**<Provisions of the Rules of Employment>**

**Article X Prohibition of Harassment in the Workplace**

Regarding power harassment, sexual harassment, and harassment related to pregnancy, childbirth, childcare leave, etc., in addition to Article Y (Service Regulations) and Article Z (Disciplinary Action), details shall be provided separately in the “Regulations for the Prevention of Harassment in the Workplace.”

**<Separate Regulations Outlining Details>**

—Regulations for the Prevention of Harassment in the Workplace—

1. **Purpose**

In accordance with Article X of the Rules of Employment, these regulations stipulate matters that employees should observe in order to prevent power harassment, sexual harassment, and harassment related to pregnancy, childbirth, childcare leave, etc. in the workplace (hereinafter referred to as “Harassment in the Workplace”).

The term “employee” in these regulations includes not only permanent employees, but also contract employees and temporary workers.

1. **Definition of Power Harassment, Sexual Harassment, and Harassment Related to Pregnancy, Childbirth, Childcare Leave, etc.**
2. Power Harassment is defined as language or behavior, delivered from a position of power, which exceeds the necessary and reasonable scope of work duties, and which is detrimental to the working environment. Appropriate work instructions and guidance that can objectively be considered necessary and reasonable in order to perform work duties are not considered to constitute power harassment in the workplace.
3. Sexual Harassment is defined as subjecting an employee to disadvantageous treatment in terms of working conditions as a result of the response of other employees to sexual language or behavior in the workplace, or harming the working environment of other employees through language or behavior of a sexual nature. This applies not only to language or behavior toward the opposite sex but also to language or behavior toward the same sex, regardless of the sexual orientation or gender identity of the party in question.
4. The term “other employees” as referred to in the preceding paragraph is not limited to the victim who is the direct target of the language or behavior of a sexual nature, but includes all employees for whom the working environment has been harmed as a result of said language or behavior of a sexual nature.
5. Harassment Related to Pregnancy, Childbirth, Childcare Leave, etc. includes harassment by superiors or colleagues in the workplace through language or behavior related to the use of systems or measures related to pregnancy, childbirth, childcare, etc. that harms the working environment for employees, and language or behavior related to pregnancy, childbirth, etc. that harms the working environment for female employees. Language or behavior that can be objectively judged to be based on business necessity from the perspective of work assignment, safety considerations, etc. is not considered harassment related to pregnancy, childbirth, childcare leave, etc.
6. “Workplace,” as referred to in Paragraphs 1, 2, and 4 shall mean not only the primary work site but all locations where employees perform work duties, and shall include not only working hours but also any time outside of working hours that can be considered to represent an extension of the workplace.
7. **Prohibited Acts**
8. All employees shall acknowledge other employees as equal partners in the performance of their work duties, uphold their obligation to maintain sound order and cooperative relationships in the workplace, be mindful of their language and behavior, and must not engage in any of the acts listed in the following paragraphs 2 through 5 in the workplace. In addition, employees must not engage in these types of actions against persons who are not employees of their own company.
9. Power Harassment (The following actions which meet the conditions of Article 2, Paragraph 1)
	1. Physical attacks such as hitting and kicking.
	2. Psychological attacks, such as language or behavior that disregards the victim’s human dignity.
	3. Disconnecting employees who are not subject to the perpetrator’s will from human relationships, such as removing their work duties or isolating them in a separate room for an extended period of time.
	4. Excessive demands, such as ordering duties that are not directly related to work in a harsh environment that causes physical pain, for an extended period of time.
	5. Insufficient demands, such as forcing a subordinate in a managerial position to perform menial tasks in order to induce them to resign.
	6. Violation of an individual’s privacy by revealing sensitive personal information, such as their sexual orientation, gender identity, or medical history, to other employees without their consent.
10. Sexual Harassment (The following actions which meet the conditions of Article 2, Paragraph 2)
11. Unnecessary questions or comments regarding sexual or physical matters.
12. Viewing, posting, or displaying obscene images.
13. Spreading rumors.
14. Unnecessary physical touching.
15. Acts involving sexual language or behavior that diminish the motivation of other employees toward their duties and prevent them from exercising their abilities.
16. Forcing a relationship or sexual relations.
17. Disadvantageous treatment of employees who protest or reject sexual language or behavior, such as dismissal, unfair evaluation, or reassignment.
18. Other sexual language or behavior that may cause discomfort to the other party or other employees.
19. Harassment Related to Pregnancy, Childbirth, Childcare Leave, etc. (The following actions which meet the conditions of Article 2, Paragraph 4)
20. Language or behavior that suggests that a subordinate may face dismissal or other disadvantageous treatment as a result of using systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
21. Language or behavior that discourages subordinates or colleagues from using systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
22. Harassment, etc. of subordinates or colleagues related to use of systems or measures related to pregnancy, childbirth, childcare leave, or caregiving leave.
23. Language or behavior that suggests that a subordinate may face dismissal or other disadvantageous treatment as a result of pregnancy or childbirth, etc.
24. Harassment, etc. related to the pregnancy or childbirth, etc. of subordinate or colleague.
25. Failure of a manager to take action despite knowing that a subordinate is subject to Harassment in the Workplace
26. **Disciplinary Action**

Disciplinary action shall be taken in accordance with the instances listed in the following items.

* 1. In the event of any of the acts described in Article 3, Paragraph 2 (excluding (1)), Article 3, Paragraphs 3, Items (1) through (5) and (8), and Paragraph 4 are committed:

Censure, reduction in pay, suspension from work, or demotion as stipulated in Article XX, Paragraph 1, Items (1) through (4) of the Rules of Employment.

* 1. In the event that the act described in the previous item has occurred on repeat occasions, the circumstances are deemed to be malicious, or acts outlined in Article 3, Paragraph 2, Item (1) or Article 3, Paragraph 3, Item (6) or (7) are committed:

Disciplinary dismissal as stipulated in Article XX Item (5) of the Rules of Employment.

1. **Handing of Consultation and Complaints**
2. Companies shall establish consultation contacts for Harassment in the Workplace issues at the head office and at each work site, with the head of the human resources department holding responsibility for management and oversight. The head of the human resources department shall ensure that the names of consultation representatives are conveyed whenever there is a change in personnel, and shall prepare a response manual for consultation representatives as well as provide the training necessary to ensure a proper response.
3. All employees, not only victims of Harassment in the Workplace, may contact consultation representatives for consultation on matters related to Power Harassment, sexual language and behavior, and language and behavior related to pregnancy, childbirth, childcare leave, etc. which harms the working environment.
4. Consultation representatives shall, in accordance with the response manual, confirm the facts related to the consultation received from the employee and report findings to the head of the human resources department in the case of the head office, or to the head of each work site in the case of sites other than the head office. Based on this report, the head of the human resources department or the head of the site concerned shall interview alleged perpetrators, victims, managers, and other employees, etc., as necessary to confirm the related facts, while paying due care to the privacy of the employee seeking consultation.
5. Employees requested to attend the interviews outlined in the preceding paragraph may not refuse to do so without justifiable reason.
6. The head of the site concerned shall, in accordance with the response manual, report findings to the head of the human resources department, who, as measures to resolve the problem, will proceed with disciplinary action in accordance with Article 4, while taking necessary measures to improve the working conditions and work environment of the victim, such as transferring the perpetrator.
7. When handling consultations or complaints, companies shall take sufficient measures to protect the privacy of all parties involved, and ensure that employees are not subject to disadvantageous treatment on the grounds that they have made a consultation regarding harassment or cooperated in confirming associated facts.
8. **Obligation to Prevent Recurrence**

In the event that an incident involving Harassment in the Workplace occurs, the head of the human resources department shall take appropriate measures to prevent recurrence, such as reinforcing employee awareness, conducting training, and analyzing the incident to determine the root cause.

1. **Other Matters**

Language or behavior based on preconceived gender roles can be the cause of or a factor in Sexual Harassment, while negative language or behavior regarding pregnancy, childbirth, childcare leave, etc. can be the cause of or a factor in Harassment Related to Pregnancy, Childbirth, Childcare Leave, etc. Companies shall make it clear to employees that language or behavior of this nature will not be tolerated.

Supplementary Provision: These Regulations are effective from DD/MM/YYYY.

Note: In addition to the matters stipulated in the Rules of Employment, etc., companies must also inform employees of the availability of systems related to pregnancy, childbirth, childcare leave, etc., establish separate consultation contacts for these systems, and inform employees of the relevant contact representatives. In addition, as negative language and behavior related to pregnancy, childbirth, etc., and language or behavior based on preconceived gender roles can be the cause of or a factor in harassment, companies should make it clear to employees that language or behavior of this nature will not be tolerated.