

Date \_\_\_\_\_

Company's name \_\_\_\_\_

Representative's title &amp; name \_\_\_\_\_

# Harassment is Prohibited.

**Our company does not allow any acts of the following harassment!**  
**Also, we shall not do them to anyone who are not even our employees, either!**

## Such as

- Sexual jokes or teasing
- Distributing obscene images/pictures
- Spreading sexual rumors
- Unnecessary physical contact
- Persistent invitations to meals or dates
- Forcing to have a sexual relationship
- Dismissing the employees who refused to be sexually spoken or behaved

### What is sexual harassment?



## Such as

- When I reported my pregnancy to my boss, she/he said "I'm going to hire someone else, so you'll quit."
- When I consulted with my boss about taking childcare leave, she/he said, "No way. You are a man." So, I had to give up on it.
- When I had short working hours for childcare, my colleagues repeatedly told me that I was causing troubles to others, and I have been feeling mentally distressed.

### What is the harassment related to pregnancy, childbirth, or childcare leave, etc.?



\*Please be careful not to make negative speech and behavior regarding pregnancy, childbirth, or childcare leave, etc.

## Such as

- Segregation from personal relationships (ostracization, neglect/ignoring, etc.)
- Excessive intrusion into private affairs.
- Imposing tasks that are obviously unnecessary or impossible assignment. Interfering with work.
- Ordering assignments/tasks being far from the worker's ability and experience. Not giving any work.
- Mental abuse (intimidation, defamation, abusive languages)
- Physical abuse (assault/violence, inflicting bodily injury)

### What is power harassment?



1. It is those words and behavior coming from the background of one's superior position,
2. which are beyond the extent necessary and appropriate of business
3. and harm/disturb the work environment.

**If it is confirmed that you harassed someone, you may be subject to disciplinary punishment based on the labor rules and regulations.**

**The punishment will be decided by judging/considering the content of the speech and behavior, the relation between the parties, the extent of harm, and one's feelings, etc., as a whole.**

## Aren't You Troubled with Harassment?

- ☒ **Against harassment, let's clearly show the intention of "No!" or "Please stop!" to the person.**
- ☒ **Please consult with us even when it seems uncertain whether it is harassment or not.**
- ☒ **Please don't be troubled all alone and consult as early as possible, so that you won't get into a serious situation.**

### Our Company's Consultation Desk

- Everyone working at/for our company can consult.
- Please be assured and consult with us that we will deal with the consultation equitably as well as we will protect the privacy of not only the consulter but also the harasser. We will not treat the consulter or those people who cooperated in confirming the facts disadvantageously.
- When we are consulted, we will promptly and accurately confirm the fact situation. If the facts are confirmed, we will take measures to the victim to give consideration and to the harasser. In addition, we will take measures to prevent recurrence.

### For the Workers Having Pregnancy/Childbirth, Childcare, or Family Nursing Care

There are various support systems for the workers having pregnancy/childbirth, childcare, or family nursing care to be able to use. Please consult with your superior/boss or the HR department as early as possible.

