

## ~Those who seek consultation about harassment issues~

Counseling staff will provide support and empathy toward solving your problems/difficulties.  
Please understand the following so that you are comforted to take counsel.

### ■ Confidentiality

Counseling staff shall comply with the obligation to keep secrets. Information and privacy shared within the context of the counseling will not be revealed. With no reasonable excuse, personal data on those who seek consultation, including name and telephone number will not be disclosed to outsiders without consent or agreement of the consulter.

#### ● Case for consultation only

Name and contact address will be collected on a voluntary basis. “Name withheld by request” is available; however, please note that the anonymity case has difficulties receiving useful information on the problem and approaches from counseling staff and/or the prevention committee.

Details of consultation will be reported to the Harassment Prevention Committee through records of consultation.

#### ● Filing a motion

If you file a motion for coordination or investigation with the Harassment Prevention Committee, “name withheld by request” is not available. The Committee needs to contact with the petitioner to coordinate or investigate the case toward its solution under the written motion. For this reason we ask for your understanding as name and/or contact address of the petitioner are necessary.

Please be sure to select either “Coordination” or “Investigation” for the procedures.

Section	Details	Countermeasures
Conciliation	Claims from both sides (petitioner and respondent) will be coordinated by a fair viewpoint for the resolution of problems.	Appropriate measures that should be taken will be coordinated between the chairperson of the Harassment Prevention Committee and the respondent’s supervisors (Deans, Office managers).
Notification	The Harassment Prevention Committee will notify the individual engaging in harassment that a harassment complaint has been made.	The complainant will remain anonymous and measures will be taken to resolve the problem
Investigation	If regarded as harassment case through impartial investigations of the facts, strict measures including disciplinary action will be taken against the alleged perpetrator.	Investigation Panel will be established under the Harassment Prevention Committee.

Examples of main countermeasures: Recovery of good studies and working environment

(Changing class or seminar, Suspending user account of perpetrator)

Ritsumeikan Asia Pacific University Harassment Prevention Committee