

Social Welfare Corporation AIOI Welfare Association

Sexual Harassment Prevention Regulations

(The Purpose)

Article 1 These regulations apply to the social welfare corporation AIOI welfare association (hereinafter referred to as the "Corporation") Work regulations (for regular employees) (Hereinafter referred to as the "Regulations for Regular Employees.") Based on Article 25, these regulations were established to prevent and eliminate sexual harassment within the corporation and thereby ensure a good working environment.

(Definitions)

Article 2 Sexual harassment refers to sexual harassment within a corporation by employees, contract employees, etc. (hereinafter referred to as "employees"). Refers to engaging in sexual behavior that makes other employees, temporary staff, seconded staff, facility users(guest), their families, business partner employees, and other related parties (hereinafter referred to as "the other party") uncomfortable.

(Prohibition against sexual harassment)

Article 3 Employees must not engage in any of the following acts that may constitute sexual harassment within the corporation.

- (1) Engage in behavior such as sexual jokes that go against the wishes of the other party.
- (2) Talking about or asking about sexual rumors or experiences against the other party's wishes.
- (3) Viewing or forcing the other party to look at obscene photographs, paintings, etc. on magazines, books, posters, computer screens, etc., and distributing or posting such materials.
- (4) Engaging in sexual behavior against the other party's wishes in connection with the performance of duties.
- (5) Taking advantage of one's position or status in the performance of one's duties to coerce the other party sexually against their will.
- (6) Engage in any other behavior that is deemed to impede the smooth performance of business due to unwanted sexual language or behavior.

(Responsibilities of a corporation)

Article 4 The corporation shall take measures to prevent and eliminate sexual harassment within the corporation.

2. In order to ensure a good working environment, managers and supervisors will strive to prevent and eliminate sexual harassment through daily guidance, etc. If a problem arises due to sexual harassment, each department must promptly and appropriately deal with it.
3. The corporation shall establish a point of contact for receiving complaints of sexual harassment and multiple persons in charge of handling the complaints, and shall make this known to employees.
4. When receiving a complaint regarding sexual harassment, Cases must be disposed of promptly through appropriate investigative activities, including interviews with the person in charge in the preceding paragraph and, if necessary, managers and other relevant parties.

5. When handling complaints, we will pay the utmost attention to protecting privacy.
6. If it is difficult for the corporation to make a decision regarding how to handle a complaint, it may request a lawyer to handle the complaint.

(Disciplinary)

Article 5 Articles 52 and 53 of the Regulations for Regular Employees will apply mutatis mutandis to any employee who is found to have engaged in sexual harassment.

2. In applying the preceding paragraph, the following criteria will be applied to acts that fall under each of the following items.

(1) A person who disrupts the order and morals of the workplace, such as by engaging in sexual behavior that interferes with the work of other employees...

It takes action Admonition, reprimand, or reduction in pay.

(2) A person who has committed the act mentioned in the previous item again or whose act is recognized as malicious...

It takes action Suspension of attendance or promotion.

(3) Management and supervisors are aware of sexual harassment and ignore it, a person who caused an employee to engage in sexual harassment due to insufficient supervision...

It takes action Suspension of attendance or promotion.

(4) A person who unfairly forced the other party to resign due to sexual harassment...

Dismissal or disciplinary dismissal with reprimand.

(5) Those who spread rumors or spread false rumors that they can't stay in the workplace due to sexual harassment...

Dismissal or disciplinary dismissal with reprimand.

(6) A person who disrupts order in the workplace through sexual harassment through sexual coercion...

Dismissal with a reprimand or disciplinary dismissal.

(7) A person who takes advantage of his or her professional position or position to force a sexual relationship...

Dismissal or disciplinary dismissal with reprimand.

3. The severity of the disciplinary action mentioned in the preceding two paragraphs may be reduced depending on the circumstances.

(Supplementary Provisions)

1 These regulations will be amended and enforced April 1, 2005.

2 These regulations will be amended and enforced from April 1, 2007.

Basic policy regarding harassment prevention measures

Social Welfare Corporation AIOI Welfare Association

(Basic Concept)

1. In order to provide nursing care in accordance with laws and regulations, the Social Welfare Corporation AIOI Welfare Association has established basic policies to prevent harassment in the workplace and nursing care settings.
2. Harassment under this policy refers to the following:
 - (1) Power harassment
 - Acts that harm the working environment of workers due to words and actions based on a superior relationship that go beyond what is necessary and reasonable for work, and include the following:
 - ① Physical attack (assault/obstacle)
 - ② Psychological attacks (threats, defamation, insults, severe abuse)
 - ③ Separation of human relationships (isolation, exclusion, neglect)
 - ④ Under-demanding (not giving work, or ordering work to be performed at a low level that is far from one's abilities)
 - ⑤ Excessive demands (forced to do things that are clearly unnecessary or impossible for business purposes)
 - ⑥ Infringement on personal matters (excessive intrusion into private matters)
 - (2) Sexual harassment
 - ① Remarks with sexual content
 - ② Sexual behavior
(Inquiring about sexual facts, disseminating information with sexual content, sexual jokes or teasing, persistent invitations to dinner or dates, talking about personal sexual experiences, etc.)

(Harassment prevention)

1. We will take the following measures to prevent the above-mentioned harassment from occurring among employees of our corporation, business partners, and employees of related organizations.
 - (1) We will maintain normal communication on a daily basis to ensure smooth operations.
 - (2) Give sufficient consideration to preventing harassment, especially for executives.
2. To prevent harassment, conduct harassment training once a year.
3. Harassment consultation desks will be set up inside and outside the workplace, and the office will be in charge of the consultation desk.
 - (1) Take care to ensure that employees who consult about harassment do not suffer any disadvantage.
 - (2) For harassment consultations, proactively utilize the specialist personnel at the outside workplace (21st Century Vocational Foundation).
 - (3) Employees who are accused of harassment will be given ample opportunity to provide explanations.
 - (4) Judgment and response to harassment shall be discussed at the executive meeting after hearing the opinion of the 21st Century Vocational Foundation.

(Measures against harassment at nursing care sites)

1. We will take the following measures to prevent harassment of users(guest) and their families by staff and harassment by users(guest) and their families.
 - (1) Inform users(guest) and their families of the following:
 - ① Regarding the scope and cost of services provided by the office.
 - ② Regarding the refusal of gifts of money or goods to employees.
 - ③ If you have any questions or dissatisfaction with the content of the service provided, or if you have experienced harassment from a staff member, please contact the office.
 - ④ Do not harass any staff members.
2. If you experience violence or sexual harassment from a user or their family, report and consult with the administrator or office.
3. Regarding cases that have been consulted or reported, the office will listen to the opinions of the 21st Century Vocational Foundation, a public interest incorporated foundation, sort out the issues, discuss the content in an executive meeting, and take necessary measures.