



**Aiming for  
a campus without  
harassment**

## 💡 What is Sexual Harassment? ↓

A sexual act that is unsolicited or based on gender discrimination

- ✓ Unnecessary physical contact.
- ✓ Being asked about sexual relationships, including sexual experience
- ✓ Being asked for an intimate relationship by a faculty or staff member or being expressed romantic feelings and thus offered better treatment compared to other students
- ✓ Being pried at or assumed of one's sexuality or gender identity

! Any act that causes pain to the receiver can be classified as sexual harassment.

If you are

☹️ a victim...

- ♣️ First, keep a record of all harm and damage.
- ♣️ Contact the consultation office or a consultant. You can do so anonymously.
- ♣️ Your privacy will be protected, and you will not suffer penalties because of the consultation. Be sure to keep a record of the issue.

💬 If possible, talk to the offender about your discomfort; if doing so is difficult, talk to someone you trust, instead of keeping it to yourself. If you feel you are in danger, contact the police immediately.

## 💡 What is Power Harassment? ↓

An inappropriate act resulting from unjust use of occupational status or authority

- ✓ You were ordered to undertake a clearly excessive load of work, and you were scolded in front of your peers for not completing the work by the deadline.
- ✓ You are being given no work at all.

## 💡 What is Academic Harassment? ↓

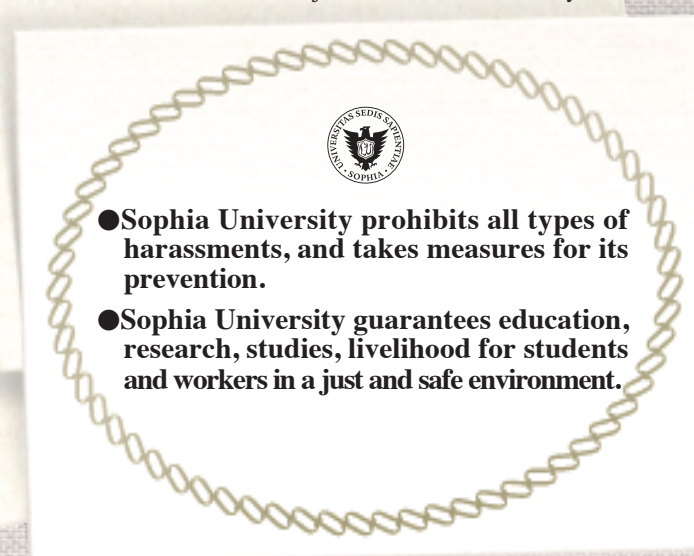
An inappropriate act by an individual from the faculty in an educational research setting, which is targeted towards students or another faculty, as a result of unjust use of occupational status or authority.

- ✓ You were unnecessarily tormented in class.
- ✓ You received unjust evaluations.
- ✓ You were forced by faculty to help with class or do odd jobs and were treated unfairly when refused to help.

## 💡 What is the harassment related to pregnancy, childbirth, and child/family care leave ("Maternity Harassment" etc.) ? ↓

Inappropriate treatment by a faculty or staff member regarding: i) the pregnancy or childbirth of another female colleague and the use of relevant employee benefits; or ii) the use of child/family care leave and related benefits by another colleague (excluding measures taken out of safety considerations).

- ✓ You were told to leave your job when you reported your pregnancy.
- ✓ A male employee was told to reconsider when he consulted about taking parenting leave.



If you were

☹️ warned for inflicting harassment...

- ♣️ Seek advice and report to the consultation office immediately. It is important not to try to solve the issue by yourself, but to take proactive measures engaging third party perspectives.

If you

☹️ saw it happening...

- ♣️ Do not look the other way. Try to provide any possible support, such as taking that person away from the situation or helping them protesting against the act.
- ♣️ Contact the consultation office of a consultant. We will accept the consultation from a friend or a third party.

\* Turn to the back for details on consultation.



## Check your own acts to prevent harassment.

- Are you considering other people's best interests in your interpersonal relationships?
- Would you do the same to your family?
- Would you forgive were your family on the receiving end of the harassment?
- Could you act the same knowing your family were watching?



YES!



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A transparent environment will decrease risk of harassment. Sustain healthy interpersonal relationships, while paying respect to other people's personality and will. Also, understand that no indication of intention is not the same as agreement or approval.

Even if you are not sure if your behavior can be classified as harassment, do contact the consultation office. If your behavior is identified as unsolicited, apologize, attempt to mend the relationship, and do not repeat the same behavior.

# From consultation to resolving the issue

## Consultation office

- Feel free to talk to us about anything; e.g., about yourself, your friends, or questions or comments on harassment.
- Advice on harassment can be accessed on campus by visiting or calling the Consulting Office or through Sophia University's official website.  
<https://www.sophia.ac.jp/eng/aboutsophia/harassment/index.html>
- An Off-campus Harassment Consultation Desk can also be accessed by phone, in writing, via e-mail or through the website.  
<https://koueki-tshouhou.com/StewD2JXdw9G/en/>

## Consultation with staff or Off-campus Consultation Desk

- You will be treated with sincerity and your privacy will be protected.
- In an on-campus consultation, you can talk with a consultant of the gender of your choice or with a medical expert. (If you wish to see a medical expert, please make an appointment at the Health and Wellbeing Center Health Services in advance.)
- A specialist staff (female) of the subcontractor will handle consultations made through the External Harassment Consultation Desk.

(If the issue cannot be resolved through consultation)

### ① Mediation

- An mediation board will be established and an mediator will attend meetings with both parties present. The mediator will then propose a mediation plan to resolve the issue, keeping both parties in mind.
- Mediation is achieved only if both parties accept the mediation proposal.

### ② Making a complaint

- A harassment countermeasure board will investigate and rectify the situation.
- Sophia School Corporation will implement necessary steps with comprehensive judgment.
- To no extent will cooperating with investigations be detrimental for the interested and involved parties.

## Resolving the issue

### Information of Consulting Offices

Consulting Offices	Opening hours	Phone	Venue
Office of Health and Wellbeing Center	10:00am ~ 4:30pm (except 11:30am ~ 12:30pm)	03-3238-4368	3 <sup>rd</sup> floor, Building #10
Center for Academic Affairs	10:00am ~ 3:30pm (except 11:30am ~ 12:30pm)	03-3238-3515	1 <sup>st</sup> floor, Building #2
Office of Personnel Affairs	9:30am ~ 4:30pm (except 11:30am ~ 12:30pm)	03-3238-4369	5 <sup>th</sup> floor, Building #13
Office of Sophia University Junior College Division	9:30am ~ 4:30pm (except 11:30am ~ 12:30pm)	0463-83-9331	2 <sup>nd</sup> floor, Building #3 (Hadano Campus)
Office of Mejiro Seibo Campus	Phone: 9:30am ~ 4:30pm Visits: 10:00am ~ 3:30 pm (except 11:30am ~ 12:30pm)	03-3950-6151	1 <sup>st</sup> floor, Building #1 (Mejiro Seibo Campus)

