Date　 yy/ mm/ dd　 （Company Name）

 （Name & Title of the representative）

**EXAMPLES**

■When I reported to my boss that I’m pregnant, he/she said, ‘You have to quit job because we will hire someone else.’

■When I consulted my boss about receiving childcare/nursing care leave, he/she said, ‘It’s impossible that a man receives the leave.’

■I work in the Shorter Working Hours due to childcare and feel excruciating pain, being repeatedly complained by colleagues such as ‘You are making trouble.’

**＊**Whoever working in the company can consult with us on the harassment issues regardless of your employment status whether it be full time or dispatched worker. Do not keep the issues to all by yourself, and when your subordinates consult with you about the issue, never make judgments all by yourself; do not hesitate in contacting the Consultation Desk.

**＊**Do not hesitate to ask for advice even if you think it is too subtle to be considered harassment.

**＊**Rest assured, since our consultants will treat each case fairly by protecting not only your privacy but also of the person who have inflicted on you by committing the harassment. Disadvantageous treatment will not be given to you as the client or anyone who cooperated with you in fact-finding.

**＊**As part of the consultation process, we conduct hearings on the harassment with the people involved to confirm the facts, and seek appropriate solutions for each individual case. In addition, we will take appropriate measures to prevent recurrence of the harassment.

**＊**A variety of support systems are available for employees who are pregnant, giving birth and raising children or nursing. For dispatched workers, these support systems are available in their dispatching agencies. You can check the support systems in the work regulations of your employer. The amount of workload must be considered and re-allocated in order for you to utilize these systems and the measures. Daily and frequent communication with coworkers involved in your work is the key to use these systems smoothly and comfortably.

**EXAMPLES**

■Innuendos, sexual jokes, teasing, or questions

■Googling, distribution, or posting indecent pictures/drawings

■Starting a sexual rumor on purpose

■Unnecessary physical contact

■Repeatedly inviting for meals or

dates

■Coercing to go out or have a

sexual relationship

■Dismissing the worker who rejected one’s sexual speech/behavior

Any sexual speech/behavior is regarded as sexual harassment, no matter what kind of sexual orientation or sexual identification the victim has.

**Consultation Desk :**

**Sexual Harassment**

**If a case of harassment is confirmed, the perpetrator may be subject to disciplinary action based on the ‘Reasons for Disciplinary’ of the office regulations. The situation of the alleged harassment, relationship of the parties, extent of damage, emotions of the victim, etc., are comprehensively taken into consideration to decide the disciplinary action.**

**Discrimination due to pregnancy, childbirth, childcare, nursing care leave, etc. (so-called maternity harassment)**

Employers (including board members) must deepen understanding & awareness in harassment issues, pay attention to your own words & actions, and create a harassment free workplace together. Negative words & actions regarding pregnancy, childbirth, childcare, nursing care leave, etc. can be the cause and background of so-called “maternity harassment”, while those based on a sense of gender role division can be the cause & background of sexual harassment.
 Be careful not to say or do anything of such kind. In addition, power harassment can be caused by problems in the working environment, such as diluted communication. Let’s make sure to improve your work environment.

**Power Harassment \***

**\***Power harassment is defined as

①Behavior/language based on a superior position,

②Beyond necessary & reasonable extents on duty, and

③Harms the environment of workplace

EXAMPLES

■A senior worker threw a thing at his/her subordinate.

■A supervisor treated a subordinate in front of colleagues as if he/she were incapable.

■Colleagues or subordinates in a group ignore specific worker/ utter wild words against him/her.

■A supervisor forces a subordinate to perform too much tasks to handle alone or doesn’t give him/her tasks at all.

**Eradicate Harassment and Create a Great Work Environment!**

**Zero-tolerance**

**for Harassment!!**





**Tel :**

**:**

**E-mail :**