

# Toyooka Theater Festival Harassment Prevention Guidelines

22nd July, 2021  
Revised on 22nd July, 2022

## 1. Purpose of these guidelines

Toyooka Theater Festival is a project aimed at developing performing arts and fostering community development. In order to achieve this purpose, it is essential that everyone involved in Toyooka Theater Festival are equal as human beings and are guaranteed a physically and mentally safe environment.

This guideline was formulated to prevent harassment by confirming the definition of harassment, providing examples of harassment that may occur in relation to this project, and promote understanding among all people involved in Toyooka Theater Festival. In the event of a harassment case, it will be resolved according to these guidelines and recurrence is to be prevented.

## 2. The vision to prevent harassment

Toyooka Theater Festival is committed to creating a good and healthy environment that is free from any kind of harassment with this vision:

(1) The human rights of everyone involved in Toyooka Theater Festival will be protected, and they will be able to work of their own free will.

(2) Everyone involved in Toyooka Theater Festival will respect everyone else, exchange opinions and engage in dialogue on an equal footing as human beings, without being discriminated against based on their attributes, speech or action.

(3) Everyone involved in Toyooka Theater Festival will be in a physically and mentally safe environment.

## 3. Definition and examples of harassment

Harassment is a general term for speech and behaviour that offends the dignity of others. Any speech or behaviour that causes discomfort or disadvantage to another person constitutes harassment and has nothing to do with the intention of the perpetrator.

In addition, harassment that takes place in the background of a superior position or authority is abuse of authority, broadly known as “power harassment” in Japan, but harassment can also occur on an equal footing. Whether or not an act constitutes harassment is carefully determined based on the circumstances and nature of the business.

Examples of cases considered to constitute harassment *\*This is not an exhaustive list.*

### Power harassment

- Physical assault *\*Assault is a criminal offense.*
- Psychological abuse
  - Threatening.
  - Making discriminatory statements or inciting discrimination.
  - Intimidate by imitating to punch, banging or kicking walls, desks, etc.
  - Use language that denigrates personality and competence.
  - Accusing others of things irrelevant to their work such as their origin or educational background.
  - Reprimanding others more harshly than necessary or for long periods of time.

- Disseminate abusive emails to the mailing list that are seen by large numbers of people.
- Exposing personal secrets.
- Isolation from others
  - Not giving necessary information about the project involved.
  - Ignoring certain participants during a workshop.
- Excessive demands
  - Shifting the issue to motivation or comprehension when the task is impossible to accomplish.
  - Forcing people to finish the work when it can only be done by over working.
  - Ignoring the opinions of those who actually carry out the work, and imposing out-of-touch improvement plans on them.
- Deliberately giving smaller responsibility
  - Taking away work that had previously been given without reasonable grounds.
- Violating personal space
  - Asking about personal matters without a need relating to the theater festival.
  - Pestering others to express opinions on matters on which they do not wish to express their views.
- Sexual harassment
  - Requesting sexual relations by using one's superior position.
  - Consciously making physical contact without consent.
  - Conducting sexually explicit conversations in meetings or workshops without necessity.
  - Inquiring into or making fun of someone's sexual orientation or gender identity.
  - Intentionally spreading sexual rumours or telling people about someone's sexual orientation or gender identity without their consent.
  - Making derogatory remarks about gender.
- Alcohol harassment
  - Forcing others to attend drinking parties or to drink.
- Academic harassment
  - Questioning good character or ability under the guise of guidance.
  - Plagiarizing or publishing without consent any work related to the project.
  - Forcing unnecessary late-night consultation or tutoring in a place where they can not be seen by others.
  - Forcing someone to do odd jobs and not allowing them to study or research.
  - Not responding to requests for advice on study or research.
  - Failing to explain the procedures and reasons for the work they have been ordered to do.
- Maternity harassment
  - Taking away a role without consent, on the grounds that the person is pregnant or is raising children.
  - Forcing pregnant women to perform excessive duties.

#### 4. Preventing harassment

##### (1) The objectives of preventing harassment

When harassment occurs, the dignity and personality of the individual is damaged, which can hinder sound work performance and creative activities. Even if harassment does not occur, in an environment where free and equal dialogue is no longer possible, activities will atrophy and organisational management problems

are likely to occur.

Toyooka Theater Festival is committed to preventing harassment and creating an environment where harassment is less likely to occur.

## (2) Harassment prevention initiatives

Toyooka Theater Festival Executive Committee will provide regular opportunities for all staff to review these guidelines to raise awareness and ensure that everyone involved agrees to these guidelines.

## (3) Arrangement of positions

Recognition by each person of his or her relationship and superiority to the other person will help prevent harassment. The relationships and advantages in the organization of the Toyooka Theater Festival Executive Committee differ in some respects from those of a typical company, so the relationships are summarized below. In addition to the examples given below, positional superiority may occur due to a variety of factors.

### i. Relationship between Toyooka Theater Festival Executive Committee and outsiders

Toyooka Theater Festival Executive Committee is the organizer of the project and is at the centre of decision-making in its operation, which can give it an advantageous position over the groups and external staff who actually put on the performances.

### ii. Relationship among Toyooka Theater Festival Executive Committee staff members

All Toyooka Theater Festival staff members participate in the project of their own free will and are equal partners. However, the staff members who select the productions and performances and those responsible for each project will have greater power over the general Toyooka Theater Festival staff. Advantages are also more likely to arise due to their age and length of career.

## (4) To not become a perpetrator

Being aware that anyone can be a victim of harassment and at the same time anyone can be a perpetrator of harassment, particular attention should be paid to the following:

- Understanding what powers you have and make sure they are being used properly.
- Be aware of the scope of your responsibilities and take responsibility for what you do, while at the same time not intervening more than necessary in matters you are not responsible for.
- When someone tells you to "stop", stop doing it, even if they don't seem to mean it. When someone other than the person in question tells you to stop, be aware that the people around you may also be suffering mentally or physically, and take it seriously.
- When asking for work, do not force the person to give it. Also, if they refuse, be careful not to say things in a way that makes them feel guilty, as this is an attempt to control them.
- When it is pointed out that your behaviour may be harassment, before thinking that you are being misunderstood or attacked, rethink whether there was respect and consideration in your behaviour.

## 5. Response to harassment cases and systems in place

Toyooka Theater Festival deals strictly with harassment that has occurred. The aim is to restore the dignity and rights of the victim and to prevent recurrence. The aim is not to attack or ostracise the offender.

### (1) The extent to which Toyooka Theater Festival Executive Committee is obliged to take action

If a person involved in Toyooka Theater Festival causes harassment or is harassed in connection with the work of Toyooka Theater Festival, then the Toyooka Theater Festival Executive Committee is obliged to take the necessary remedial measures and measures to prevent the recurrence of such harassment. Please note that even if the harassment occurs in a place unrelated to Toyooka Theater Festival, it may be deemed to be related to the work of Toyooka Theater Festival if the harassment is carried out using their position or authority at the Toyooka Theater Festival.

In addition, if a person in a key position at the Toyooka Theater Festival engages in harassment, the question of the merits of being in a key position arises whether or not the harassment relates to the work of the Toyooka Theater Festival.

## (2) If you feel you have been harassed

Everyone has the right to report harassment. Even if it does not lead to harassment, it is important to make it clear to the other person that you do not want to be a part of something that makes you feel uncomfortable. Try to talk things through to resolve the matter or improve the situation.

However, if it is difficult, there is no need to force yourself to stay in the situation. In such cases, talk to someone around you instead of keeping the matter to yourself. Toyooka Theater Festival Executive Committee has set up a harassment consultation service and a harassment response team. It is also effective to talk to the consultation service of public institutions.

These actions may take courage, so first find someone to talk to. The more information and evidence you have, such as records that show the nature of the damage, the easier it will be for you to talk to someone.

## (3) If you witness harassment

When you witness harassment, create an environment where people feel free to point out to each other that it is harassment. You don't have to use the word 'harassment' directly, but you can use phrases such as "That was not respectful."

In addition, witnessing an issue can be as hurtful as the person directly affected. You do not have to blame yourself if you are unable to speak or move on the spot. In such cases, you have the right to report the incident as an involved party.

If you are approached by a victim for advice, take it seriously and if you witness the scene, try to respond quickly so as not to aggravate the situation.

- i. Proactively talk to the victim and offer advice when necessary.
- ii. When listening to the victim, deal with the victim from a fair and neutral standpoint, without preconceptions or prejudice.
  - \* Statements such as "you worry too much" or "the other party does not have bad intentions" can cause second-hand harassment. First and foremost, accept the victim's feelings. Victims should not be forced into others' ideas.
- iii. Confidentiality must be kept strictly in order to protect the privacy of those involved.
  - \* It is most important to pay attention to the privacy of the victims and other people concerned. If you have no choice but to tell a third party the name or details of the victim or other people concerned, make sure to obtain their prior consent.
- iv. Think together about the solution the victim wants. If you are not sure how to deal with the situation, encourage the victim to consult Toyooka Theater Festival Executive Committee's Harassment Consultation Service or a consultation service at a public institution, etc.

## (4) Structure of organization for dealing with harassment

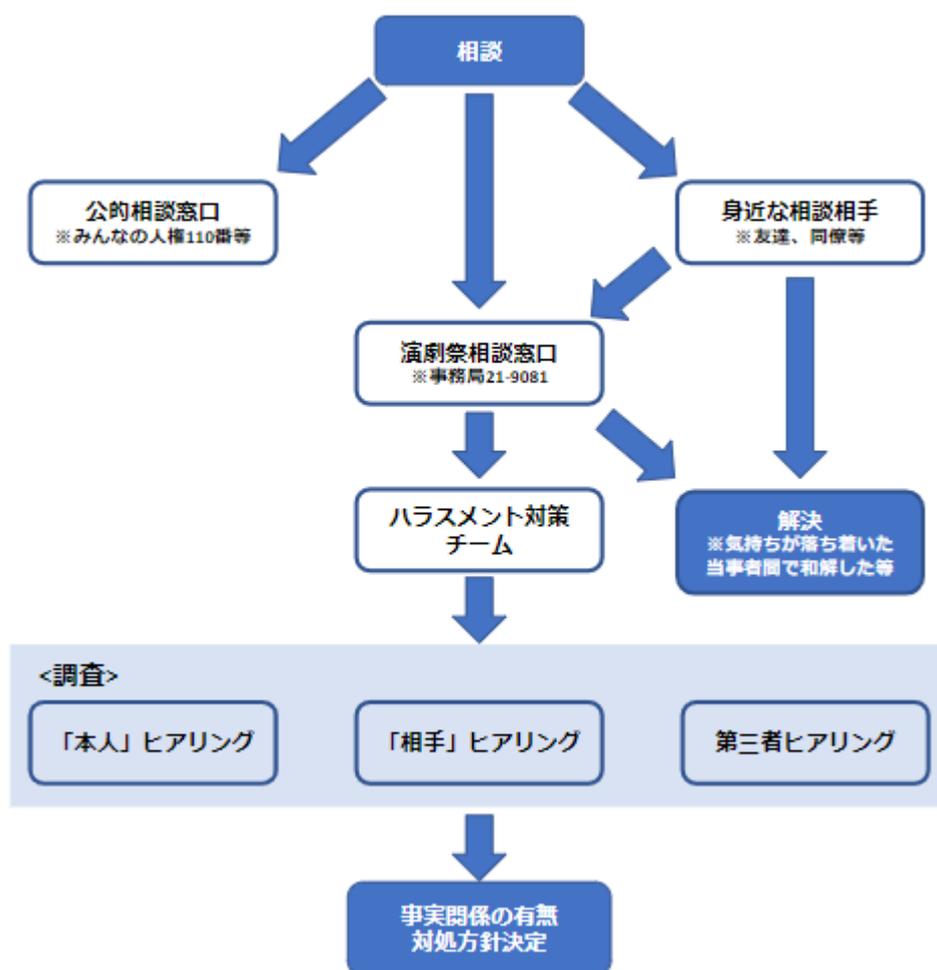
### i. Harassment advice desk

We listen to the client, help them sort out their feelings and situation together, and find the best solution for them. The greatest care is taken to protect their privacy, and the information will not be divulged to third parties against their will. Please note that even if the case occurred sometime in the past, we can still discuss it with the client, but there are limits to what we can investigate from their memory, and our response may be limited.

### ii. Harassment Response Team

If the problem cannot be resolved through consultation, the Harassment Response Team will decide on a course of action after interviewing the client, the other party (perpetrator) and the third party. If the suspected harassment continues before the policy is decided, or if it is deemed urgent, the team can take the necessary measures to cease the conduct in question on an ad hoc basis, after confirming the will of the client.

## 対応へのフローチャート



### (5) Consultation services by public organizations

Harassment Concerns Counselling Room, Ministry of Health, Labour and Welfare **\*Available only in Japanese**  
<https://harasu-soudan.mhlw.go.jp/>

Consultation services are available for those who are worried or troubled by sexual harassment in the workplace, harassment related to pregnancy, childbirth, etc., or power harassment.

Human Rights Hotline, Ministry of Justice **\*Available only in Japanese**  
<https://www.moj.go.jp/JINKEN/jinken20.html>

This is a consultation phone line for advice on various human rights issues, including discrimination, abuse and power harassment.

Women's Rights Hotline, Ministry of Justice **\*Available only in Japanese**  
<https://www.moj.go.jp/JINKEN/jinken108.html>

Dedicated telephone advice on various human rights issues concerning women, such as violence by spouse or partner, sexual harassment in the workplace, etc., or stalking.

Human Rights Counseling in other languages, Ministry of Justice (Multiple languages)  
<https://www.moj.go.jp/JINKEN/jinken21.html#01>