本紙は「大学共同利用機関法人自然科学研究機構における求職者等へのセクシュアル・ハラスメントに対する基本方針（令和８年９月１０日)」を翻訳したものです。なお、この翻訳は公定訳ではありません。法的効力を有するのは日本語の規程自体であり、翻訳はあくまでその理解を助けるための参考資料です。

This is an unofficial translation of the Basic Policy on Sexual Harassment Toward Job Seekers, Aspiring Workers, or Supplied Workers of the Inter-University Research Institute Corporation, National Institutes of Natural Sciences dated September 10, 2026. Only the original Japanese text of these rules has legal effect, and this translation is to be used solely as reference material to aid in understanding the original Japanese version.

Basic Policy on Sexual Harassment Toward Job Seekers, Aspiring Workers, or Supplied Workers of the Inter-University Research Institute Corporation, National Institutes of Natural Sciences

September 10, 2026
Decision by the President

1. Introduction

The Inter-University Research Institute Corporation, National Institutes of Natural Sciences (hereinafter referred to as “NINS”) is committed to preventing job seekers, aspiring workers, or supplied workers in comparable positions (hereinafter referred to as “job seekers, etc.”) from having their job-seeking activities or other activities contributing to their occupational choices (hereinafter referred to as “job-seeking activities, etc.”) hampered by sexual behavior made by employees of NINS.

Sexual harassment of job seekers, etc. in the course of job-seeking activities, etc. is an unacceptable act that undermines the credibility of NINS as a research and educational institute. NINS will not tolerate such conduct under any circumstances.

NINS will comply with the Act on Equal Opportunity and Treatment between Men and Women in Employment (Equal Employment Act) and all other applicable laws and regulations, and will take all necessary measures to prevent and address sexual harassment.

This policy will be widely communicated both within and outside NINS through the NINS website and other appropriate channels.

2. Definition of sexual harassment toward job seekers, etc. at NINS

“Sexual harassment toward job seekers, etc.” refers to situations in which sexual behavior by

employees of NINS in the course of job-seeking activities, etc., interfere with the job-seeking activities, etc. of job seekers, etc.

"Job seekers, etc." include not only persons seeking employment with NINS, but also individuals comparable to job seekers, such as persons participating in activities conducted by NINS for recruitment purposes and persons undertaking internships, practical training, or similar programs at NINS.

"Job-seeking activities, etc." refers to job-search activities carried out by job seekers and other activities undertaken by individuals in comparable positions to contribute to their occupational choices. Such activities include, for example, the following activities, and also encompass activities conducted through social networking services (SNS) and other internet-based platforms. Furthermore, job-seeking activities, etc. are not limited to those conducted at locations where NINS employees ordinarily perform their duties.

（Examples of job-seeking activities, etc.）

・Participation in NINS recruitment interview
・Participation in NINS employment information session
・Participation in an internship program

3. Examples of acts that may constitute sexual harassment toward job seekers, etc. at NINS

This refers to acts such as the following. Please note that the examples below are illustrative only and are not limited to these cases.

(1) At small-group information sessions, employees touch the waist, chest, or other body parts of job seekers, etc., causing them distress and resulting in a decline in their motivation to pursue job-seeking activities, etc.

(2) During an internship program conducted by NINS, employees intentionally and repeatedly make sexual jokes or teasing remarks toward job seekers, etc., causing them distress and making it difficult for them to concentrate on their internship activities.

(3) During an internship program conducted by NINS, posters containing sexual content are displayed or sexual images are shown on screens, causing job seekers, etc. distress and making it difficult for them to concentrate on their internship activities.

(4) During an interview, employees serving as interviewers ask questions regarding sexual matters, causing job seekers, etc. distress and reducing their motivation to continue their job-seeking activities.

(5) When job seekers, etc. visit employees, they request a sexual relationship, causing the job seekers, etc. distress and reducing their motivation to continue their job-seeking activities, etc.

(6) During an internship, employees persistently invite job seekers, etc. to private meals, causing

them distress and reducing their motivation to continue their job-seeking activities, etc.

4. Matters pertaining to job-seeking activities, etc. to be observed

(1) Assigning the interview time and location

Interviews and meetings concerning recruitment must be conducted at times that are considered socially acceptable. They must take place either in meeting rooms or similar facilities within NINS, or online. Conducting such interviews or meetings at restaurants, cafés, or other venues outside NINS is strictly prohibited.

(2) Interview Arrangement

As a general rule, interviews and meetings concerning recruitment shall be conducted by multiple employees (two or more interviewers).

(3) Means of communication for job-seeking activities, etc. (Designation of SNS, etc.)

All communications with job seekers, etc. regarding job-seeking activities, etc. shall be conducted exclusively through the official email accounts and telephone numbers of NINS and affiliated institutes. Direct communication using employees' personal contact information, such as personal SNS or mobile phone numbers, is prohibited.

(4) Confidentiality of the contact information of job seekers, etc.

As a general rule, job seekers' addresses, contact information, and other personal details shall not be disclosed to individuals outside the department responsible for recruitment.

(5) Public recruitment of employees

When publicly recruiting personnel, the contents set forth in items (1) through (4) above shall be included in the recruitment materials, or this policy shall be provided separately.

5. Respect for victims and strict disciplinary action against violators

NINS places the highest priority on protecting the personality and respect of job seekers, etc. Furthermore, if employees are found to have engaged in acts of sexual harassment against job seekers, etc., NINS will impose strict disciplinary measures in accordance with its Employee Regulations, up to and including dismissal.

6. Consultation desk and support system for job seekers, etc.

If you experience inappropriate behavior, or feel uncomfortable during your job-seeking activities, etc. with NINS, please consult one of the contact points below, regardless of the outcome of your application. After receiving a consultation or report, we will promptly investigate the facts of the matter.

Any personal information shared during the consultation process, as well as the confidentiality

of the consultation itself, will be strictly protected.

Furthermore, under no circumstances will job seekers, etc. be disadvantaged in the recruitment or selection process for having made a consultation or report concerning sexual harassment.

Relevant institute, etc.	Consultation desk	Telephone number	Email
Administrative Bureau Headquarters for Co-Creation Strategy	Administrative Bureau Employee Section, Personnel and Employee Division	03-5425-1897	nins-rohmu（at）nins.ac.jp
National Astronomical Observatory of Japan Astrobiology Center	National Astronomical Observatory of Japan Employee Affairs Unit, General Affairs Group	0422-34-3654	so-shokuin（at）dl.nao.ac.jp
National Institute for Fusion Science	National Institute for Fusion Science Employee Section, General Affairs Division	0572-58-2012	shokuin（at）nifs.ac.jp
National Institute for Basic Biology National Institute for Physiological Sciences Institute for Molecular Science Okazaki Research Facilities Exploratory Research Center on Life and Living Systems Okazaki Administration Center	Okazaki Administration Center Employee Affairs Section, Personnel and Employee Division	0564-55-7114	h-soudan（at）orion.ac.jp

* For telephone consultations, please contact us between 9:00 a.m. and 4:00 p.m. on weekdays.

* Please replace "(at)" in the email address with "@" before sending your email.

7. Address Acts Other Than Sexual Harassment

Acts in job-seeking activities, etc. that is comparable to power harassment (including, but not limited to, making derogatory remarks regarding the sexual orientation or gender identity of the job seekers, etc.; disclosing sensitive personal information concerning the sexual orientation, gender identity, etc. of the job seekers, etc. to others without the consent of the job seekers, etc.; or coercing the job seekers, etc. to disclose, or prohibiting the job seekers, etc. from disclosing, such information), acts comparable to harassment related to pregnancy, childbirth, or similar circumstances, and acts related to childcare leave or similar matters during job-seeking activities, etc. shall be addressed in the same manner as sexual harassment.

8. Prohibition of Disadvantageous Treatment in Relation to Harassment Complaints and Consultations by Employees

No employee shall be subjected to disadvantageous treatment on the grounds that they have sought consultation, filed a complaint, cooperated in an investigation related to such complaint, or otherwise taken appropriate action concerning harassment.