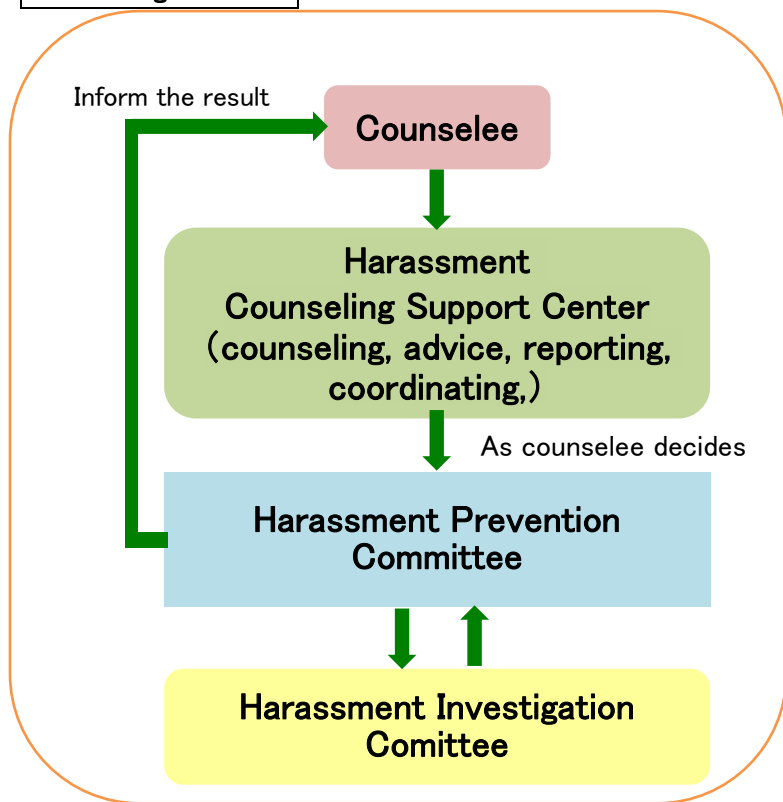


## Harassment Counseling in University of the Ryukyus

### Counseling Process



### 【Harassment Counseling and Support Center】

- Counseling services are confidential.
- University of the Ryukyus prohibits discrimination against the counselee. If such discrimination has occurred, please contact us.
- The Center offers guidance and explains the helping process. The Center can provide such services as indicated in the table below.
- The Center provides harassment related information (handouts and books, etc.).
- The Center has a perspective of human relations and human rights, regarding legal point of views.
- Certified clinical psychologists and on-campus counselors are available. Hours of operation can be found on our web site.

### ○Services of Harassment Counseling and Support Center

	Content	Acts
<b>Counseling</b>	Provide counseling regarding harassment issues.	Harassment Prevention Regulations 20 Article 1(1)
<b>Explanation Advice</b>	Provide counselee advice, and explain the procedure to assist with unresolved issues. The Center offers counseling services and gives suggestions with legal and professional point of views.	Harassment Prevention Regulations 20 Article 1(2)
<b>Reporting</b>	Reports to head of department about alleged harassment offensive behaviors described at the Center. The counselee can choose to be anonymous. Ex: To notify all the professors that discriminative communication against a female graduate student was reported in their department.	Harassment Prevention Regulations 20 Article 1(3)①
<b>Coordination</b>	Ask the head of the department to change the situation, and involve in the coordination. Ex: To change a student's research laboratory to another one.	Harassment Prevention Regulations 20 Article 1(3)②
<b>Mediation</b>	Mediate between the suspected harasser and the counselee. Ex: Staff at the Center becomes a mediator between the two parties.	Harassment Prevention Regulations 20 Article 1(3)③
<b>Notice of Harassment Complaint to HPC assistance</b>	Assist the counselee to complete the 'Harassment Complaint Form' when the counselee reports the alleged harassment to the Harassment Prevention Committee.	Harassment Prevention Regulations 20 Article 1(4)

○Work of the Harassment Prevention Committee (Includes work of the Case Standing Committee)

	Content	Acts
Establishing Investigation committee	Discuss harassment whether or not to establish a Harassment Investigate Committee (HIC). Decide to investigate, the Harassment Prevention Committee (HPC) to request the University President to establish HIC to investigate the harassment.	Harassment Prevention Regulations 11 Article 1(4)
	Based on the report of the HIC, the HPC to discuss evidence of the harassment and appropriate action to be taken. Reports the outcome of the investigation to the University President.	Harassment Prevention Regulations 11 Article 1(5)
Supervise the disciplinary action	The HPC supervises whether the director or the alleged harasser are disciplined appropriately, when the university president issued the disciplinary act in order to prevent and stop the harassment.	Harassment Prevention Regulations 11 Article 1(6)
Emergency correspond -ence	In case of emergency, the HPC orders the alleged harasser to stop the harassment, and the HPC directs the dean or the director to provide appropriate support toward the complainant. Such actions require the complainant's consent	Harassment Prevention Regulations 11 Article 1(7)
Regarding Retaliation	When the complainant receives any form of retaliation by the alleged harasser as a result of seeking help, the HPC examines the incident of retaliation and warns the alleged harasser. If necessary, the HPC requests the university president or the dean to provide appropriate support to the complainant.	Harassment Prevention Regulations 11 Article 1(8)
Explana -tion	If necessary, the HPC reports to the complainant the result of the outcome of investigation. The same procedure is conducted in the HIC.	Harassment Prevention Regulations 11 Article 1(9)

○Services of Harassment Investigation Committee (as individual case)

	Content	Acts
Investigation	An investigation will be undertaken by interviewing the complainant, the alleged harasser, and any individuals who provide relevant information. The investigation will be reported to the university president and the HPC.	Harassment Prevention Regulations 16 Article 1(1)
	If necessary, the relevant harassment issues are investigated under the complainant's consent.	Harassment Prevention Regulations 16 Article 1(2)
	Further investigation will be conducted upon the request of the University President.	Harassment Prevention Regulations 16 Article 1(3)

University of the Ryukyus Harassment Counseling Support Center  
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 Email: harassment@acs.u-ryukyu.ac.jp  
<http://w3.u-ryukyu.ac.jp/harassment/>  
 Hours: Mon~Fri 9:00~17:00