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# To Create a Workplace with No Sexual Harassment

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National Personnel Authority

## What is Sexual Harassment?

- Sexual language and behavior that makes other people (including people other than employees) feel uncomfortable at the workplace
- Sexual language and behavior that makes other employees feel uncomfortable outside the workplace

\* All languages and behaviors are “uncomfortable language or behavior” if the receiving person or the surrounding people feel uncomfortable.

## Concrete Examples of Sexual Harassment

### Language

#### 1. Language based on sexual interest or sexual desire

- (1) Topics on bodily features such as measurements
- (2) Obscene jokes
- (3) Questions about sexual experiences or sex life
- (4) Spreading a sexual rumor or enjoying sexual teasing

#### 2. Language based on gender discrimination

- (1) Remarks such as “You must stand it if you are a man.” or “I cannot trust women with tasks”
- (2) Calling someone “boy”, “girl”, “kid”, “sonny”, “young lady”, “old man” or “old woman” ignoring the individuality of people

### Behavior

#### 1. Behavior based on sexual interest or sexual desire

- (1) Putting up nude posters, etc. at the workplace
- (2) Showing or reading an obscene photograph or story of a magazine, etc. intentionally
- (3) Watching a person’s body persistently
- (4) Asking to go to dinner or asking for a date persistently
- (5) Making a sexual telephone call or sending a sexual letter or e-mail

- (6) Touching a person's body unnecessarily
- (7) Peeping in a bathroom or dressing room
- (8) Forcing a sexual relationship

## **2. Behavior based on gender discrimination**

- (1) Forcing females to make tea, office cleaning, etc.
- (2) Forcing a duet at a karaoke party
- (3) Forcing a female employee to sit down next to a supervisor or serve sake at a party

## **Impacts of Sexual Harassment on Employees and Workplace**

### **Impacts on Employees**

- (1) Impairing the honor, privacy and dignity of individuals
- (2) Declining workplace efficiency
- (3) Impairing mental and physical health
- (4) Some victims cannot endure such treatment and are forced to quit.

### **Impacts on Workplace**

- (1) Deteriorating human relationships at the workplace
- (2) Lowering workplace morale
- (3) Disturbing workplace order
- (4) Destroying trust in the public service

## **Points to Mind to Prevent Sexual Harassment**

- Respecting other people's character is important.
  - Do not do what the other person dislikes or what makes the other person feel uncomfortable. Mind that people interpret sex-related language and behavior differently.
- (1) Some language or behavior which is intended to express closeness or seems unproblematic from the speaker's/doer's point of view could make the other person uncomfortable.
  - (2) Victims do not necessarily express discomfort clearly because they consider employee relationships

## **Disciplinary Action**

- Sexual harassment is misconduct that is improper as a national public employee. Victimizers could be subject to disciplinary action (dismissal, suspension from duty, reduction in remuneration or reprimand).

## **If You Are Sexually Harassed or Find Sexual Harassment**

### **If You Are Sexually Harassed**

- (1) It is important to recognize that ignoring or passing off sexual harassment does not always improve the situation.
- (2) It is important to clearly convey that the language or behavior is sexual harassment. (You can use e-mail or a letter if you hesitate to convey your intention in conversation.)
- (3) You can also consult with somebody close to you whom you can trust.

### **If Your Coworker is Sexually Harassed**

- (1) Do not deal with the issue of sexual harassment as a personal problem between concerned persons.
- (2) Victims may hesitate to consult with others. It is important to say something so that the victim can consult with you easily if you find or hear about sexual harassment.
- (3) Another way to deal with sexual harassment is to warn the victimizer as a coworker or consulting with a supervisor about sexual harassment.

### **Point of Contact for Sexual Harassment Counseling**

You can consult with counselors/organizations listed below about sexual harassment. (You may consult even if you are not a victim.)

- (1) Counselors assigned to the Office and Ministries

Sexual harassment counselors are assigned to the Office and each Ministry.

- (2) Personnel management departments

You can directly consult with the personnel management department of the Office and each Ministry.

- (3) NPA

You can also consult with the NPA directly (to the organizations listed below).

Sexual Harassment Counseling Divisions	Direct Call No.
Employee Counseling Office, Equity and Investigation Bureau, NPA	03-3581-3486
1 <sup>st</sup> Division, Hokkaido Bureau, NPA	011-241-1249
1 <sup>st</sup> Division, Tohoku Bureau, NPA	022-221-2002
1 <sup>st</sup> Division, Kanto Bureau, NPA	048-740-2005
1 <sup>st</sup> Division, Chubu Bureau, NPA	052-961-6839
1 <sup>st</sup> Division, Kinki Bureau, NPA	06-4796-2181
1 <sup>st</sup> Division, Chugoku Bureau, NPA	082-228-1182
1 <sup>st</sup> Division, Shikoku Bureau, NPA	087-831-4869
1 <sup>st</sup> Division, Kyushu Bureau, NPA	092-431-7732
Investigation Division, Okinawa Office, NPA	098-834-8401

\* For details, please access “To Create a Workplace with No Sexual Harassment” in the NPA website (<http://www.jinji.go.jp>).

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Please contact the Employee Welfare Division, Employee Welfare Bureau, NPA (Direct call No: 03-3581-5336) for details of the systems to prevent sexual harassment.