two items, a small number of committee members selected from School Corporation personnel. Provided, however, that concerned parties in the harassment case and those already involved in response to the case pursuant to these Detailed Rules shall be excluded from the selection.
3. The members in item (3) of the preceding paragraph shall be selected by the Complaint Committee Chair when a complaint is filed as set forth in Article 8. The term of the selected members shall be until the confirmations and decisions by the Complaint Committee set forth in Article 12 have been made.
4. The Trustee for General Affairs shall serve as the Complaint Committee Chair. Provided, however, that if the Trustee for General Affairs is unable to fulfill the duties or is a concerned

party in the case, the Vice President for Student and General Affairs shall serve as Chair.
5. The Vice President for Student and General Affairs shall serve as Vice-Chair of the Complaint Committee. Provided, however, that if the Vice President for Student and General Affairs is unable to fulfill the duties, becomes the Chair of the Response Committee pursuant to the proviso of the preceding paragraph or is a concerned party in the case, the Chair of the Harassment Prevention Subcommittee shall serve as Vice-Chair.
6. If any of the members in paragraph 2, item (2) above is unable to fulfill the duties or is a concerned party in the case, he or she shall be removed from Complaint Committee membership.
7. If both the Trustee for General Affairs and the Vice President for Student and General Affairs are unable to fulfill their duties or are concerned parties in the case, the Chancellor shall serve as Chair of the Complaint Committee. In such cases, the Chair of the Harassment Prevention Subcommittee shall serve as the Vice-Chair of the Complaint Committee.
8. The Complaint Committee shall constitute a quorum when a majority of the members are present, measures shall be adopted by consent of a majority of the members present, and tie votes shall be decided by the Chair.
(Secretariat)
Article 3
The Office of General Affairs shall act as secretariat of the Complaint Committee.

Chapter Three: Consultation
(Consultation)
Article 4
1. Faculty or staff members, students, job applicants, etc., and workers of other business operators shall be able to consult regarding harassment by contacting the on-campus consultation service or harassment consultants (hereinafter collectively referred to as “harassment consultants”). In addition, faculty and staff members and students may consult with the off-campus harassment consultation service as stipulated in Article 10, Paragraph 4 of Prevention Regulations.
2. The “on-campus consultation service” stipulated in the preceding paragraph shall mean the contacts listed in the following items.
(1) Office of Personnel Affairs of Bureau of Personnel Affairs (provided, however, that in cases concerning recruitment activities or activities contributing to career selection conducted by Office of Personnel Affairs of Bureau of Personnel Affairs, Office of General Affairs of Bureau of General Affairs shall apply)
(2) Center for Academic Affairs
(3) Health and Wellbeing Center
(4) Office of Mejiro Seibo Campus
(5) Office of Sophia University Junior College Division
3. Notwithstanding paragraph 1, specified entrusted business operators, job applicants, etc., workers of other business operators and as well as those who have retired, graduated, completed, are expelled, or are otherwise not enrolled in the School Corporation or schools of the School Corporation, may not use the off-campus consultation services.
(Consultation Procedures)

Article 5
1. Harassment consultants shall, with the consent of the consulter, record the details of a consultation on the prescribed form, report it to the Complaint Committee Chair (here and hereinafter, except where otherwise specified in these Detailed Rules, to be read as “Complaint Committee Vice-Chair” in cases where the Chair is a concerned party in the case), and send copies to the Office of General Affairs of the Bureau of General Affairs (hereinafter, ”Office of General Affairs”) and, based on the categories listed in the following items, to the prescribed administrative office (hereinafter, “administrative office”).The detailed procedures in this case shall be stipulated separately.
(1) If the consulter is a student of Sophia University or a participant in an extension program offered by Sophia University: Center for Academic Affairs, Bureau of Academic Affairs or Center for Student Affairs, Bureau of Student Affairs
(2) If the consulter is a student of the Sophia University Junior College Division or a participant in an extension program offered by the Sophia University Junior College Division: Office of Sophia University Junior College Division
(3) If the consulter is a faculty or staff member or a specified entrusted business operator or a worker of other business operator: Office of Personnel Affairs, Bureau of Personnel Affairs
(4) If the person seeking advice is a job applicant, etc.,: Office of Personnel Affairs of Bureau of Personnel Affairs; provided, however, that if the matter relates to recruitment activities or activities contributing to career choice conducted by Office of Personnel Affairs of Bureau of Personnel Affairs, then Office of General Affairs.
2. If a consulter only wishes to consult and does not intend to request mediation or file a complaint, the harassment consultant shall ask the consulter to sign a written statement to that effect.
3. The off-campus consultation service shall only handle the reception of consultations regarding harassment, and when the consulter wishes to report to the School Corporation, they shall promptly report to the institute with the consent of the consulter.
4. The off-campus consultation service shall periodically report the number of consultations and other necessary matters to the School Corporation.
5. When the consulter reporting in paragraph 3 is the very person who has suffered harassment (the “harassed consulter”) and wishes to request mediation or file a complaint, the administrative office corresponding to the categories listed in paragraph 1 shall accept the request for mediation or complaint from the harassed consulter. In this case, the procedures shall be governed by Article 7 or Article 8, and the terms "harassment consultants" in Article 7, paragraph 1, and Article 8 shall be read as "administrative office", and "Office of General Affairs and administrative office" shall be read as "Office of General Affairs."

Chapter Four: Mediation
(Mediation)
Article 6
If the issue remains unresolved even after consultation, a harassed consulter shall be able to request the Complaint Committee Chair for mediation in talks between the concerned parties in writing. The document shall be submitted to the harassment consultants.
(Mediation Procedures)

Article 7
1. When a harassed consulter desires mediation, the harassment consultants shall report this in writing to the Complaint Committee Chair, Office of General Affairs, and administrative office.
2. The Complaint Committee Chair shall, after deliberation at the Complaint Committee, appoint a small number of mediators from among the harassment consultants and other school personnel, taking into account neutrality and fairness, and shall ask them to take part in mediation.
3. Mediation means setting up a mediation committee, sitting in on talks between the parties, and presenting a mediation proposal for reconciling the claims of the parties; and mediation shall be considered successful if the parties accept the mediation proposal.
4. The administrative office shall without delay make arrangements for mediation procedures.
5. The mediators shall report the details and results of mediation in writing to the Complaint Committee Chair, Office of General Affairs, and administrative office.

Chapter Five: Complaint Filing
(Filing a Complaint)
Article 8
1. If the issue remains unresolved even after consultation, a harassed consulter shall be able to file a complaint in writing to the Complaint Committee Chair. The written complaint shall be submitted to harassment consultants.
2. The harassment consultants shall without delay submit the written complaint of the preceding paragraph to the Complaint Committee Chair, and submit copies of the complaint to the Office of General Affairs and administrative office.
(Establishment of an Investigation Committee)
Article 9
1. When a written complaint was submitted as set forth in the preceding article, the Complaint Committee Chair shall immediately appoint the members stipulated in Article 2 paragraph 2 (3), and bring the complaint filing before the Complaint Committee.
2. The Complaint Committee shall, within 10 days from the date following the date of the complaint filing (not counting weekends, public holidays, or other holidays designated by the School Corporation.), deliberate whether an investigation into the case for which the complaint was filed is required, and if found necessary, establish a Harassment Investigation Committee (hereinafter, “Investigation Committee”) to investigate the case.
(Investigation)
Article 10
1. The Investigation Committee shall provide the person subject to the harassment complaint (hereinafter, “the accused”) with the opportunity to offer an explanation. In this case, if the accused does not offer an explanation either verbally or in writing by a date designated by the Investigation Committee with no justifiable reason, the accused shall be deemed to have waived the opportunity.
2. The Investigation Committee shall be able to seek the advice of experts outside the School Corporation when necessary.
3. In conducting the investigation and hearing of explanations, statements shall be obtained

directly from the person who filed the complaint (hereinafter, “the complainant”) and accused, and statements by representatives shall not be allowed.
4. In conducting the investigation and hearing of explanations, the presence of representatives alongside the complainant and accused shall not be allowed.
(Investigation Report)
Article 11
1. The Investigation Committee shall complete the investigation within three months from the date following the date of the Investigation Committee’s establishment, and shall submit a report in writing, including the investigation results and related documents, to the Complaint Committee.
2. The Investigation Committee shall present its views to the Complaint Committee, based on the investigation results, regarding the necessity of redress measures on behalf of the complainant and of disciplinary measures against the accused.
3. The Investigation Committee shall make the report set forth in paragraph 1, and make the presentation of views of the preceding paragraph, based on the unanimous consensus of its members. Provided, however, that regarding issues deemed of high importance, when some of the committee members have dissenting views, it shall be possible to append them to the report.
4. In case it becomes clear that the investigation of paragraph 1 will not be completed within the allotted time, any extension of the term shall be subject to approval by the Complaint Committee Chair.
(Decision by Complaint Committee)
Article 12
1. The Complaint Committee, based on the report and views received from the Investigation Committee as set forth in the preceding article, shall confirm the facts of the case, and shall decide the necessity of redress measures on behalf of the complainant and of disciplinary measures against the accused.
2. In case the Complaint Committee Chair judges that redress measures to aid the complainant are urgently needed while the investigation, appeal, and reinvestigation are still in process, the Chair shall be able, with the consent of the complainant, to request the relevant parties to take provisional measures, limited to a suitable time period. Provided, however, when restricting the rights of the accused, such restrictions shall be limited to the minimum extent necessary.
3. In case the provisional measures requested as set forth in the preceding paragraph are implemented, the relevant parties shall report to the Complaint Committee Chair.
(Notification to Complainant and Accused)
Article 13
1. The Complaint Committee Chair shall make oral or written notification without delay to the complainant and the accused regarding the facts confirmed by the Complaint Committee, the redress measures decided on behalf of the complainant, and other necessary matters.
2. The matters notified as set forth in the preceding paragraph shall go into effect when any of the following applies.
(1) When it is confirmed that neither the complainant nor the accused will be filing an appeal as prescribed in Article 18 paragraph 1.
(2) When the Complaint Committee Chair decides that a reinvestigation as set forth in Article

18 paragraph 5 will not be necessary.
(3) When the Complaint Committee Chair decides as set forth in Article 20 that it will not alter the decision of the Complaint Committee.

Chapter Six: Harassment Investigation Committee
(Investigation Committee Makeup)
Article 14
1. The Investigation Committee shall consist of three members appointed by the Complaint Committee, either three school personnel or two school personnel and one outside expert. At least one of the members shall be a member of the Complaint Committee, and if necessary, at least one member shall be of the same gender as the complainant.
2. In making the appointments set forth in the preceding paragraph, consideration shall be made for objectivity, neutrality, and fairness of the investigation.
3. The Chair of the Investigation Committee shall be selected by the committee from among its members.
(Secretariat)
Article 15
1. The Secretariat of the Investigation Committee shall be the administrative office prescribed based on the categories listed in the following items.
(1) If the complainant is a student of Sophia University or a participant in an extension program offered by Sophia University: Center for Academic Affairs, Bureau of Academic Affairs or Center for Student Affairs, Bureau of Student Affairs
(2) If the complainant is a student of the Sophia University Junior College Division or a participant in an extension program offered by the Sophia University Junior College Division: Office of Sophia University Junior College Division
(3) If the complainant is a faculty or staff member, a specified entrusted business operator, or a worker of other business operator: Office of Personnel Affairs, Bureau of Personnel Affairs
(4) If the person seeking consultation is a job applicant, etc: Office of Personnel Affairs of Bureau of Personnel Affairs; provided, however, that if the matter relates to recruitment activities or activities contributing to career choice conducted by Office of Personnel Affairs of Bureau of Personnel Affairs, then Office of General Affairs

Chapter Seven: Redress and Disciplinary Measures
(Redress to Aid the Complainant)
Article 16
1. The Complaint Committee Chair shall implement redress measures, or shall make written request to parties concerned to implement such measures.
2. The Complaint Committee Chair shall, if necessary, report in writing the results of the investigation and redress measures to the Chancellor and, if the complainant and accused are students, to the heads of their affiliated schools.
(Disciplinary Measures against the Accused)
Article 17
In case the Complaint Committee decides that disciplinary measures prescribed in Sophia School Corporation Rules of Employment, General Regulations, or other regulations are

necessary, the Complaint Committee Chair shall issue a request in writing to the Chancellor and to the Directors of the affiliated schools of the complainant and accused, asking for deliberation of the measures.

Chapter Eight: Appeals
(Filing an Appeal)
Article 18
1. If the complainant or accused is dissatisfied with the finding of facts of the case or the redress measures on behalf of the complainant, they may file a written appeal to the Complaint Committee Chair, indicating the reason, within 14 days counted from the day following the date of notification (not counting weekends, public holidays, or other holidays designated by the School Corporation).
2. If an appeal is filed as set forth in the preceding paragraph, the Complaint Committee Chair shall promptly ask the Complaint Committee to consider whether a reinvestigation is necessary.
3. The members of the Complaint Committee in the preceding paragraph shall be appointed by the Complaint Committee Chair. The majority of members of the Complaint Committee in this case shall differ from those who made the decision as set forth in Article 12 paragraph 1, either through replacements or additions of members.
4. The term of the members appointed by the Complaint Committee Chair as set forth in the preceding paragraph shall be either of the following.
(1) Until it is decided a reinvestigation as set forth in Article 18 paragraph 5 is not necessary; or
(2) Until it is decided, as set forth in Article 20, to amend the decision made by the Complaint Committee as set forth in Article 12.
5. The Complaint Committee shall decide within 14 days from the date following the date of the appeal filing (not counting weekends, public holidays, or other holidays designated by the School Corporation) whether a reinvestigation is needed, and the Complaint Committee Chair shall notify the decision in writing to the filer of the appeal.
(Establishment of a Reinvestigation Committee)
Article 19
In case the Complaint Committee determines the need to reinvestigate the facts of the case, it shall establish a Reinvestigation Committee. The Reinvestigation Committee shall consist of persons appointed by the Complaint Committee Chair (excluding members of the Investigation Committee).
(Reinvestigation Results)
Article 20
The Complaint Committee, based on the result of the investigation by the Reinvestigation Committee, shall decide whether to amend the decision of the Complaint Committee based on Article 12.
(Application of Regulations Concerning Investigation)
Article 21
The provisions of Article 10 to Article 13 shall apply mutatis mutandis to the procedures of the Reinvestigation. In applying these provisions, “Investigation Committee” shall be read as “Reinvestigation Committee,” “complaint” shall be read as “appeal,” and “three months” shall

be read as “one month.”
(Appeal against Reinvestigation Result)
Article 22
A complainant or accused who filed an appeal regarding the decisions made pursuant to Article 18 paragraph 2 or Article 20 shall not be able to file a further appeal in the matter.

Chapter Nine: Miscellaneous Provisions
(Withdrawing a Complaint)
Article 23
1. A complainant shall be able to withdraw in writing an earlier filed complaint.
2. In case a complaint filed is withdrawn while an investigation of the complaint is in progress, the Complaint Committee Chair shall stop the investigation, disband the Investigation Committee, and report to the Complaint Committee.
3. In the case of the preceding paragraph, the decision by the Complaint Committee on redress on behalf of the victim and implementation of the redress measures by the Complaint Committee Chair shall not be carried out. The same shall apply to proposal of disciplinary measures by the Complaint Committee Chair.
(Reporting)
Article 24
The secretariat of the Complaint Committee shall report the status of complaint filing and appeals to the Prevention Subcommittee every year.
(Privacy Protection and Confidentiality Obligation)
Article 25
Members of the Prevention Subcommittee, Complaint Committee, and Investigation Committee, as well as other related faculty and staff members, shall maintain the confidentiality of all information learned in the course of harassment duties, shall protect the privacy of parties concerned, and shall respect their human rights.
(Mutatis Mutandis Application)
Article 26
These Detailed Regulations may apply mutatis mutandis to excecutive officers if deemed necessary by the Complaint Committee Chair.
(Amendment and Abolishment)
Article 27
Amendment and abolishment of these provisions shall be conducted in accordance with the procedures stipulated by the School Corporation, after seeking the advice of the Complaint Committee.

Supplementary Provisions
These Detailed Rules are effective as of October 1, 2012.
Supplementary Provision
These Detailed Rules are revised effective April 1, 2014.
Supplementary Provision
These Detailed Rules are revised effective July 1, 2014.
Supplementary Provision
These Detailed Rules are revised effective August 1, 2015.

Supplementary Provision
These Detailed Rules are revised effective April 1, 2017.
Supplementary Provision
These Detailed Rules are revised effective June 1, 2017.
Supplementary Provision
These Detailed Rules are revised effective April 1, 2020.
Supplementary Provision
These Detailed Rules are revised effective May 1, 2021.
Supplementary Provision
These Detailed Rules are revised effective April 1, 2022.
Supplementary Provision
These Detailed Rules are revised effective February 7, 2023.
Supplementary Provision
These Detailed Rules are revised effective April 1, 2020.
Supplementary Provision
These Detailed Rules are revised effective April 1, 2024.
Supplementary Provision
These Detailed Rules are revised effective November 1, 2024.
Supplementary Provision
These Detailed Rules are revised effective July 31, 2026 , and shall apply as of July 1, 2026.
Supplementary Provision
These Detailed Rules are revised effective October 1, 2026.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.