

Guidelines for Promoting Diversity and Inclusion

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KAGAWA UNIVERSITY

Contents

I.	Basic Policy for Promotion of D&I	1
II.	About These Guidelines	1
III.	Guidelines by Category	
	1) Gender Equality	2
	2) Respect for Gender Diversity	5
	3) Support for Persons with Disabilities	8
	4) Multicultural Coexistence	10
IV.	List of Consultation Desks	12
V.	Organization Structure for D&I Promotion	14
VI.	Data on D&I Promotion	15
VII.	References	19

I. Basic Policy for Promotion of D&I

In order to respect the diverse personalities, values, and ways of thinking of every member in the institution equally, and to promote “Diversity and Inclusion (D&I)” with which everyone can thrive, Kagawa University formulated the “Basic Policy for Promotion of D&I” in October 2021.

In the basic policy,

1. Kagawa University shall develop an education/research/working environment to acknowledge and accept members with diverse backgrounds such as differences in gender, sexual orientation/gender identity, race, nationality, disability, age, religion, and lifestyle, and to provide appropriate platforms for all members to play an active role based on their distinct strengths.

2. Kagawa University shall promote an awareness campaign focusing on respecting and accepting individual differences, while encouraging all members to collaborate and cooperate with one another.

3. Kagawa University shall convey to the wider society, that the university aims to comply with the United Nations Sustainable Development Goals (SDGs) philosophy of “no one will be left behind” and that the university shall collaborate with the local and international communities to carry out sustainable university management that promotes D&I.

II. About These Guidelines

From this standpoint, Kagawa University shall aim to create an environment in which those of diverse backgrounds can study, do research, and work safely and securely, by establishing guidelines for the following four categories, and actively implementing educational activities to promote an understanding of D&I.

- 1) Gender Equality
- 2) Respect for Gender Diversity
- 3) Support for Persons with Disabilities
- 4) Multicultural Coexistence

These guidelines will be reviewed and revised as necessary.

III. Guidelines by Category

1) Gender Equality

1. Purpose

In accordance with the “Basic Act for Gender Equal Society” (enacted in 1999) which stipulates “to realize a gender equal society in which men and women respect each other’s human rights and share responsibilities, and every citizen is able to fully display their individuality and ability regardless of gender,” the university established the “Basic Principle and Basic Policy towards Promotion of Gender Equality” in 2010.

Under this basic policy, and in observance of “The Fifth Basic Plan for Gender Equality” (decided by the Cabinet in December 2020) by the Japanese government, the university’s goal is to accelerate gender equality in education, research, and working environment, and prohibit discriminatory treatment, in order to realize a D&I society where all members can demonstrate their abilities.

2. Policy

- ① To promote the fostering of awareness towards gender equality both on and off campus through regional cooperation
- ② To actively nurture and support female students in undergraduate and graduate school, and female researchers in their field of expertise
- ③ To work towards removing factors that impede gender equality
- ④ To support work-life balance at each life stage, for instance school/work and pregnancy/childbirth/childcare/nursing care/medical treatment
- ⑤ To create a working environment that considers work-life balance, and prohibit prejudice, discrimination and harassment based on gender, while aiming to enhance education and research

3. Our Initiatives

- ① Regional Collaboration, Information Dissemination

The university is committed to coordinating with universities, companies, etc. in and outside Shikoku, centered on a “Project from Shikoku that Harmonizes and Promotes Diversity and the

Research Environment” in which industry, government and academia in the Shikoku region cooperate. In addition, based on the social circumstances, the university will coordinate with administrative agencies, NPOs, etc. and work to realize gender equality and disseminate information in the region.

② Career Development Support for Female Students, Researchers, Faculty and Staff

Regarding science fields with a low percentage of female students, from the perspective of providing career support and nurturing the next generation, the university will, in coordination with those involved in secondary education and industry, consider creating a system that supports female students from university pre-admission to graduation, as well as completion of graduate school.

Regarding female researchers, in addition to supporting young researchers in the early stages of their careers, the university will focus on building networks among female researchers and provide support for the actualization of major joint researches.

Furthermore, since the percentage of women in managerial positions is low, it is necessary to raise awareness and create an environment in which women can look forward to considering advancement to managerial positions. In accordance with the “Employer Action Plan based on the Act on Promotion of Women’s Participation and Advancement in the Workplace (the second term),” the university is committed to ensuring that women account for at least 18% of leadership positions such as executives and managers.

③ Removal of Impediments to Gender Equality and Prohibition of Harassment

Based on the results of periodic questionnaires and interviews on campus, the university will analyze factors that impede gender equality, and implement specific measures to remove them.

The university is committed to raising awareness of “Kagawa University Harassment and Sexual Violence Prevention Rules,” strengthening education and training on harassment, and working towards improving its consultation system.

④ Realization of Work-life Balance

In accordance with the “Kagawa University Action Plan on the Basis of the Act on Advancement of Measures to Support Raising Next-Generation Children (the fifth term),” the

university will promote the achievement of 30% child-care leave as well as spousal childbirth leave for male faculty and staff, continuous initiatives to reduce overtime work, and active use of annual paid leave.

2) Respect for Gender Diversity

1. Purpose

In accordance with the “Promotion of Understanding of Diverse Sexual Orientation and Gender Identity in Universities, etc.” (Japan Student Services Organization, 2018), the university’s goal is to deepen understanding of and respect for diverse Sexual Orientation and Gender Identity (SOGI), consider matters related to gender diversity, and prohibit discriminatory treatment.

2. Policy

- ① To respect one’s wishes regarding their gender diversity
- ② To work to remove factors that impede education, research, and the working environment with regards to gender diversity
- ③ To prohibit prejudice, discrimination and harassment based on gender diversity

3. Our Initiatives

① Complete Protection of Personal Information

Information on one’s gender diversity and its disclosure or non-disclosure should be decided by the person alone. In specific instances “When it is necessary to share a person’s information with others, we will do so only after obtaining the person’s consent, and we will not share information with others without the person’s consent.”

Furthermore, the university will thoroughly enforce the protection of personal information related to gender diversity.

② Use of an Alias

A name change can be made according to the “Kagawa University Guidelines on the Use of an Alias by Students, etc.” without notifying the guarantor.

③ Description of Gender on Certificates

Even if gender is to be indicated on a certificate issued by the university to students, faculty or staff, the university can issue one without indication of gender upon request in some cases.

④ In Classes

The university will ensure that students are not excluded or have their dignity violated on the basis of sexual orientation, gender identity, etc. in their classes.

This includes “avoiding discriminatory jokes, teasing, etc. related to gender diversity,” and “ensuring that questions and instructions to students do not force the disclosure of an individual’s sexual orientation, gender identity, etc.”

The university will recommend addressing students during classes, etc. using their preferred name instead of a name that differentiates male and female, and work to raise awareness of avoiding unnecessary grouping based on gender.

The university will provide individual support as needed for students in physical education classes or off-campus training (teaching practice, hospital training, etc.). This includes “not addressing someone based on an assumption of gender” and “listening to and taking into consideration requests regarding changing rooms for physical education classes etc. or lodging for off-campus training.”

⑤ Facility Provisions

The university will make further improvements to signage and maps for multipurpose restrooms and changing rooms, etc. and make these facilities user-friendly.

⑥ Establishment of Consultation Desks

In order to respond to gender diversity-related needs in education, research, and working environment, the university will provide consultation desks to address issues that may occur in various situations. Furthermore, in consultation and in dealing with issues, related departments will coordinate and work together diligently for a smooth solution.

⑦ Promotion of Understanding, Dissemination of Information

The university will work to promote understanding of gender diversity by increasing education opportunities for students and training opportunities for faculty and staff. For example, “insulting speech and behavior related to another person’s sexual orientation and gender identity” and “disclosing information about someone’s sexual orientation and gender identity

without the person's consent (outing)" are considered power harassment. In addition, any behavior based on prejudice regarding sexual orientation or gender identity is also considered sexual harassment.

Furthermore, in the event that such harassment problems occur, the university will take prompt and appropriate measures based on the "Kagawa University Harassment and Sexual Violence Prevention Rules."

In addition, the university will actively disseminate information through its website, social media, etc.

3) Support for Persons with Disabilities

1. Purpose

Based on the fundamental principles of the “Basic Act for Persons with Disabilities (Act No. 84 of 1970)” and the “Act for Eliminating Discrimination against Persons with Disabilities (Act No. 65 of 2013),” the university’s goal is to deepen understanding of disabilities and create an environment in which personality and individuality are mutually respected and individual diversity is valued without distinction according to the presence or absence of a disability.

2. Policy

In accordance with the “Kagawa University Handling Directions for Eliminating Discrimination against Persons with Disabilities,” the university will implement the following measures:

- ① Prohibit the violation of rights or interests of persons with disabilities through disability-based unfair, discriminatory treatment in comparison with persons without disability
- ② Provide reasonable accommodation that is considered appropriate to the person with disability, when a person with disability expresses need for reasonable accommodation
- ③ Establish consultation desks to respond to persons with disabilities, as well as their families and other concerned parties on disability-related matters
- ④ Conduct training and raise awareness in order to work towards ending discrimination against persons with disabilities

3. Our Initiatives

① Prohibition of “Unfair, Discriminatory Treatment”

Conduct that falls under “unfair, discriminatory treatment” will be judged on a case-by-case basis.

For example, despite the lack of a legitimate reason, “denying someone taking classes, research guidance, practicum and other training, field work, etc. on account of a disability,” or “preventing someone from attending explanatory meetings, symposiums, etc. on account of a disability” constitutes “discriminatory treatment.”

② Provision of Reasonable Accommodation

“Reasonable accommodation” refers to making advanced provisions assuming use by persons with disabilities, such as making buildings barrier-free, allocating necessary personnel, improving information accessibility, etc. and measures that are implemented individually for each person with a disability in response to the situation.

Specific examples include “during entrance examinations and periodical examinations, depending on the characteristics of each student’s disability, extending the examination time, allowing an examination to be taken in a separate room, and allowing the use of assistive devices, Braille or enlarged characters,” and “for students with limited mobility, securing a parking space close to the classroom they normally use, or changing the classroom to a location that is easy to access.

③ Establishment of Consultation Desks

Consultation services for students with disabilities are available at the Disability Services Office and Educational Affairs Sections of each faculty and graduate school. In addition, consultation desks for faculty and staff have been established for each section.

④ Promotion of Understanding

The university will conduct training for new faculty and staff to understand basic matters related to disability-based discrimination, and provide training to faculty and staff newly appointed as supervisors on understanding the responsibilities and roles required to eliminate disability-based discrimination.

In addition, the university will conduct educational activities for faculty and staff, students, etc. to appropriately respond to persons with disabilities. Furthermore, the university will provide training to educate peer supporters who assist students with disabilities.

⑤ Employment of Persons with Disabilities

Based on the statutory employment rate (Act to Facilitate the Employment of Persons with Disabilities (Act No. 123 of 1960)), the university will actively employ persons with disabilities and promote the creation of an environment in which they can fully demonstrate their abilities and work.

4) Multicultural Coexistence

1. Purpose

The university's goal is to create an environment in which people of different nationalities, regions, ethnicities, languages, religions, etc. can deepen their mutual understanding and respect each other's cultures, customs, societies, histories, etc. while equally engaging in education and research, and in which they can live with peace of mind.

The "Plan for the Promotion of Multicultural Coexistence in Local Communities (revised in September, 2020)" formulated by Japan's Ministry of Internal Affairs and Communications (MIC) cites "the creation of a 'new normal' by realizing a society of diversity and inclusion," "contribution to regional revitalization and globalization by international residents," and "active participation of international residents in local communities and securement of a diverse workforce." Based on these, the university will promote coordination and cooperation with local communities, and assist in enabling harmonious participation of international students, faculty and staff in local communities.

2. Policy

In the Universal Declaration of Human Rights (adopted by the third General Assembly of the United Nations on December 10, 1948), proclaimed to respect and observe human rights and freedoms, Article 1 states "All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood." and the first paragraph of Article 2 states "Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status." As such, the university will act based on "a common standard of achievement for all peoples and all nations."

① To prohibit prejudice, discrimination and harassment based on race, nationality, ethnicity, language, religion, etc.

② To ensure understanding and acceptance of various "differences", support activities to achieve multicultural coexistence, and create an environment that guarantees diversity.

3. Our Initiatives

① Cross-cultural Understanding and International Exchange in Local Communities

Each faculty offers classes on cross-cultural understanding and intercultural cohesion, as well as study abroad programs between overseas partner universities, international internships, etc. The university also implements global education programs in coordination with stakeholders in local communities.

The Global Café, which belongs to the International Office, provides opportunities for multilingual learning and cross-cultural exchange, and promotes international exchange among students, faculty and staff, and local communities. The campus respects different cultures and provides prayer rooms for worship.

② Support for Students, Faculty, and Staff those who do not speak Japanese as a first language

Information intended for students, faculty, and staff is provided on campus based on their language needs. International students are assigned supporters to help them with their daily lives and tutors to help them with studying and research, as well as Japanese language instruction. At our international dormitories, Japanese student residence tutors are assigned to provide support for the daily lives of international students, respond in the event of an emergency, and promote interaction between residents.

③ Establishment of Consultation Desks

The International Office and each faculty have consultation services working to implement more effective initiatives by collaborating and cooperating with related departments within the university.

IV. List of Consultation Desks

◆D&I Consultation Desk

<https://www.kagawa-u.ac.jp/diversity/consultation/>

This desk is for inquiries regarding the university's system and structure related to D&I. It also plays a "concierge" role for those unsure of where to get consultation.

Office: Office for the Promotion of Diversity
Location: 1F, North Building No.5, Saiwai-cho Campus
TEL: 087-832-1055 (ext. 1055)
E-mail: diversity-i-h[at]kagawa-u.ac.jp (change [at] to @)

◆On-campus Consultation Desks (for students)

Consultation Desk for General Inquiries

Consultation Desk for Female Students

https://www.kagawa-u.ac.jp/campus-life/student_life/qa/

Administrative Offices for Students

https://www.kagawa-u.ac.jp/campus-life/student_life/clerical-students/

Career Consultation (Career Support Center)

<https://www.kagawa-u.ac.jp/career/>

Mental and Physical Health Consultation (Health Center)

<http://www.kagawa-u.ac.jp/health/>

Disability Services Office

<https://www.kagawa-u.ac.jp/bf-support/>

International Student Center

<https://www.kagawa-u.ac.jp/kuio/isc/>

Consultation Desk for Harassment

https://www.kagawa-u.ac.jp/campus-life/student_life/qa/#2

◆On-campus Consultation Desks (for faculty & staff)

Consultation Desk for Life Event Related Matters (internal use only)

https://www.kagawa-u.ac.jp/in_school/staff/welfare/16166/#jimu

Consultation Desk for Complaints (internal use only)

http://133.92.2.137/index.php/download_file/view_inline/64278/3906/

Mental and Physical Health Consultation (Health Center)

<http://www.kagawa-u.ac.jp/health/riyouannai.html>

Consultation Desk for Harassment

<https://www.kagawa-u.ac.jp/information/approach/23324/>

◆Off-Campus Consultation Desks

Human Rights Counseling, Ministry of Justice

https://www.moj.go.jp/JINKEN/index_soudan.html

Social Inclusion Support Center, Yorisoi Hotline

<https://www.since2011.net/yorisoi/>

Kagawa Prefecture Consumer Affairs Center Consultation Desk

<https://www.pref.kagawa.lg.jp/kurashi/shohiseikatsu/kfvn.html?msclkid=e596b2c5bbb211ecbeeef706d3c5f517d>

Kagawa Gender Equality Counseling Plaza

<https://www.pref.kagawa.lg.jp/kenmin/sankaku/madoguchi/plaza.html>

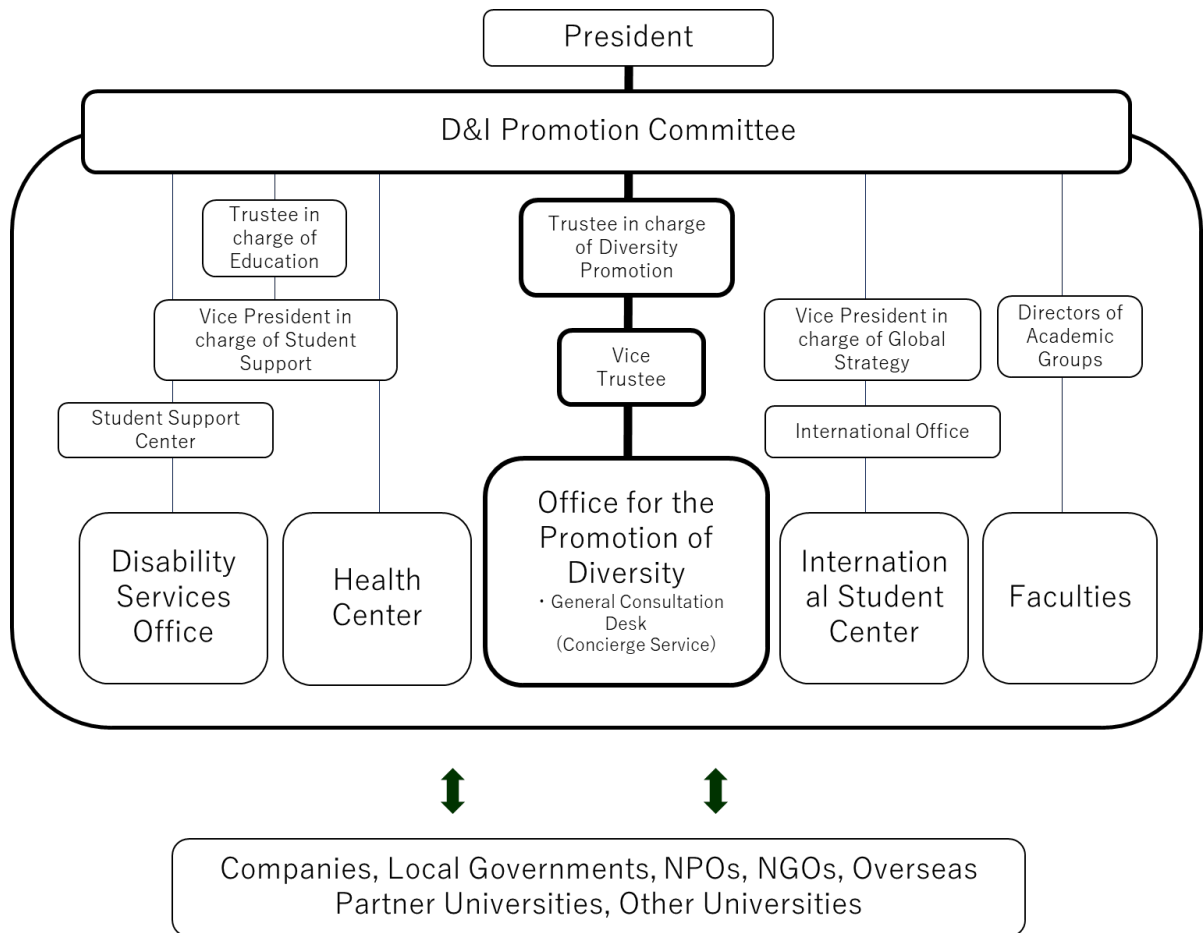
Kagawa Prefecture “Olive Kagawa” Sexual Assault Victim Support Center for Sexual Assault
Related Consultation

https://www.pref.kagawa.lg.jp/kenmin/olive_kagawa/kfvn.html?msclkid=34265d22bbb311ec97ed00b364fe0904

Kagawa Prefecture Consultation via E-mail and SNS for Sexual Minority Affairs

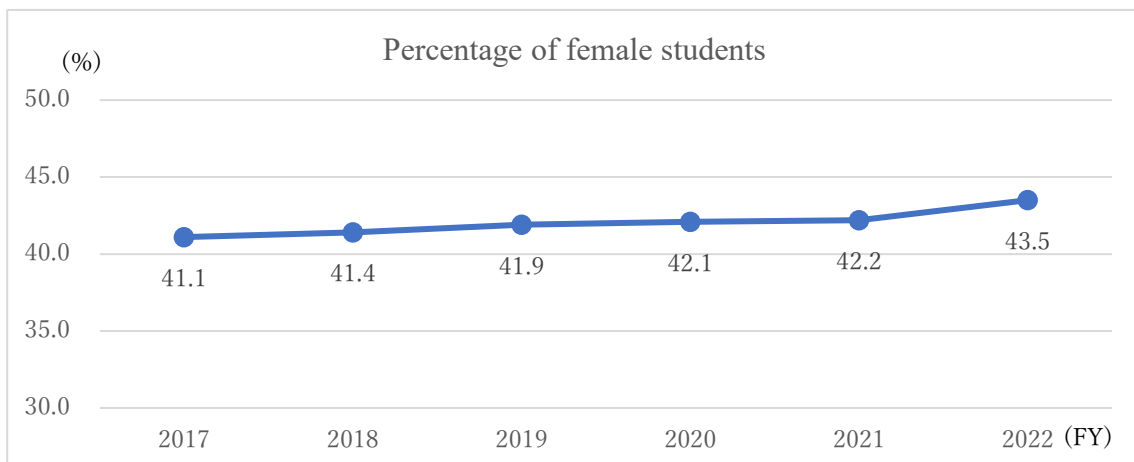
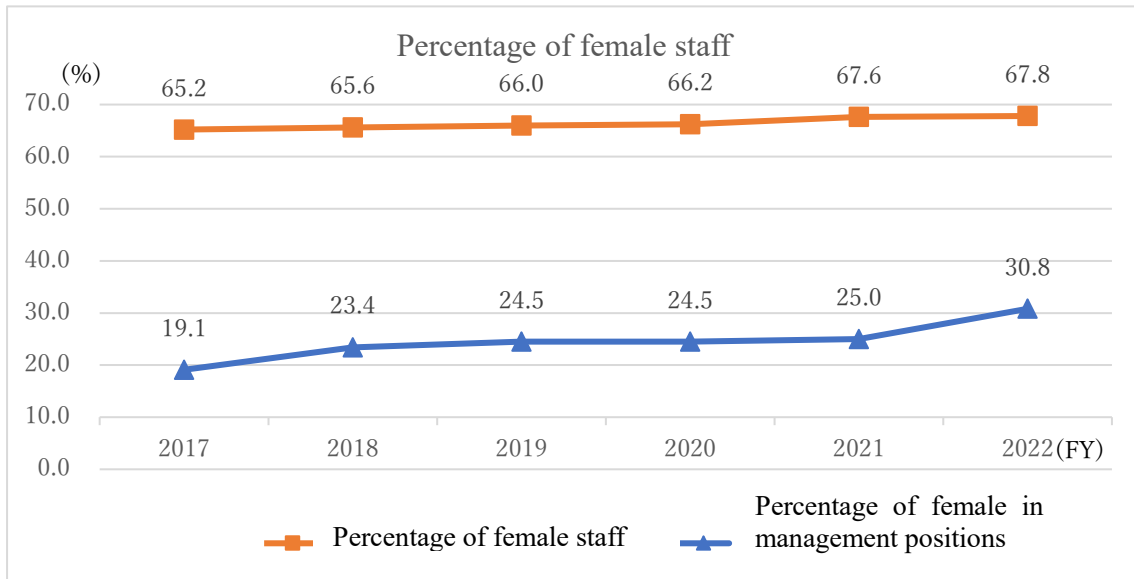
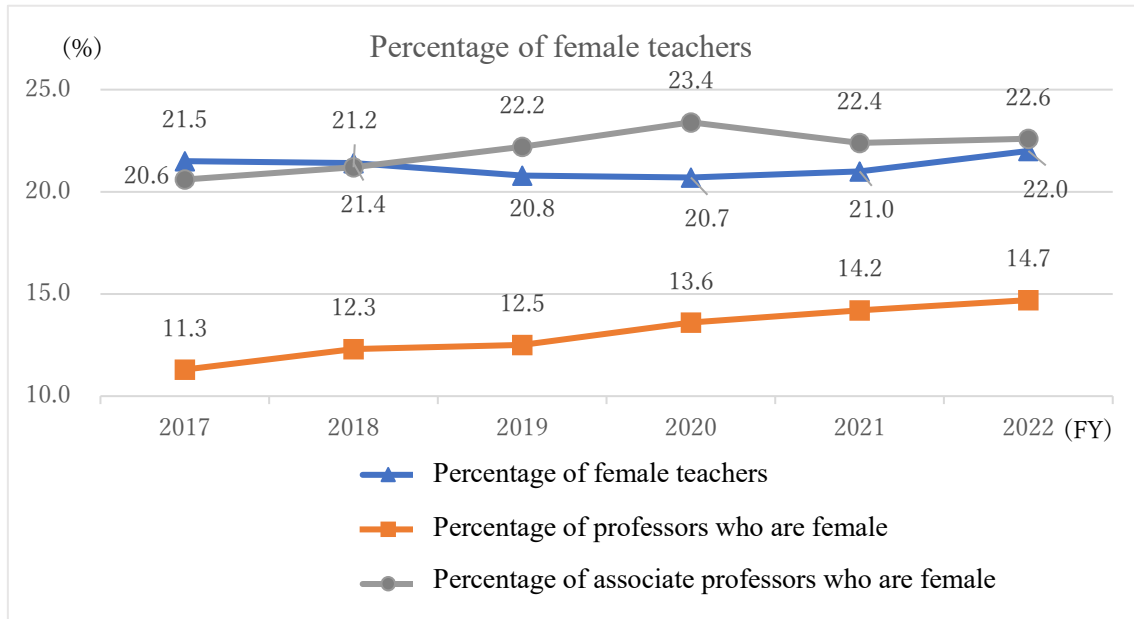
<https://www.pref.kagawa.lg.jp/dowaseisaku/jinken-soudan/sako06200908214302.html>

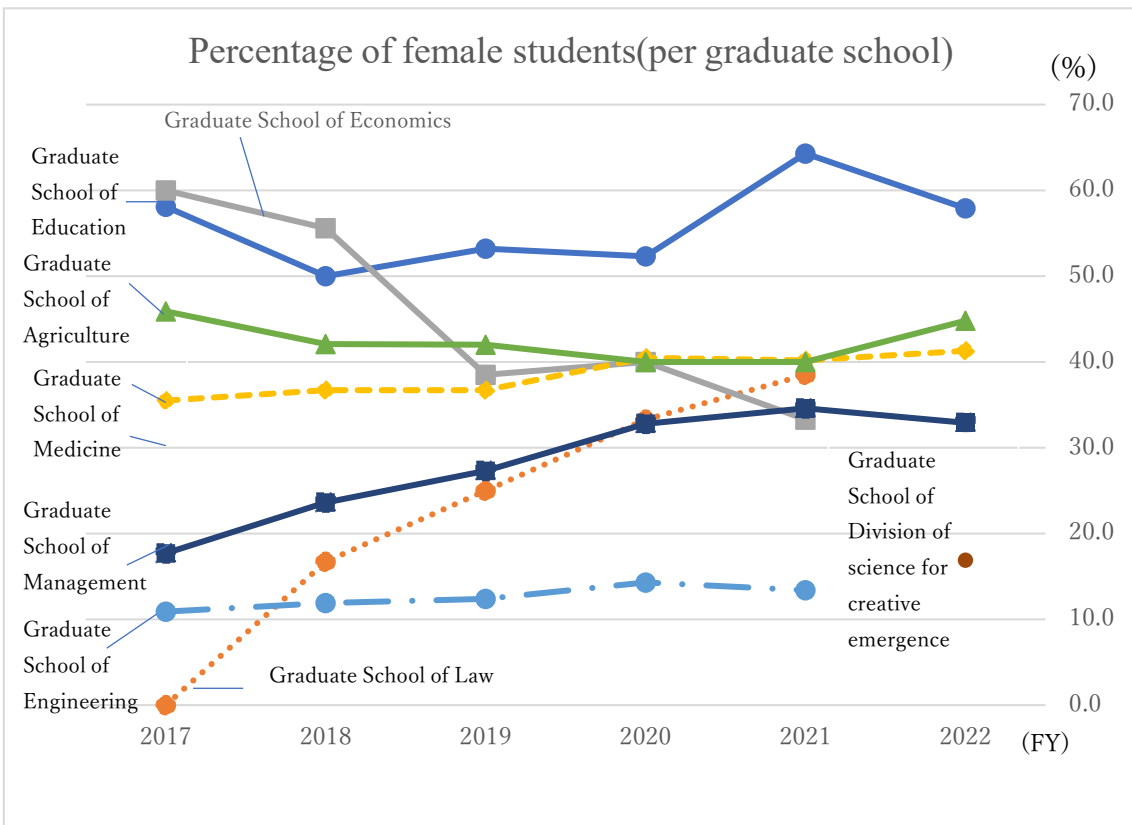
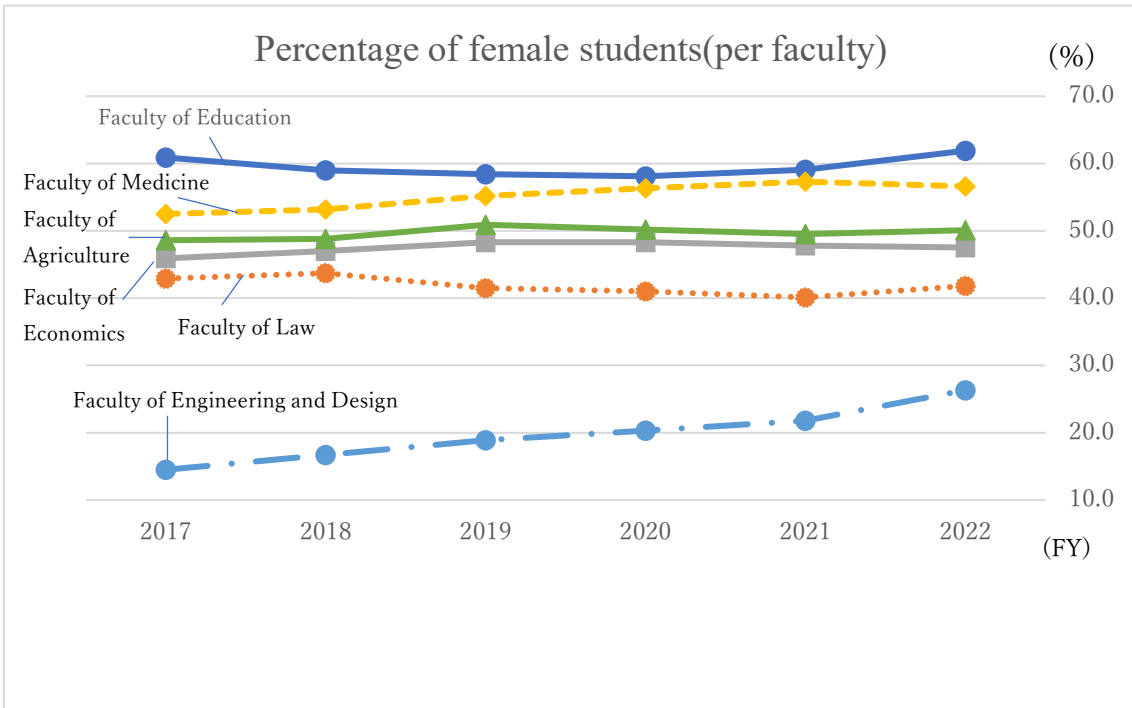
V. Organization Structure for D&I Promotion

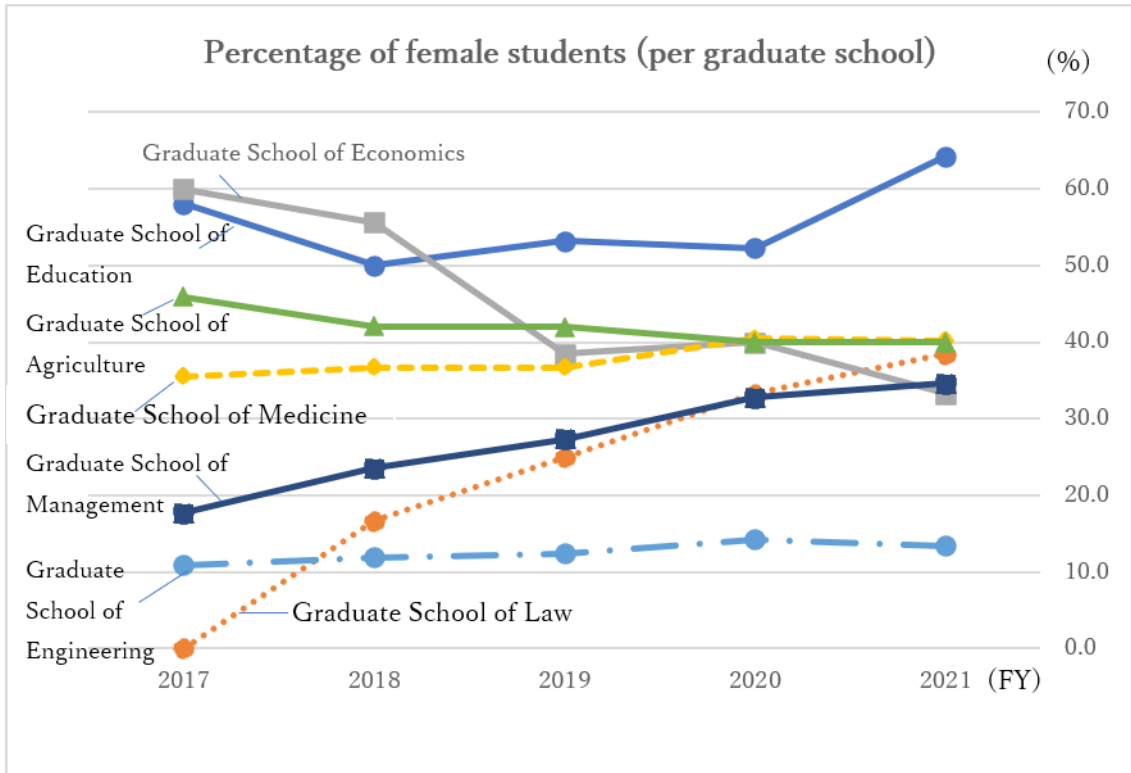


VI. Data on D&I Promotion

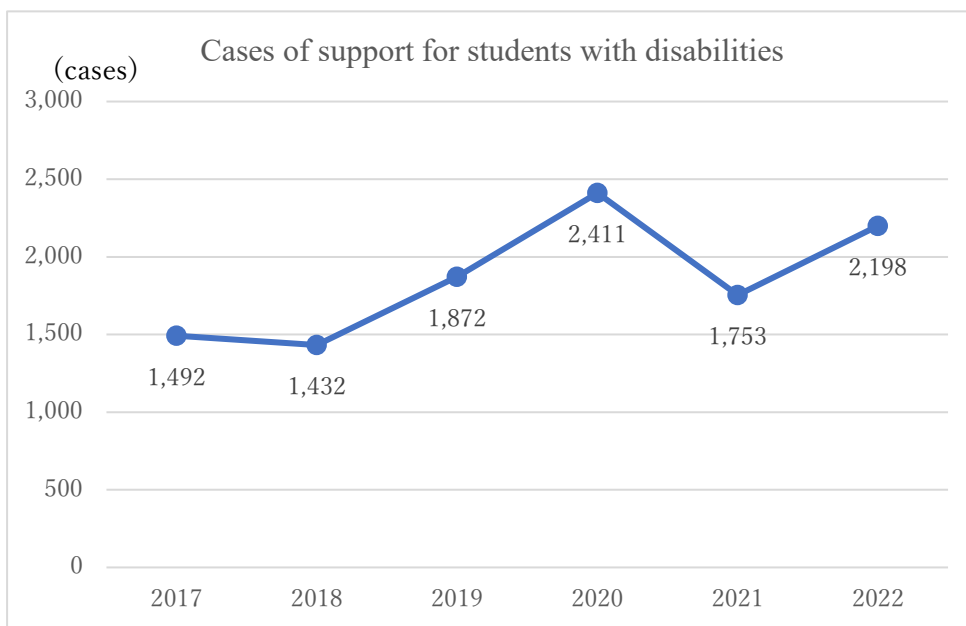
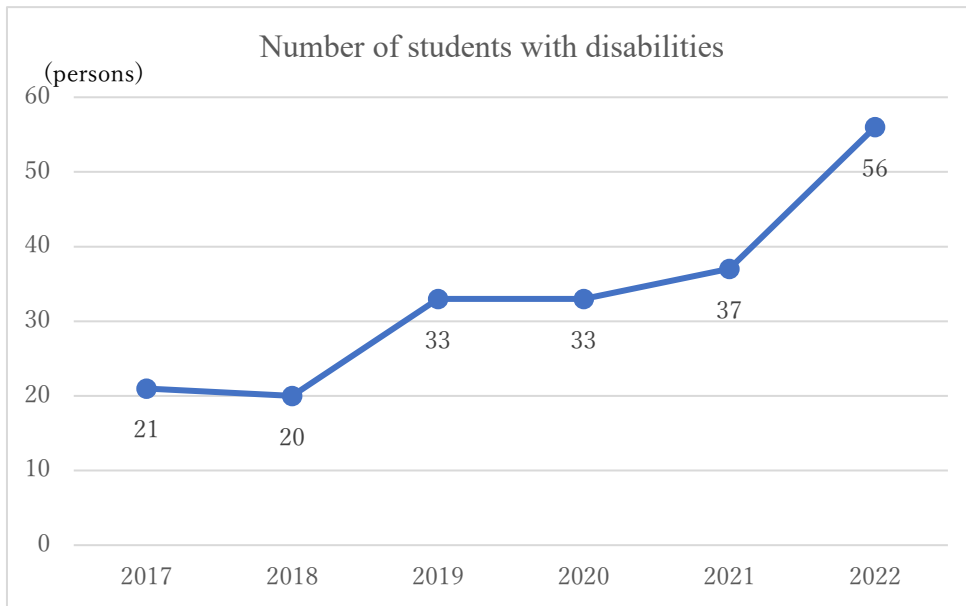
◆ Gender Equality



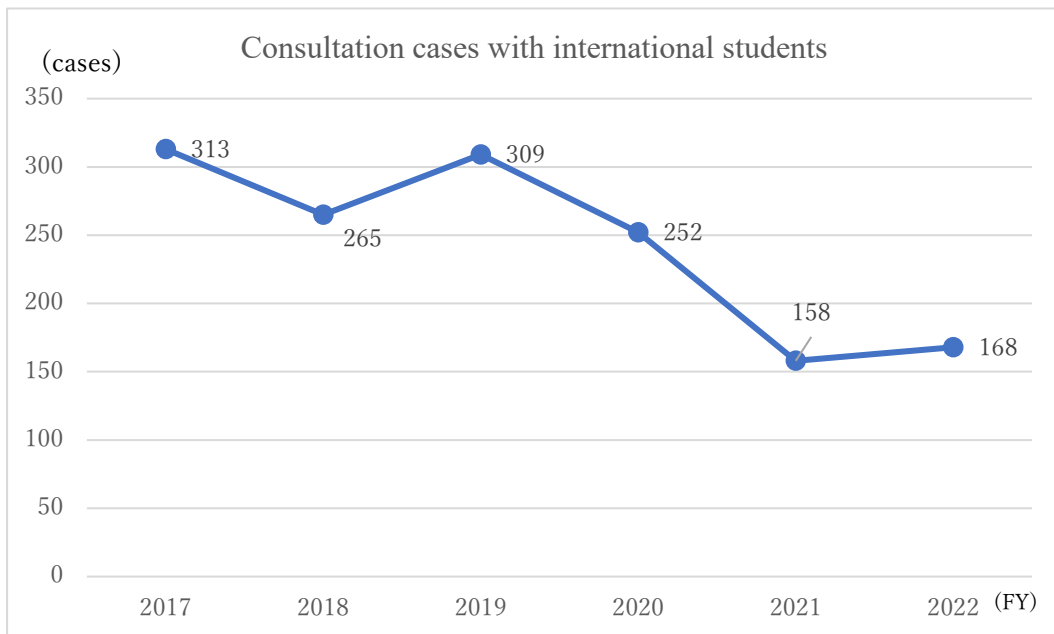
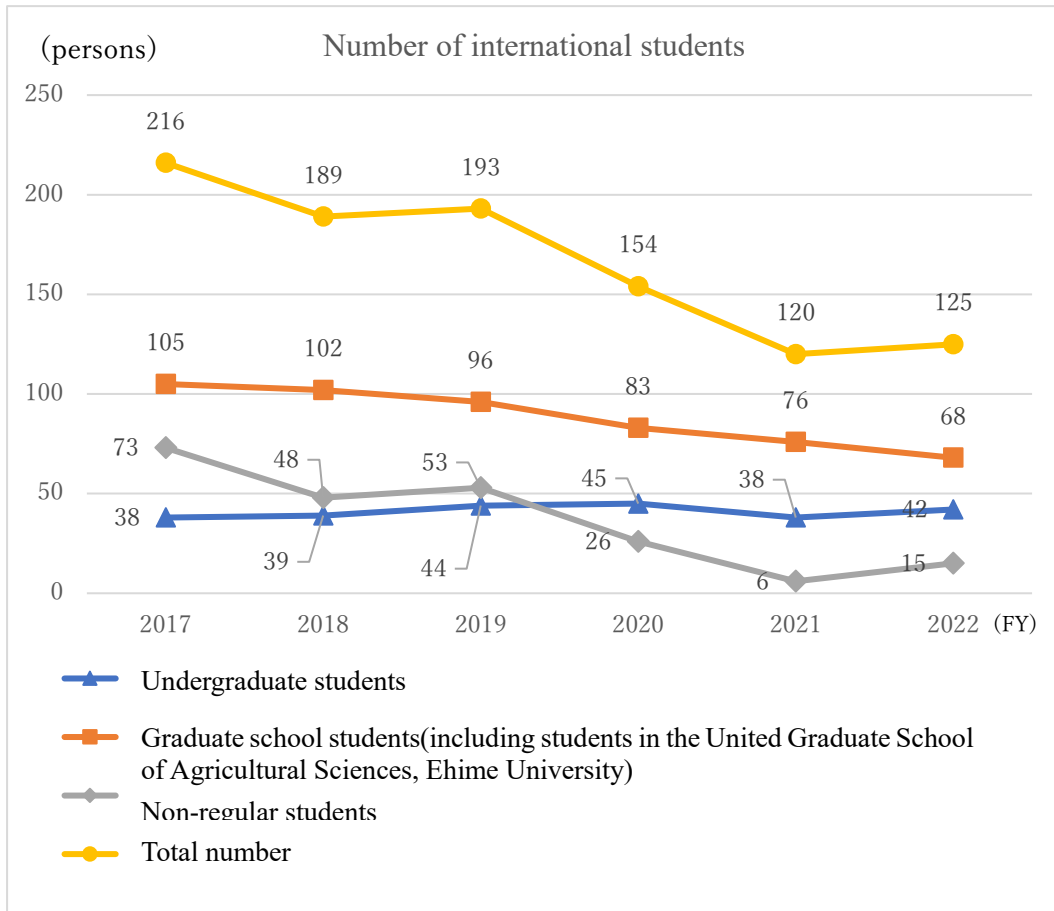




◆ Support for Persons with Disabilities



◆Multicultural Coexistence



VII. References

◆Gender Equality

Basic Act for Gender Equal Society (established in 1999)

https://www.gender.go.jp/about_danjo/law/kihon/9906kihonhou.html#anc_chapter0

Basic Principle and Basic Policy towards Promotion of Gender Equality

<http://www.kagawa-u.ac.jp/sankaku/about/basicprinciple/index.html>

(FY)

The Fifth Basic Plan for Gender Equality (decided by the Cabinet in December 2020)

https://www.gender.go.jp/about_danjo/basic_plans/5th/pdf/5th_gaiyo.pdf

Project from Shikoku that Harmonizes and Promotes Diversity and the Research Environment

<http://www.kagawa-u.ac.jp/sankaku/researcher/index.html>

Employer Action Plan based on the Act on Promotion of Women's Participation and Advancement in the Workplace (the second term)

<https://www.kagawa-u.ac.jp/information/approach/17178/>

Kagawa University Harassment and Sexual Violence Prevention Rules

<https://www.kagawa-u.ac.jp/information/approach/23324/>

Kagawa University Action Plan on the basis of the Act on Advancement of Measures to Support Raising Next-Generation Children (the fifth term)

<https://www.kagawa-u.ac.jp/information/approach/4146/>

◆Respect for Gender Diversity

Promotion of Understanding of Diverse Sexual Orientation and Gender Identity in Universities, etc. (Japan Student Services, 2018)

https://www.jasso.go.jp/gakusei/publication/lgbt_shiryō.html

Kagawa University Guidelines on the Use of an Alias by Students, etc.

https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00001103.html

Kagawa University Harassment and Sexual Violence Prevention Rules
(Mentioned above)

◆Support for Persons with Disabilities

Basic Act for Persons with Disabilities

<https://elaws.e-gov.go.jp/document?lawid=345AC1000000084>

Act for Eliminating Discrimination against Persons with Disabilities

https://www8.cao.go.jp/shougai/suishin/law_h25-65.html

Act to Facilitate the Employment of Persons with Disabilities

<https://elaws.e-gov.go.jp/document?lawid=335AC0000000123>

Kagawa University Handling Directions for Eliminating Discrimination against Persons with Disabilities

https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00000819.html

Convention on the Rights of Persons with Disabilities

<https://www.mofa.go.jp/mofaj/files/000018093.pdf>

◆Multicultural Coexistence

Overview of Plan for the Promotion of Multicultural Coexistence, Ministry of Internal Affairs and Communications

https://www.soumu.go.jp/main_content/000706217.pdf

Universal Declaration of Human Rights (provisional translation)

https://www.mofa.go.jp/mofaj/gaiko/udhr/1b_001.html

Kagawa University Global Café Center

<https://www.kagawa-u.ac.jp/kuio/englishcafe/>

Prayer Rooms

<https://www.kagawa-u.ac.jp/diversity/live-together/prayer-room.html>

Support for International Students, Faculty and Staff

<https://www.kagawa-u.ac.jp/kuio/isc/7200/>

Consultation Desk for International Students

<https://www.kagawa-u.ac.jp/kuio/isc/advising/>