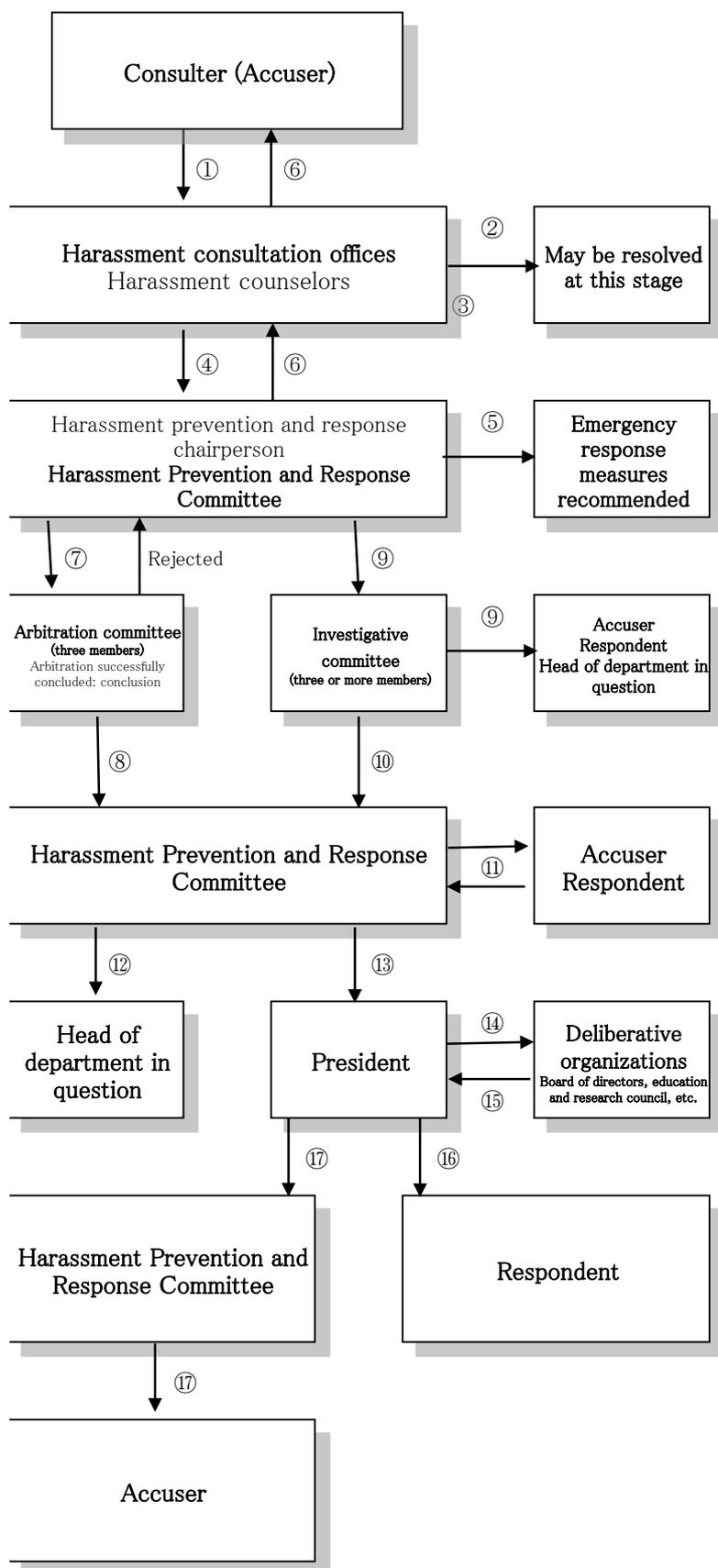


Tokyo University of Agriculture and Technology Harassment Response Flow Chart

(Revised April 1, 2012)



- ① The harassment consultation offices handle counseling and accusations of harassment.
- ② There may be resolutions at this stage. Consulters can withdraw their accusation at any stage.
- ③ Showing respect for people's privacy and other rights, counselors take note of the circumstances and confirm the allegation's intent.
- ④ The consuler's allegation is passed on to the Harassment Prevention and Response Committee.
- ⑤ The chairperson may recommend emergency response measures as a means of relief.
- ⑥ The consuler and counselor are notified in writing, and also receive an explanation if the complaint is not accepted.
- ⑦ If the accuser requests arbitration, the Harassment Prevention and Response Committee sets up an arbitration committee and conducts arbitration.
- ⑧ Details of the arbitration concluded are provided to the Harassment Prevention and Response Committee in a report.
- ⑨ If needed, the Harassment Prevention and Response Committee establishes an investigative committee, notifying the parties concerned and the head of the department involved.
- ⑩ The investigation's findings are provided to the Harassment Prevention and Response Committee in a report.
- ⑪ The parties concerned are notified in writing and also receive an explanation about the conclusions based on the investigation's outcome. The parties concerned can also file appeals within two weeks.
- ⑫ The head of the department in question is provided with recommendations regarding remedial steps as needed.
- ⑬ When individual cases have been handled, reports are provided to the president. Notice is also provided when disciplinary action or an employee reprimand is deemed necessary, as well as when disciplining students.
- ⑭ After receiving notice from the Harassment Prevention and Response Committee that disciplinary action or reprimanding an employee (or disciplining students) is called for, the president asks a deliberative body appropriate to the status of the respondents in question to consider the issue.
- ⑮ The president receives a report about the outcome of the body's deliberations.
- ⑯ Based on the findings of the body's deliberations, the president takes disciplinary actions against or reprimands an employee, or disciplines students.
- ⑰ The president notifies the Harassment Prevention and Response Committee that disciplinary actions have been taken against an employee or a reprimand issued, or that students have been disciplined. The Harassment Prevention and Response Committee then provides a report to the accuser.