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International Christian University Regulations Governing the Prevention and Measures against Human Rights Violations

Chapter I: General Provisions

(Purpose)

Article 1. The purpose of these regulations is to ensure and maintain a positive learning, education, research, and work environment at International Christian University (hereinafter referred to as the “University”), by providing a system within the University for preventing and dealing with human rights violations (hereinafter referred to as the “human rights violations”).

(Definitions)

Article 2. Terms used in these regulations are defined as follows:

(1) Human rights violations

Refers to any discriminatory language, behavior, treatment, harassment, etc. that violates an individual’s personal or other human rights on the basis of gender, ethnicity, nationality, age, sexuality, or disability.

(2) Sexual harassment

Refers to any language or behavior of a sexual nature that causes physical or mental distress to an individual or harms an individual’s education, research, or work environment, including any language or behavior that ascribes to an individual specific roles based on their gender.

(3) Power harassment

Refers to any language or behavior by a superior using a position of power in the workplace, beyond the scope necessary and reasonable in performing their duties, that causes physical or mental distress to an individual or harms an individual’s work environment, including harassment based on an individual’s sexual orientation or gender identity and outing, the non-consensual disclosure of an individual’s sexual orientation or gender identity.

(4) Academic harassment

Refers to any language or behavior by a superior using a position of power in an educational or research setting, beyond the scope necessary and reasonable in performing educational and research activities, which causes physical or mental distress to an individual or harms an individual’s education or research environment.

(5) Harassment related to pregnancy, childbirth, childcare leave, etc.

Refers to any language or behavior that interferes with an individual’s access to systems and measures related to pregnancy, childbirth, childcare, or family care, and causes physical or mental distress to an

individual or harms an individual's work environment.

(6) Students, etc.

Refers to any person who studies at this University, including students of undergraduate and graduate schools, *Kenkyusei* (special students), credit-seeking auditors (*kamoku-to rishusei*), and non-credit-seeking auditors.

(7) Faculty and staff, etc.

Refers to the University's academic and general staff members, part-time lecturers, research fellows, teaching assistants, research institute assistants, *shokutaku* and part-time staff members, contract employees, temporary workers dispatched to the University, and any other persons who work at the University.

(8) Members of the University

Refers to students, etc. and faculty and staff, etc.

(9) Associated parties

Refers to the guarantors, etc. of students, etc., affiliated business operators, and any other persons involved in University-related activities (education, research, employment, student group activities, etc.) (excluding members of the University).

(10) Relevant departments

Refers to University departments which members of the University belong to or are affiliated with, including undergraduate and graduate schools, research institutes, and administrative offices.

(Scope of Application)

Article 3. These regulations shall apply to all human rights violations between members of the University, regardless of the time or place they occur, e.g., whether they occur on or off campus, during or outside classes, or within or outside working hours.

2. These regulations shall apply mutatis mutandis to any human rights violations occurring between members of the University and associated parties in relation to the University's education, research, or duties, and appropriate measures shall be taken to resolve the situation.

(Responsibilities of the University, Etc.)

Article 4. The University must educate and guide its members in prevention of human rights violations, provide a learning, education, research, and work environment that is free from such violations, and deal promptly and appropriately with any human rights violations that may occur.

2. Recognizing that no form of unjustified discrimination or harassment is permissible, members of the University must respect each other's human rights and endeavor to prevent human rights violations at the University. In particular, persons with status, authority, or influence in respect of education, research, or university management must not misuse their positions of power to infringe human rights.

Chapter II: Human Rights Advisory Service

(Human Rights Advisors)

Article 5. Human Rights Advisors shall be appointed to advise members of the University regarding human rights violations.

(Organization)

Article 6. Human Rights Advisors must include both Japanese and non-Japanese and members of both genders. The following persons shall serve as Human Rights Advisors:

- (1) Three or more university academic staff
 - (2) Three or more university general staff
 - (3) Human Rights Advisors of the school juridical person who are not university employees
 - (4) One or more persons with specialist qualifications and experience, to be appointed by the President if deemed necessary by the Human Rights Advisory Board, for a period of up to two years rather than permanently
2. Human Rights Advisors shall be appointed as follows:
- (1) Human Rights Advisors prescribed in items (1) and (2) of the preceding paragraph shall be appointed by the President.
 - (2) Human Rights Advisors prescribed in item (3) of the preceding paragraph shall be confirmed by the President based on the report by the Director of the University Secretariat.
3. Human Rights Advisors prescribed in items (1) and (2) of paragraph 1 shall be appointed for a period of two years and may be reappointed.
4. A Human Rights Advisor Representative shall be elected by mutual vote from among the Human Rights Advisors. The representative shall be responsible for communication and coordination among advisors and any other measures necessary for the smooth operation of human rights counseling.
5. Human Rights Advisors shall be paid a Human Rights Advisors' allowance.

(Making an Appointment for Human Rights Advising)

Article 7. Members of the University and associated parties may request an appointment with a Human Rights Advisor for human rights advising.

2. Both persons who have and who have not suffered from human rights violations may request an appointment for human rights advising.

(Duties of Human Rights Advisors)

Article 8. Human Rights Advisors shall advise members of the University and associated parties regarding human rights violations.

2. Human Rights Advisors shall explain to persons seeking their advice the methods that may be used to resolve issues and offer necessary support. Provided, however, that they are not authorized to interview any other persons.
3. In addition to hearing complaints from persons seeking their advice, Human Rights Advisors shall convey the views of such persons to the Human Rights Committee and support them until all procedures have been completed to resolve the issue.
4. In providing advice, Human Rights Advisors shall do their utmost to provide psychological support for complainants and give careful consideration so that no further damage or injury is caused.
5. If a human rights violation has occurred, or is deemed likely to occur, a Human Rights Advisor may submit the matter to the Human Rights Committee and request the Committee to take necessary steps to prevent or eliminate the violation.
6. Any member of the University who is consulted regarding a human rights violation shall refer the matter to a Human Rights Advisor.

(Human Rights Advisory Board)

Article 9. A Human Rights Advisory Board shall be established to maintain communication and coordination among Human Rights Advisors.

2. The Human Rights Advisory Board shall perform the duties set forth in the following items:
 - (1) Communicate with and coordinate among Human Rights Advisors.
 - (2) Conduct training for Human Rights Advisors and take any other measures necessary for provision of advice.
 - (3) Create a Human Rights Counseling Manual.
 - (4) Decide on the necessity for a specialist Human Rights Advisor prescribed in Article 6, paragraph 1, item (4)
3. Meetings of the Human Rights Advisory Board shall be convened and chaired by the Human Rights Advisor Representative.

Chapter III: Human Rights Committee

(Establishment)

Article 10. A Human Rights Committee shall be established under the authority of the President to prevent and deal with human rights violations.

(Organization)

Article 11. The Human Rights Committee shall comprise the following members. Efforts shall be made to ensure both genders are represented:

- (1) Vice President for Academic Affairs
 - (2) Dean of Students
 - (3) Director of the University Secretariat
 - (4) Human Rights Advisor Representative
 - (5) Others appointed by the Chair of the Human Rights Committee as necessary
2. Human Rights Committee members shall serve on the Committee for the term of their appointment to the positions listed in the preceding paragraph.
3. The Vice President for Academic Affairs shall serve as the Chair of the Human Rights Committee.
4. The President shall commission a lawyer to serve as an advisor to the Human Rights Committee.
5. The Chair shall convene and preside over the Human Rights Committee meetings.
6. The Chair may request non-Committee members to attend meetings if necessary.
7. The Director of the Personnel and Financial Affairs Division shall have overall responsibility for administrative matters related to the Human Rights Committee.

(Duties)

Article 12. The Human Rights Committee shall carry out the following duties:

- (1) Draw up basic policies and guidelines for preventing and eliminating human rights violations.
 - (2) Assess the current situation within the University regarding human rights violations, widely publicize preventive measures, conduct surveys and other research, and carry out training, awareness-raising, and education.

- (3) Receive complaints relating to human rights violations and implement resolution procedures as prescribed in Chapter IV.
- (4) Take necessary measures to prevent or eliminate human rights violations after receiving a complaint from a Human Rights Advisor prescribed in Article 8, paragraph 5.
- (5) Take necessary measures to prevent or eliminate human rights violations relating to a complaint prescribed in Article 15.
- (6) Establish rules relating to these regulations.
- (7) In addition to the matters listed in the preceding items, take any other necessary measures to prevent or eliminate human rights violations.

Chapter IV: Resolution Procedures

Section 1: General Provisions

(Complaints)

Article 13. A member of the University who has suffered from a human rights violation and seeks redress for such human rights violation may file a complaint in writing via a Human Rights Advisor to the Human Rights Committee, selecting one of the resolution procedures prescribed in Sections 2 through 4 of this chapter.

2. The Human Rights Committee may decline to accept the complaint due to its content or other reason.
3. If the Human Rights Committee declines to accept a complaint pursuant to the provisions of the preceding paragraph, it must notify the complainant of the reason for its decision.

(Initial Investigation by Human Rights Committee)

Article 14. When a complaint is made and there is a need to confirm its content, the Human Rights Committee may appoint two of its members as investigators to conduct an initial investigation such as a hearing involving the complainant, the person who is the subject of the complaint (hereinafter referred to as the “subject”), and any other persons.

2. If the Human Rights Committee deems it necessary for the resolution of the complaint based on the results of the initial investigation, the Human Rights Committee may propose a resolution procedure other than that selected by the complainant or offer other advice and/or adjustment toward resolution.

(Urgent Measures)

Article 15. If the Human Rights Committee deems that the complainant’s human rights will or might be infringed in the course of the resolution procedures, it may take necessary measures to prevent or eliminate recurrence of such violation of rights against any members of the University, associated parties, or relevant department, etc.

2. When it is necessary for implementing the measures set forth in the preceding paragraph, the Human Rights Committee may recommend that the President or other person with authority take the necessary measures.

(Termination of Resolution Procedures)

Article 16. Even if resolution procedures are still in progress, the Human Rights Committee may suspend or terminate the procedures at the request of the Committee member responsible for the relevant case if it is no

longer appropriate to continue procedures.

2. If the Human Rights Committee suspends or terminates procedures pursuant to the preceding paragraph, it must notify the complainant of its reasons.

(Withdrawal of Complaint)

Article 17. Complainants may withdraw their complaints at any time up to the conclusion of resolution procedures.

2. If a resolution cannot be reached with the resolution procedure selected, the complainant may withdraw the complaint and resubmit it by selecting another resolution procedure.

(Support Persons)

Article 18. During the Human Rights Committee's initial investigation and mediation or inquiry procedures, the complainant and the subject may, with the permission of the Committee, be accompanied by up to two support persons. Provided, however, that such support persons may not make any statement without the permission of the Committee.

2. Support persons must pledge to maintain the confidentiality of information revealed during the resolution procedures.

(Objections and Protests)

Article 19. The complainant or the subject may lodge an objection with the Human Rights Committee regarding the notification, adjustment, mediation, or inquiry procedures prescribed in Chapter IV, or make a protest regarding the outcome of the Human Rights Committee's fact-finding investigations.

2. Objections prescribed in the preceding paragraph must be lodged in writing within seven days of becoming aware of the action objected to, and protests must be made in writing within 14 days of being notified of the outcome of fact-finding investigations.
3. The Human Rights Committee must respond promptly to any objection or protest prescribed in the preceding paragraph.
4. Human Rights Committee members involved in the procedures subject to objection or protest may not take part in the deliberation of a response prescribed in the preceding paragraph.
5. No objection or protest may be made to a response issued under the provisions of paragraph 3.

Section 2: Notification

(Process)

Article 20. When the Human Rights Committee receives a complaint, it shall inform the subject that a human rights violation complaint has been made, and call the subject's attention to the conduct complained of.

(Notification Method)

Article 21. Notifications shall be issued by the Human Rights Committee in writing or by any other method deemed appropriate.

2. Notifications may preserve the anonymity of complainants if complainants so desire, and the utmost consideration shall be given to the content of notifications to assure the complainants' safety and privacy.
3. The Human Rights Committee member responsible for notification shall promptly report the status and result of the notification to the Committee.

4. The Human Rights Committee shall, to the extent necessary, inform the complainant and the subject of the content and result of the notification.

(Protests, Etc. by Subjects)

Article 22. After receiving notification under the provisions of the preceding article, subjects may contest the content of the notification or otherwise state their opinions.

2. The Human Rights Committee shall record any opinions prescribed in the preceding paragraph.

(Termination of Notification)

Article 23. If it is difficult for a notification to be issued, the Human Rights Committee member responsible for notification may request the Committee to suspend or terminate notification procedures prescribed in Article 16.

Section 3: Adjustment

(Process)

Article 24. Based on the complainant's petition, the Human Rights Committee shall seek to achieve adjustment between the complainant and the subject.

2. The Human Rights Committee shall appoint two persons to be in charge of adjustment, one from among the Human Rights Committee members and another from either the Human Rights Committee members or the University's faculty and staff. Provided, however, that when the Human Rights Committee deems it necessary, one of the two persons in charge of adjustment may be replaced by an outside expert such as a lawyer.

(Adjustment Method)

Article 25. In the course of adjustment, Human Rights Committee members shall gather facts from the complainant, the subject, and any other persons and, if necessary, seek the cooperation of heads, etc. of relevant departments (hereinafter referred to as the "heads of relevant departments"), in facilitating a flexible and prompt resolution by taking measures or giving consideration in respect of the involved parties' study or employment.

2. If the Human Rights Committee member responsible for adjustment considers that urgent measures are necessary, they may request that the Committee take measures to prevent or eliminate human rights violations pursuant to Article 15.
3. The Human Rights Committee member responsible for adjustment shall promptly report the status and result of adjustment to the Committee.
4. The Human Rights Committee shall, to the extent necessary, inform the complainant and the subject of the content and result of the adjustment.

(Necessary Measures)

Article 26. The heads of relevant departments shall, when their cooperation is requested by a Human Rights Committee member responsible for adjustment, make efforts to take the steps required to reach a resolution.

(Recommendations)

Article 27. If necessary, the Human Rights Committee may make recommendations to the University or

relevant departments on resolution measures.

(Termination of Adjustment Procedures)

Article 28. If a resolution is deemed impossible through adjustment procedures or it is otherwise difficult to continue such procedures, the Human Rights Committee member responsible for adjustment may request the Committee to suspend or terminate adjustment procedures pursuant to Article 16.

2. In the case of the preceding paragraph, the Human Rights Committee shall inform the complainant of the reasons for suspension or termination.

Section 4: Inquiry

(Human Rights Inquiry Panel)

Article 29. When it is necessary to conduct a fact-finding investigation on a human rights violation, the Human Rights Committee shall establish a Human Rights Inquiry Panel (hereinafter referred to as the “Panel”).

(Organization)

Article 30. The Human Rights Committee shall appoint one of its members and two faculty or staff members to serve as members of the Panel.

2. If necessary, the Human Rights Committee may also appoint a lawyer or other outside specialist in addition to the members specified in the preceding paragraph.
3. The Human Rights Committee shall take gender balance into account when appointing Panel members.
4. The names of Panel members shall not be publicized.

(Duties)

Article 31. The Panel shall conduct, if necessary, fact-finding investigations, including interviewing the parties involved and any other persons.

2. If urgent measures are required, the Panel may request the Human Rights Committee to take steps to prevent or eliminate human rights violations pursuant to Article 15.
3. The Panel may request the Human Rights Committee to take any measures that may be necessary in relation to its fact-finding investigation.
4. The Panel shall endeavor to complete its inquiry within three months of establishment and summarize its findings in a report to be submitted to the Human Rights Committee.
5. If the Panel does not expect to complete its inquiry within the period specified in the preceding paragraph, it shall obtain approval of extension from the Human Rights Committee and inform the complainant of the reasons for the extension.

(Fact-Finding Investigations)

Article 32. After notifying the subject of an overview of the complaint, the Panel shall interview the subject.

2. If a request has been made to interview a subject, faculty or staff member, student, or other relevant member of the University, this request must be complied with unless there is a valid reason for not doing so.
3. If a subject, faculty or staff member, or other university employee fails to cooperate in a fact-finding investigation without valid reasons, the Human Rights Committee may request the President to take measures necessary to assure cooperation, including instructing the employee to comply with the Panel’s

request.

4. The Panel may provide the complainant and the subject with details of interviews, documents submitted, and the content of the fact-finding investigation provided this will not hinder the progress of the inquiry.
5. In the course of a fact-finding investigation, if any person makes a false statement or obstructs the investigation by means such as submitting false documents or destroying documents, the Human Rights Committee may recommend that the President take necessary measures, including disciplinary action.
6. If it is difficult to continue the investigation, the Panel may request the Human Rights Committee to suspend or terminate the inquiry pursuant to Article 16.
7. In the case of the preceding paragraph, the Human Rights Committee shall inform the complainant of the reasons for suspension or termination.

(Measures Taken by Human Rights Committee)

- Article 33. After receiving the Panel's report, the Human Rights Committee shall promptly provide the President with a report summarizing the Panel's findings, necessary measures, and recommendations. Provided, however, that if there is a possibility of reaching a resolution after receiving the Panel's report, the Human Rights Committee may start procedures to achieve reconciliation.
2. The Human Rights Committee shall, to the extent deemed necessary, inform the complainant and the subject of the outcome of the fact-finding investigation and necessary measures.

Chapter V: Obligations of Parties Involved

(Confidentiality and Protection of Privacy)

- Article 34. Human Rights Advisors, Human Rights Committee members, Panel members and other persons involved in human rights advice and other procedures related to human rights violations set forth in these regulations must not disclose any confidential information obtained in the course of their duties. This applies even after such duties have been completed.
2. Persons listed in the preceding paragraph must give consideration to protect the privacy of those seeking advice, complainants, subjects of complaints, and any other individuals involved in procedures based on these regulations.
 3. Persons seeking human rights advising, complainants, subjects of complaints, and any other persons involved in human rights advising and resolution procedures under these regulations must not disclose without justifiable reason any facts learned in the course of human rights advising and resolution procedures.
 4. All records made and evidence and testimony collected in the course of human rights advising and resolution procedures may not be disclosed.

(Prohibition of Unfair Treatment)

- Article 35. The University shall not treat any member of the University or associated parties unfairly for seeking human rights advising, filing a complaint, cooperating in a fact-finding inquiry, or otherwise participating in the procedures prescribed in these regulations.
2. Members of the University must not defame the persons seeking human rights advising, complainants, subjects of complaints, and any other persons involved in human rights advising and resolution procedures under these regulations, obstruct their education, study, or work, retaliate against them, or otherwise treat them unfairly.

(Measures to Deal with Contravention)

Article 36. In the event that any action violates the provisions of paragraphs 1 to 3 of Article 34 or paragraph 2 of the preceding article, the Human Rights Committee may take necessary measures to halt the action.

2. As a measure set forth in the preceding paragraph, the Human Rights Committee may recommend that the President take any necessary measures, including disciplinary action.

Chapter VI: Miscellaneous Provisions

(Implementation)

Article 37. Any questions that may arise regarding the actual implementation of these regulations shall be settled by the Human Rights Committee.

(Revision and Abolition)

Article 38. These regulations shall be revised or abolished after deliberation by the Senate.

Supplementary Provisions:

These regulations shall come into effect as of June 1, 2005.

- With the implementation of these regulations, the Regulations Governing Office Organization and Personnel Measures against Human Rights Violations and Sexual Harassment (ICU Official Document No. 147; February 22, 2001) shall be abolished.

These regulations shall come into effect as of April 1, 2008.

These regulations shall come into effect as of June 15, 2011.

These regulations shall come into effect as of September 4, 2015.

These regulations shall come into effect as of December 15, 2022, and apply as of December 1, 2022.

These regulations shall come into effect as of April 1, 2023.