

Caution: The following are English translations of the University's official regulations concerning the prevention of harassment, which were originally written in Japanese. They have been made with intention of helping assist foreigners to better understand the University's official position, but they are not to be referred to as official documents.

Official procedures and paperwork for matters concerning harassment prevention at the University must therefore ultimately be based upon the wording in the original Japanese versions of the texts that represent the University's official position. Please be aware of this point as you read through the English versions.

## **Osaka University Counseling Office Regulations**

### *Purpose:*

Article 1 These regulations prescribe the necessary matters regarding the Osaka University Harassment Counseling Office (hereinafter referred to as “the Counseling Office”) based on Paragraph 2 of Article 6 of the Regulations for the Prevention of Harassment at Osaka University.

### *Duties:*

Article 2 The Counseling Office shall be expected to perform the following duties.

- (1) To give advice on complaints.
- (2) To conduct conciliation between the parties in response to complaints.
- (3) To report primary countermeasures to and provide cooperation to the Osaka University Anti-Harassment Council (hereinafter referred to as “the Anti-Harassment Council”) for the purpose of dealing with the complaint.
- (4) To provide cooperation in the investigations of facts, etc. conducted by the Osaka University Harassment Investigation Committee.
- (5) To respond to requests and complaints that concern multiple departments by coordinating matters among those relevant departments.
- (6) To assist in providing remediation measures in the case where the prescribed anti-harassment measures are met with noncompliance.
- (7) To analyze the present situation relating to harassment and provide guidance and advice on the prevention of harassment.
- (8) To handle other problems which may arise as a result of harassment.

### *Sexual Harassment Counseling Office and Academic Harassment Counseling Office:*

Article 3 The Counseling Office shall have an office that primarily deals with complaints and requests for counseling about sexual harassment (hereinafter referred to as “the Sexual Harassment Counseling Office”) and an office that primarily deals with complaints and requests for counseling about academic harassment, power harassment, etc. (hereinafter referred to as “the Academic and Power Harassment Counseling Office”).

### *Director of the Counseling Office:*

Article 4 The Director of the Counseling Office (hereinafter referred to as “the Director”) shall be appointed by the President through his presidential aides.

2 The Director of the Counseling Office shall have the responsibility for overseeing the Counseling Office.

*Deputy Director of the Counseling Office*

Article 5 Two Deputy Directors of the Counseling Office shall be appointed by the Director (hereinafter referred to as “the (Deputy Director)”) out of University faculty and staff that have professional knowledge about harassment issues.

2 Each Deputy Director of the Counseling Office shall have the overall responsibility for overseeing either the Sexual Harassment Counseling Office or the Academic and Power Harassment Counseling Office.

3 The Deputy Directors of the Counseling Office shall assist the Director, and in the event that the Director is incapable of performing his/her duty, one of the Deputy Directors designated in advance shall perform the duties on his/her behalf.

*Counselors:*

Article 6 The following types of counselors shall be assigned to the Counseling Office.

(1) A few that are professional counselors.

(2) One counselor shall be selected from the School of Foreign Studies and each Graduate School, Research Institute, University Hospital, and Administration Bureau to serve as campus-wide counselors.

(3) Other persons deemed necessary by the Director.

2 Counselors shall be appointed by the President.

3 The prescribed term of the counselor described in Paragraph 1(2) hereof shall be two years; provided, however, that he/she may be reappointed.

4 Counselors shall handle complaints and make efforts to resolve problems by providing advice to the parties involved and shall promptly report these complaints to the Counseling Office and consult with them about the future course of action.

*Professional Advisors:*

Article 7 A few professional advisors shall be assigned to the Counseling Office.

2. The Director of the Counseling Office shall designate professional advisors from the University faculty and staff who have professional knowledge concerning human rights, jurisprudence, psychology, etc.

3. The professional advisors shall be appointed by the President.

4. The professional advisor’s term shall be two years provided that he/she may be reappointed.

5. The professional advisors shall assist in the duties of the Counseling Office by giving advice to counselors from a professional perspective.

*Privacy Protection etc.:*

Article 8 Any person involved with the Counseling Office shall pay due attention to the honor, human rights, and privacy of the people related to the complaints.

2 Counselors and individuals involved in dealing with harassment problems shall maintain confidentiality of information obtained through the execution of their duties. This provision shall remain effective even after the termination of such duties.

*Administration:*

Article 9 The Counseling Office’s administrative affairs shall be handled by the Anti-Harassment Office, Department of General Affairs with the cooperation of relevant departments.

*Miscellaneous Provision:*

Article 10 In addition to the aforementioned regulations, all other issues concerning the Counseling Office shall be prescribed separately.

*Supplementary Provision:*

The aforementioned regulations are effective as of April 1, 2010.