

**Tokyo International University Foundation**  
**Code of Ethics**

Established on October 14, 2011  
Last revised on October 25, 2018

**Article 1: Purpose**

The purpose of this Code of Ethics (hereinafter the “Code”) is to provide basic guidelines to be complied with by each foundation employee (hereinafter “Foundation employee”) employed by the Tokyo International University Foundation (hereinafter “Foundation”) in performing his/her work duties and in his/her behavior as an individual.

**Article 2: Definitions**

A Foundation employee as referred to in this Code is any person, including a trustee, auditor, councilor, faculty member including teaching staff member, administrative staff member, or temporary worker, who works for the Foundation.

**Article 3: Honoring the Founding Spirit of the University**

Each Foundation employee shall perform his/her everyday activities in accordance with the Foundation’s Founding Spirit and in hopes of fulfilling the Foundation’s educational philosophy, set forth below.

a. Founding Spirit: To educate truly internationally-minded persons who embody the basic principles of public morality.

b. Educational philosophy: To cultivate “Vision” , “Courage”, and “Intelligence” through educational practices.

**Article 4: No Discrimination or Harassment**

1. Each Foundation employee shall respect the fundamental human rights and the right to privacy of all of the Foundation’s teachers, administrative staff, students, contract workers, and all other people who are involved with the Foundation, and shall not discriminate against or harass any person.

2. Each Foundation employee shall make an effort to foster an organizational climate that prevents discrimination and harassment.

3. “Discrimination” as referred to in this article means treating a person in any way that is disadvantageous or discriminatory to that person because of prejudice or preconception, such as sexual discrimination, racial discrimination, or the like.

“Harassment” here refers to repeated or continual words and/or deeds that the actor should know are unwanted and annoying or offensive to the person affected, such as sexual harassment and rank-based harassment.

**Article 5: Maintenance of Fair Relationships with Business Partners**

1. Each Foundation employee shall always maintain fair and transparent relationships with his/her outside business partner(s) regarding Foundation matters and with neighborhood organizations, and shall not receive any financial or other personal benefit, including entertainment, that would be illegal or otherwise inappropriate.

2. A Foundation employee shall not abuse his/her authority or engage in any action(s) disadvantageous to the Foundation, and shall not pursue any personal interest by foul means or opaque activities of any type, whether acting directly on one’s own or using the name of a relative or any other person.

**Article 6: Consideration of Health, Safety, and the Environment**

Teaching staff and other staff of the Foundation shall not engage in smoking in violation of rules and good manners, littering, or other behavior that may detrimentally affect health and safety of themselves or others, or the environment, in public places on or off campus.

**Article 7: Confidentiality of Information**

1. A Foundation employee may not use any information that he or she learns during the course of his/her work for the Foundation for purposes other than the Foundation’s purposes.

2. Each Foundation employee must strictly control and keep secret all Foundation-related information and documents, including other persons’ personal information and documents, so that such information and documents are not leaked to any third party.

**Article 8: Proper Use of Foundation Funds**

Each Foundation employee shall fully acknowledge that the Foundation receives subsidies from the Japanese government and local public bodies, and that such subsidies come from taxes paid by citizens and other residents. Each Foundation employee shall keep such funds, particularly research funds, under strict control and shall comply with all relevant laws and regulations regarding such funds.

**Article 9: No Relations with Antisocial Forces**

A Foundation employee shall have no relations with any antisocial force or with people who might have relations with any antisocial force, and shall dauntlessly reject demands, made by such forces, that are illegal or that would constitute a violation of this Code or other rules of the Foundation.

**Article 10: Training and Guidance**

Each Foundation employee shall comply with, and shall properly train and guide other Foundation employees so that they will comply with, this Code of Ethics, all relevant governmental laws and regulations, and campus rules.

**Article 11: Consultation Services Subsection**

1. If a Foundation employee becomes aware that another employee of the Foundation is or might be violating this Code, or has violated or might have violated this Code, he/she may inform personnel at the Consultation Services Subsection, separately provided for, about such apparent violation, and may consult with the Consultation Services Subsection personnel regarding the apparent violation of the Code.

2. The Foundation guarantees that the privacy of a Foundation employee who acts pursuant to the preceding paragraph shall not be subject to any retaliation, that the Foundation employee's name shall be kept private, and that Foundation shall not subject the Foundation employee to any disadvantageous consequences as a result of the Foundation employee's informing about the apparent violation.

**Article 12: Disciplinary Measures for Violating This Code**

A Foundation employee who violates this Code shall be subjected to disciplinary measures separately provided for in the Foundation's Office Regulations.

**Article 13: Revision or Repeal of This Code**

The Chancellor and Chair of the Foundation's Board of Trustees may revise or repeal any provision of this Code after a discussion thereof by the Board of Trustees.

Supplementary Provisions:

This revised Code of Ethics shall be effective and enforced as of October 25, 2018.