

*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 Investigation Committee Regulations for Tokyo University of Foreign Studies

(March 31, 2009
Regulation No. 39)

Amended: March 24, 2015: Regulation No. 118

Article 1 Purpose

- 1 These Regulations provide for necessary matters regarding the organization, operation, etc. of the Harassment Investigation Committee (hereinafter referred to as the "Investigation Committee") in accordance with Article 8, paragraph 3 of the Harassment Prevention Committee (hereinafter referred to as the "Prevention Committee") Regulations for Tokyo University of Foreign Studies.
- 2 Terms used in these Regulations shall be in accordance with the definition of the Harassment Prevention Guidelines for Tokyo University of Foreign Studies (hereinafter referred to as the "Guidelines"), except as otherwise provided.

Article 2 Organization

- 1 The Investigation Committee shall consist of four (4) members for each individual case.
- 2 Members of the investigation Committee shall be appointed by the Prevention Committee from among the committee members who fall under Article 2, paragraph 2, item 9 of the Prevention Committee Regulations and the counseling employees (members of the Consultation Office). However, counseling employees who are involved in cases concerned are excluded.
- 3 Members of the Investigation Committee shall be commissioned in consideration of the school, etc. to which the Petitioner, the Respondent, and other persons concerned belong.
- 4 Members of the investigation Committee may delegate the investigation to a lawyer appointed by the Prevention Committee as necessary.
- 5 The Investigation Committee shall have an Investigation Committee Chairperson who shall be elected from among the Investigation Committee members by mutual vote.
- 6 The Chairperson shall convene an Investigation Committee meeting and serve as the Chair of the meeting.
- 7 In the absence or disability of the Chairperson, a member of the Investigation Committee designated in advance by the Chairperson shall perform the duties of the Chair.

Article 3 Term of office

The term of office of the committee member shall be until the end of his/her duties in the case concerned.

Article 4 Attendance of persons other than committee members

If the Investigation Committee deems it necessary, the Committee may ask persons other than committee members to attend a meeting and offer opinions.

Article 5 Duties

- 1 The Investigation Committee shall, based on the entrustment by the Prevention Committee, directly hear the circumstances of the harassment from the Petitioner, the Respondent, and other parties concerned and investigate the facts.
- 2 The Investigation Committee shall prepare a report on the results of the investigation and submit it to the Prevention Committee.

Article 6 Presence of an attendant

- 1 The Investigation Committee may allow an attendant (such as a counseling employee or lawyer) to be present if the Petitioner, the Respondent, or any other person concerned so desires.
- 2 The attendant may advise the Petitioner, the Respondent, and any other persons concerned. However, in principle, they may not make any statements.

Article 7 Investigation period

The Investigation Committee shall in principle submit an investigation report to the Prevention Committee within three (3) months of its establishment. However, the Prevention Committee may extend the time limit for submitting the report in special circumstances.

Article 8 Discontinuance of investigation

The Investigation Committee shall discontinue the investigation under the direction of the Prevention Committee if, after the commencement of the investigation, the Petitioner withdraws his/her petition or request for an investigation.

Article 9 Responsibilities of Investigation Committee members

- 1 Investigation Committee members must keep secret and confidential any information (including personal information) which they have come to know as committee members, regardless of whether during or after their term of office.
- 2 Any member of the Investigation Committee shall, in performing his/her duties, respect the character of each individual and honor the Petitioner, Respondent, and the persons concerned.
- 3 The committee member shall endeavor to prevent secondary damage during the investigation.

Article 10 Replacement of Investigation Committee members

The Petitioner or Respondent may request the replacement of a committee member by reason of any language or behavior in violation of the preceding article. The Prevention Committee shall replace the committee member if it deems that there are reasonable grounds to do so. If the committee member is not replaced, the reasons therefor must be stated.

Article 11 General affairs

General affairs of the Investigation Committee shall be handled by the Personnel Division.

Article 12 Miscellaneous Provisions

Any matters not set forth in these Regulations concerning operations of the Investigation Committee shall be separately determined by the Prevention Committee.