

# Stop Harassment!

Don't allow it, Don't ignore it, Don't do it

## Keio University Harassment Prevention Committee

Keio University, in its capacity as an international educational, research, and healthcare institution and as an organization which seeks to be a source of honorable character and a paragon of intellect and morals, has a zero-tolerance policy toward all forms of harassment.

### As a Member of Keio University

Keio University is a place where a diverse array of faculty, staff, students, and schoolchildren who represent different nationalities, ethnicities, religions, and cultural backgrounds, engage in the school's educational, research, and medical endeavors. While this type of environment brings together people with various backgrounds and values, this also can foster situations which lead to potential harassment.

It is vital to define harassment to prevent it from occurring. Please take the time to read through this leaflet so that we can work together to build and maintain a community based on healthy relationships where everyone feels comfortable carrying out their work and activities.

### What to Do if You Are a Victim?

Harassment is never the fault of the person experiencing it. Do not blame yourself or try to endure what is happening. It is best for everyone involved to communicate when another person's behavior makes you uncomfortable.

When possible, make attempts to resolve the situation before it has a chance to escalate.

Likewise, try to keep an accurate record of the conduct you believe constitutes harassment, noting down the date, time, place, details, and potential witnesses if you can do so. This information can be incredibly useful when working to resolve the situation.

**In emergencies where you may be at risk of bodily harm, ask the people around you for help or contact the police if it seems to fit the situation.**

### Asking for Help

If you feel like you cannot resolve the situation on your own, please reach out to someone who you trust and can talk to. There are people you can consult with both inside and outside of Keio. You will not be judged or face repercussions for seeking help from Keio's consultation services about workplace harassment.

### Consulting with the Harassment Prevention Committee

Consultations require reservations and it may take approximately three business days to arrange the date, time, and location of the meeting. Consultants are obliged to maintain confidentiality and will not leak information to anyone without your consent. You can reach out through the appointment reservation form on the Harassment Prevention Committee's website. The committee cannot provide consultations for proxies or anonymous applicants (the names and affiliations of the consultee will be confirmed at the time of reservation.)

<http://www.harass-pco.keio.ac.jp/en/>

### How to Avoid Committing Harassment

Because everyone perceives and interprets situations in different ways, some people are prone to thinking that harassment is difficult to define. If the person you are engaging seems uncomfortable with your words or actions, stop immediately. Remember that the other person may not show their discomfort by clearly saying "no" or "stop." The situation may make it difficult for them to flat-out refuse your advances. It is never appropriate to assume another person reciprocates, that you can "get away" with pushing boundaries, or that you have someone's consent when they have not expressly said so.

Anyone can commit harassment. Departments may consider disciplinary action or formal reprimands for anyone who is found to have willfully harassed another person.

### Sexual Harassment

Keio University defines sexual harassment as follows:

"Disadvantaging another person in their academic progress, research, or employment, through unwanted sexual comments or conduct (quid pro quo), or worsening the atmosphere at their school, laboratory, or workplace (hostile work environment)."

Sexual harassment is not confined to the behavior of men towards women. It also includes harassment women direct at men and other contexts regardless of gender. Furthermore, harassment encompasses the imposition of inflexible ways of thinking based on social and cultural gender norms or words and actions that demonstrate a lack of consideration for sexual minorities.

Under no circumstances will sexual harassment, violence, or other such conduct be tolerated. Perpetrators will be dealt with strictly by their affiliated department in response to the situation at hand.

### Power Harassment

Keio University defines power harassments as follows:

"Acts which cause mental and physical distress or worsen the study, research, or work environment in excess of the appropriate bounds with their origin in considerations of superiority, including differences in professional position or rank."

Superiority is not confined to situations between people in positions of higher authority over those in positions of lower authority, but also includes inverse scenarios, as well as the various ways in which power dynamics can be expressed, including differences in the numbers of people, knowledge, and experience which may arise even if those involved are colleagues with similar levels of authority.

However, it will not be considered power harassment if the behavior which upsets another person is deemed to be necessary for giving instructions, warnings, or advice as concerns the appropriate scope of work duties.

### Maternity and Paternity Harassment

This refers to harming the work, research, or employment environment of women who have become pregnant or given birth, or men or women who have applied for childcare leave. Harassment can also be directed toward pregnancy itself or the use of related systems or programs. Verbal behavior or actions which are necessary when viewed objectively from the standpoint of divisions of duties and safety considerations are not regarded as constituting harassment.

### Care Harassment

Another form of harassment is that directed toward those in a position of providing care for family members and the use of related systems and programs. Verbal behavior or actions which are necessary when viewed objectively from the standpoint of divisions of duties and safety considerations are not regarded as constituting harassment.

### Examples of Harassment

- Sexual comments (e.g., talking about someone's body or physical characteristics, making obscene jokes, asking or talking about someone's sexual experiences, etc.)
- Sexual behavior (e.g., coercing someone into sexual encounters, nonconsensual sexual contact, unnecessary or lingering physical interactions, repeatedly insisting that someone goes out with you, etc.)
- Words or behavior that express gender discrimination
- Interference with another person's freedom as relates to their career path or employment
- Discriminatory or derogatory expressions based on another person's nationality, race, or ethnicity
- Repeated and extended reprimands that are more severe than are appropriate for the situation
- Repeated and overbearing reprimands made in front of other people
- Revealing sensitive personal information about other people without their consent. This includes comments about a person's sexual orientation, sexual identity, medical history, or infertility treatments.
- Forcefully and intentionally demanding that others drink alcohol, creating a hostile environment for those who don't drink, or harassing others while drunk
- Failure to provide necessary information or instruction without a legitimate reason
- Interference with another person's studies or research pursuits without a legitimate reason

**Examples are not limited to this list. Decisions about what constitutes harassment will depend on the unique circumstances of a case.**