CONFIDENTIAL　 　　　　　　　　　　　　　　　(Date:　 , 201 )

Harassment Consultation Record and Report

Harassment Counselor

Harassment Counselor

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| Name of Client |  | male / female | Time/Date of Consultation |  : - : ,  , , 201 　 |
| Affiliation |  |
| 1. Problematic Conduct (Speech, Behavior)When (specific date and time) and where (specific location) did it occur, who did it, what did they do, and how did they do it?2. Perpetrator's relationship to the client: 　Friend / Faculty Member / Colleague / Superior / Other (　　　　　　　　 　　)3. Others involved (Witnesses, etc.)4. Victim's response to the problematic conduct:5. Alleged type(s) of harassment and reason(s) for the allegation):6. Has the client already consulted with anyone? (Friend, faculty member, colleague, superior, etc.)7. Issues requiring especially cautious handling:8. Client's desired response by the university: □　The client desires no action against the perpetrator, but wants the university to better enforce and educate people about harassment prevention.□　Warning: The client requests that the perpetrator's superiors provide guidance about their conduct.□　Mediation: The client requests the university's help in improving working/learning environment and/or receiving an apology from the perpetrator. □　Exclusion: The client [victim] requests separation from the perpetrator.Note: This is only an option when improving the working/learning environment is impossible.This action may be taken before an investigation as an emergency measure if the client  (victim) requires urgent protection. □　Others: (Please provide details.)9. Counselor's Opinion (I.e., the situation of the client [victim])  |

Note: 1) When preparing a harassment consultation record and report, please provide concrete and accurate details of the consultation with the client.

2) After preparing the record and report, have the client check and approve its content (except for item 9) before submitting it.

3) In the event that the client does not approve of any part of the record/report (except for item 9), delete or correct it before submission.