

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

Harassment Consultation Office Regulations for Tokyo University of Foreign Studies

(March 31, 2009
Regulation No. 38)

Amended March 24, 2015: Regulation No. 17

Article 1 Purpose

- 1 These Regulations provide for necessary matters regarding the organization and operation of the Tokyo University of Foreign Studies Harassment Consultation Office (hereinafter referred to as the "Consultation Office") based on paragraph 3, item 3 and paragraph 6, item 2 of the Harassment Prevention Guidelines for Tokyo University of Foreign Studies (hereinafter referred to as the "Guidelines").
- 2 Terms used in these Regulations shall be as defined in the Guidelines, except as otherwise provided.

Article 2 Organization

- 1 The Consultation Office shall consist of the following members:

(1) Teachers nominated by the Dean of the Institute of Global Studies	6 persons
(2) Teachers nominated by the Dean of the Institute of Japan Studies	2 persons
(3) Teachers nominated by the Director of Research Institute for Languages and Cultures of Asia and Africa	2 persons
(4) Clerical employees recommended by the Secretary-General	2 persons
(5) Counselor with expertise	1 person
- 2 The President shall consider gender balance in commissioning counseling employees.
- 3 The term of office of counseling employees shall be two (2) years, and counseling employees may be reappointed. If a position of a counseling employee becomes vacant, the counseling employee appointed to fill the vacancy shall serve only the unexpired term of his/her predecessor.
- 4 The counseling employee shall provide consultation regardless of the consulting party's affiliation.

Article 3 Consultation Office Chief

- 1 The Consultation Office shall have a Consultation Office Chief who shall be elected from among the counseling employees by mutual vote.
- 2 The Consultation Office Chief shall hold regular and special Consultation Office meetings to discuss the activities of the Consultation Office and report the contents of the meetings to the Tokyo University of Foreign Studies Harassment Prevention Committee (hereinafter referred to as the "Prevention Committee").

Article 4 Duties

- 1 The Consultation Office shall perform the duties listed in the following items as a consultation service for harassment and problems arising from harassment.
 - (1) Consultation regarding harassment

- (2) Consultation and confirmation of requests for procedures to resolve harassment
 - (3) Mediation of petition to the Prevention Committee
 - (4) Report on the contents of consultation to the Prevention Committee and proposal of emergency measures to the Prevention Committee if deemed necessary
 - (5) Communication and collaboration with consultation services, organizations, etc. inside and outside campus regarding harassment
 - (6) Other matters relating to harassment consultation
- 2 The Consultation Office shall act as a counseling service and shall cooperate with the Prevention Committee in its enlightenment, training, and educational activities for the prevention of harassment.

Article 5 Response to consulting parties

- 1 Counseling employees shall diligently listen to opinions of the consulting party and try to listen to them patiently and politely from the standpoint of counseling employees.
- 2 In consideration of content and importance of a case and the mental and physical condition of the consulting party, counseling employees shall make accurate judgment on the consulting party's requests and necessary measures.
- 3 Counseling employees shall provide consulting parties with sufficient information and explanations about methods and procedures for problem solving. In doing so, specific problem solving methods must not be forced. In addition, counseling employees shall allow consulting parties to have an attendant present so that the consulting parties can discuss at ease.

Article 6 Duties of counseling employees

- 1 Counseling employees must keep secret and confidential any information (including personal information) which they have come to know as counseling employees, regardless of whether during or after their term of office.
- 2 The counseling employee shall, in performing his/her duties, respect the character of each individual and honor the consulting party and the persons concerned.

Article 7 Miscellaneous Provisions

In addition to what is provided for in these Regulations, necessary matters regarding the operation of the Consultation Office, role of the counseling employees, points requiring attention, etc. shall be separately determined by the Prevention Committee.