




Basic Policy on Gender Diversity and Response Guidebook

Shimane University
October 1, 2022



Contents

- I . Basic Policy on Gender Diversity at Shimane University**
 - Shimane University Declaration of Diversity Promotion 3
- II . About the Guidebook** 4
- III . Consultation services** 4
 - 1. Sexuality and Gender Diversity Consultation Desk** 4
 - 2. Consultation services for issues and problems, etc.** 4
 - 3. Information provision and raising awareness** 5
- IV . Environmental improvements**
 - 1. Restrooms** 5
 - 2. Changing rooms** 5
- V . Response to Students**
 - 1. Name and gender information and their management** 5
 - (1) Change of name 6
 - (2) Change of gender 7
 - (3) Gender statement on certificates issued by the University and on documents submitted to the University, etc. 7
 - (4) Questionnaires, statistical surveys, and experiments 7
 - 2. Classes** 7
 - (1) Names and titles 8
 - (2) Grouping by gender 8
 - (3) Sports exercise 9
 - (4) Classes that involve changing clothes 9
 - (5) Handling of gender information and names in lists of registered students 9
 - 3. Off-campus learning (teaching practice, internship, caregiver training/practice, etc.)** 10
 - (1) Use of self-identified gender 10
 - (2) Clothing and changing rooms 10
 - (3) Accommodations 11
 - 4. Use of student dormitories** 11
 - 5. Medical checkups** 11
 - 6. Studying abroad** 11
 - 7. Job hunting** 12
- VI . Basic knowledge about sexuality and gender diversity**
 - 1. What is LGBTQ+?** 12
 - 2. What is “ally”?** 12
 - 3. “Coming out”** 12
 - (1) What is “coming out”? 12
 - (2) When someone “comes out” 12
 - (3) If you are worried about coming out 13
 - 4. Prohibition of “outing”** 13
 - (1) What is “outing”? 13
 - (2) If you are outed (for LGBTQ+ persons) 13

I. Basic Policy on Gender Diversity at Shimane University

In its Declaration of Diversity Promotion, Shimane University has stated that it respects gender diversity. Based on this basic policy, we have established this Response Guidebook.

Shimane University Declaration of Diversity Promotion (2nd Version)

In accordance with its Charter, Shimane University is striving to develop a society that works in harmony with nature through education, research, medical care, and social contribution. In order for Shimane University to make even greater strides as “a university rooted in the local community and shines with individuality that transmits from the community to the world,” it is necessary to promote diversity in education, research, and employment.

To this end, we will foster a university culture that respects diverse senses of values and lifestyles regardless of gender, gender identity and/or sexual orientation, disability, nationality, age, religion, values, and beliefs. Further, while utilizing the talents of each of our members, we will create vitality in the local community through our educational and research activities, and lead the way toward a vibrant future of the region.

Therefore, Shimane University hereby declares that it will promote diversity through the following Basic Policy.

Basic Policy for Diversity Promotion

1. Shimane University will strive to raise awareness of the promotion of diversity, and create an environment in which the diverse opinions of its members are respected in decision-making processes at the University.
2. Shimane University will respect the human rights of all its members and will create an educational, research, and working environment in which all persons can openly demonstrate their individuality and unique abilities.
3. Shimane University will promote personnel composition and human resource development based on the perspective of promoting diversity.

HATTORI Yasunao
Shimane University President
October 1, 2022

*The following terms are defined as follows herein.

Gender identity = which sex you think you are or are not.

Sexual orientation = members of which sex you are or are not attracted to.

II. About the Guidebook

The basic principle of dealing with diversity is to first confirm a person's intention, make careful and clear explanations, and then create a situation in which a person can choose for themselves and decide what to do. While it is important for the University to create an environment that takes gender diversity into consideration, it is not appropriate for a person in charge or other concerned persons to make decisions based on their own assumptions about the person's sexuality and/or gender identity or to make special accommodations without the explicit wishes and consent of the person involved.

This Guidebook provides specific information on how the University responds to different scenarios. Shimane University's policies and ideas are described under the "Concept" section, while the responses that the persons involved (at consultation desks and offices, etc.) should be aware of are detailed under the "Response" section; furthermore, what students, faculty, and staff should do in order to receive support is detailed under "Individual persons."

The contents of this Guidebook are applied from October 2022. If you have any questions, or if any of the contents are inaccurate, contact the Sexuality and Gender Diversity Consultation Desk.

III. Consultation services

Consultation services are available at the Sexuality and Gender Diversity Consultation Desk, where one can inquire about the contents of this Guidebook or any other related topic. Consultants will protect the privacy of the person consulting and the consultation contents, so feel free to consult with them. However, depending on the contents of the consultation, we may need to collaborate with related organizations; Before proceeding with any such collaboration, we will be sure to first confirm the scope and contents of the collaboration with the person making the consultation. Also, depending on the individual situation and the circumstances of the University, we may not always be able to respond to your desires.

1. Sexuality and Gender Diversity Consultation Desk

Sexuality and Gender Diversity Consultation Desks are located at the following organizations.
Matsue Campus: Matsue Health Service Center e-mail: health@soc.shimane-u.ac.jp
Izumo Campus: Izumo Health Service Center e-mail: healthizumo@med.shimane-u.ac.jp

2. Consultation services for issues and problems, etc.

If you have any problems concerning your sexuality or gender involving one or more University faculty, staff, students, etc., the harassment consultation is at your service. Harassment based on sexuality or gender identity may include any or more of the following:

- Ridiculing or making discriminatory remarks about a person's gender identity or sexual orientation.
- Making comments based on stereotyped gender roles (e.g., "You're a man, so ... ," "You're a woman, so ... ," "[Speaking, acting, dressing, etc.] like a ...," etc.) or encouraging or forcing

others to act based on the same attitudes, regardless of whether these statements are made to a person of the same sex or the opposite sex.

- Revealing or sharing an individual's gender identity, sexual orientation, gender expression, or physical or sexual characteristics without the individual's consent (i.e., "outing" someone).

The Shimane University Manual for the Prevention of Harassment also prohibits such conduct.

(The following is a Japanese-language explanation of Harassment Prevention at Shimane University.)

https://www.shimane-u.ac.jp/introduction/policies_and_initiatives/environment/harassment/index.html

3. Information provision and raising awareness

The Diversity Promotion Office raises awareness of gender diversity on campus and provides information (e.g., by lending books, DVDs, and materials) for those who wish to learn more.

IV. Environmental improvements

From the perspective of universal design, the University endeavors to arrange its operating methods and facilities so that the University environment is accessible to everyone, and the information provided can be used by anyone.

*For the latest status on facilities, contact the Sexuality and Gender Diversity Consultation Desk.

1. Restrooms

The multipurpose restrooms are shared by both men and women. If you have difficulty using men's or women's restrooms, use these multipurpose restrooms. Refer to the Barrier-Free Map below for the locations of these restrooms across campus. Some people can only use multipurpose restrooms, so be considerate when using these facilities.

The University is currently considering installing private all-gender restrooms in the future.

- Barrier-Free Map (Matsue Campus and Izumo Campus)

<https://diversity.shimane-u.ac.jp/project/support/lgbt/index.html>

2. Changing rooms

In the future, the university will be installing private changing rooms that can be used regardless of gender. Some of multipurpose restrooms will also have changing tables, so if you have difficulty using the conventional gender-segregated changing rooms, use these restrooms instead. Some people can only use multipurpose restrooms, so please be considerate when using multipurpose restrooms for changing clothes.

V. Response to Students

1. Name and gender information and their management

Concept: Since the University understands that revealing a person's name or gender in the official government family register can cause the person detriments, we will educate its members to handle such personal information with care. In addition, the University will be

flexible so that students can live their student lives under the name and gender of their choice. Moreover, the University will reduce the number of occasions in which gender is mentioned, as well as review our gender-segregated practices. In principle, the University will not require gender information in name lists and documents unless it is essential. The University will also omit gender information on certificates and other documents issued by the University whenever possible.

Response: As a general rule, gender information provided on the student registry is disclosed only to academic and student affairs faculty and staff, as well as department heads and academic advisors. Faculty members in charge of academic and student affairs, department heads, and academic advisors should be aware of the possibility that some students may suffer various disadvantages if their names and genders appear in name lists and documents, and should handle the information in a strict manner to prevent it from being disclosed. However, this does not apply to emergency cases such as accidents or incidents, and, in such cases, we may disclose name and gender information to the necessary parties without the person's consent.

As a general rule, you are asked to exclude gender information from various name lists. If there is a need to include gender information, manage it carefully, and discard it as soon as it is no longer necessary.

(1) Change of name

Use of preferred name: You can change your name on the student register to your preferred name (called an "alias" name, i.e., the name you prefer or wish to be known by) by following the designated procedures.

Individual persons: If you wish to change your name in the student register to your preferred name for reasons such as gender dysphoria, etc., you may do so by following the designated procedure; in this case, consult with the Sexuality and Gender Diversity Consultation Desk. The signature of a parent is not required, but you are required to explain this decision to your parents as far as possible to avoid future problems or misunderstandings.

However, non-Japanese students need to be aware of the handling of immigration. For more information, contact the Sexuality and Gender Diversity Consultation Desk.

Note carefully!

By changing your name in the student register to your preferred name, all documents issued by the University will have your preferred name. If you receive a salary, honorarium, etc., for work on campus, documents and pay slips issued by the University will include your name as stated in your family register, and a "Certificate of Use of Preferred Name" will be issued upon your request. If you are troubled by disadvantages because the name on a document issued by the University differs from your name on the family register, you are responsible for dealing with this situation yourself. If you have any concerns about procedures, consult with the Sexual and Diversity Consultation Desk.

(2) Change of gender

If you wish to change the gender in the student register due to gender dysphoria or other reasons, you can change your gender by following the designated procedure; Consult with the Sexuality and Gender Diversity Consultation Desk for more details. However, note that the medical record at the Health Service Center will keep the gender information shared at the time of enrollment.

(3) Gender statement on certificates issued by the University and on documents submitted to the University, etc.

Individual persons: Even if the gender is, in principle, to be stated on a document, it may be possible to leave it from the document if requested. In such a case, notify the office in charge of issuing the document. If you have suffered a disadvantage due to the inclusion of your gender in a list or document, report this to the entity that prepared the document, or consult with the respective consultation office depending on the nature of the disadvantage you have incurred.

The certificates issued by the University and documents to be submitted to the University that do not have gender statements are as follows. (As of October 2022)

- Certificates issued by the University
Diploma, degree certificate, academic transcript, confirmation of courses taken (credits), certificate of expected graduation (completion), certificate of enrollment, health certificate, others
- Documents to be submitted to the University
Application for the use of facilities for extracurricular activities, reports on training camps (with accommodations) and school trips, reports of lost and found items, reports of incidents, accidents, and theft

(4) Questionnaires, statistical surveys, and experiments

Response: When creating a questionnaire/survey, always consider whether the gender information is necessary. Even if your questionnaire or statistical survey needs to produce a female-male ratio, you are recommended to include options such as “other” or “prefer not to answer.” If you need subjects of a particular gender for an academic experiment, carefully consider the need, and explain why it is academically necessary when calling for the subjects or at the time of the experiment. When academically necessary, you are recommended to state the “physical sex at birth” and then offer options including “male,” “female,” and “prefer not to answer.”

2. Classes

Concept: All students, regardless of gender identity, are to be granted equal respect in the classes offered by the University. The University will provide an environment in which students are not excluded, do not have their dignity violated, and do not experience difficulty because of their gender identity.

Response: Class instructors should devise methods so as not to unnecessarily reveal a

student's gender in class. If there is a possibility that activities will be separated by gender, this should be clearly stated in the syllabus in advance. Also, always consider the possibility that there may be students who need consideration, and be as flexible as possible when a student makes such a request. Discriminatory jokes, ridicule, or teasing related to gender identity, sexual orientation, gender expression, or physical characteristics are never permitted in class or during research guidance. For example, responses that assume heterosexuality ("Do you have a boyfriend/girlfriend?"), classes that assume heterosexuality, and statements that assume that it is only normal to have romantic feelings for the opposite sex, or that it is natural and right to have romantic feelings, are not allowed. In addition, be careful not to ask questions or give instructions that force individuals to disclose personal information.

Also, avoid assigning reports or exams that may be difficult or painful for LGBTQ+ students to deal with. Freedom of speech and freedom of religion are protected on campus. However, even if a person's religion or beliefs do not allow them to tolerate homosexuality, transgenderism, etc., they are not permitted to explicitly attack the University members who are LGBTQ+ or to act in a manner that does not respect their human rights.

Individual persons: If you are concerned about whether or not distinctions based on gender or other factors will be used in the classes you wish to take, check the syllabus before registering for the class. Also, if you wish to request any special consideration or exemption, inform the Sexuality and Gender Diversity Consultation Desk or the instructor in charge of the class.

(1) Names and titles

Concept: We recommend that all members, including class instructors, use unified titles such as "-san" instead of gender-specific titles. This concept also applies to foreign language classes.

Response: Class instructors are encouraged to use the same titles for all students as much as possible. If a student has a preference for a name or title, accommodate their preference.

Individual persons: If you would like to request consideration regarding the handling of your name and/or how you are addressed in class, inform the Sexuality and Gender Diversity Consultation Desk or the instructor in charge of the class.

(2) Grouping by gender

Concept: If there is no need to group by gender in a class, you are recommended to avoid such grouping. Class instructors should first consider whether gender grouping is necessary for an activity in that class and whether there is any other way to perform the activity. If grouping by gender is necessary and there is a possibility to do so, this should be clearly stated in the syllabus or other materials in advance. Also, avoid asking students to pair up with people of the opposite sex, or coloring seating charts by gender.

Individual persons: Students who are concerned about whether or not they will be grouped according to gender in the classes they wish to take should check the information provided in the syllabus before registering for the class. If you wish to request considerations, inform the Sexuality and Gender Diversity Consultation Desk or the instructor in charge of the class.

(3) Sports exercise

Concept: Sports exercise without gender-based grouping or the application of gender norms or rules is recommended.

Response: Instructors should think about the possibility of conducting sports exercises without being bound by conventional practices, such as grouping by gender or using gender norms or rules. Also, unisex clothing and equipment for sports exercise should be encouraged. If gender information is absolutely necessary, apply to the office in charge clearly stating the reason for which it is necessary. Also, clearly state in the syllabus that the class may include gender component, such as grouping by gender, sports exercise, and/or practical training.

Individual persons: If you are concerned about grouping by gender for sports exercise, clothing, equipment, changing rooms, overnight stay during intensive class, etc., check the syllabus and other information before registering for the class. Also, consult with the Sexuality and Gender Diversity Consultation Desk or the person in charge of the class as necessary. There are multi-purpose restrooms shared by both men and women in Gymnasium 1 on the Matsue Campus. The University will **consider establishing more multipurpose restrooms and installing private showers and changing rooms in another gymnasium in the future.**

(4) Classes that involve changing clothes

Response: If the changing of clothes is necessary for a class, clearly state this in the syllabus. If there is a request to use separate changing rooms for men and women, be flexible and accommodate the request by staggering the time, and having that person change in a separate room.

Individual persons: If you find it difficult to change clothes in separate changing rooms for men and women, inform the Sexuality and Gender Diversity Consultation Desk or the class instructor. The University will consider installing private changing rooms on the campus, with some multipurpose restrooms that have changing tables. For the latest information on the availability of changing rooms, contact the Sexuality and Gender Diversity Consultation Desk.

(5) Handling of gender information and names in lists of registered students

Concept: In principle, gender information is not disclosed to the course instructor in the list of registered students. As noted on pages 6 and 7 above, if you change your name or gender on the school register, all the lists of registered students will have the changed name or self-identified gender. Academic and student affairs faculty and staff, as well as department heads and academic advisors, will have access to the name and gender in the student's official government family register but will handle this information with care. However, in the case of an emergency, such as an accident or incident, your name and gender information may be disclosed to the necessary parties without your permission.

Response: Faculty members in charge of classes may ask the office in charge to disclose gender if it is necessary for reasons such as ensuring educational effectiveness and securing safety, but any such information should be discarded as soon as it is no longer necessary. Academic and student affairs faculty and staff, as well as department heads and academic advisors, should be aware that names and genders in the family register constitute personal information that should be handled with care and not divulged.

Individual persons: If you would like to know more about the scope of the disclosure, including to whom and for what reason(s) your name and gender are disclosed, contact the Sexuality and Gender Diversity Desk.

3. Off-campus learning (teaching practice, internship, caregiver training/practice, etc.)

Concept: In off-campus learning, it may be difficult to change the policies and facilities of the hosts. However, the University will make every effort to consult with students and staff in charge of these learning to gain the understanding of the hosts so that all students who wish to do so, regardless of their sexuality and/or gender identity.

Response: The person in charge of off-campus learning should inform the host of the University's policy of respecting gender diversity and seek their understanding in order to avoid any issues or problems. In addition, if the person concerned requests consideration regarding the handling of gender information, clothing, changing rooms, accommodation, etc., the person should consult with the host while also striving to be as flexible as possible.

Individual persons: Students who wish to seek consideration and understanding of their hosts with regard to the handling of gender information, clothing, changing rooms, accommodation, etc. during off-campus learning should consult with the Sexuality and Gender Diversity Desk, or inform the person in charge of the off-campus learning in advance.

(1) Use of self-identified gender

Concept: The University will be flexible in response to any student's choice of whether the off-campus learning will be conducted by considering the student's self-identified gender or the student's gender as stated in the official government family register.

Response: If the person in charge of off-campus learning asks for advice on the gender to use, ask for the person's wishes, and seek understanding from the host. Also, make sure that the gender information will not be disclosed to other people at the host in any way not desired by the individual.

(2) Clothing and changing rooms

Concept: The University does not necessarily request students to wear suits or other formal clothing, as long as their clothing and attire are clean and respectable. This is because unisex suits are rare, and the majority of suits are divided into two groups: either for men or for women. Therefore, limiting students to only dress suits for off-campus learning will make it difficult for some students to participate in such training.

Response: The person in charge of off-campus learning should inform the host of the University's policy that it respects gender and religious diversity and that clean and respectful clothing is acceptable, even if the clothing is not standard attire such as dress suits and leather shoes. Another way to provide guidance on off-campus learning is to give examples of acceptable attire. Never force women to wear makeup, heels, or skirts. If there are designated uniforms at the host, give as much consideration as possible to the student's preferences, or ask the host if it is possible to change to a uniform that does not divide the students into two groups based on traditional gender roles. Also, if the student has a request regarding a changing room, ask the host to make special considerations.

(3) Accommodations

Concept: Most of the accommodations for off-campus learning provided by the University have separate rooms and bathrooms for men and women. However, the University will be flexible with students' preferences.

Response: The person in charge of off-campus learning should consider the possibility that some students may have trouble with accommodations for off-campus learning due to their gender identity; they should explore a variety of options and be flexible in responding to individual requests. For example, students may be allowed to stay in the same room with the accompanied person of their preferred gender or be given time to bathe individually.

4. Use of student dormitories

The University's student dormitories consist of different types of rooms in three buildings. In the fully private rooms with bathrooms, restrooms, and mini-kitchens in each room, students are not assigned to a particular floor according to their gender. In the dormitories with private rooms, shared showers, kitchens, and restrooms, students are allotted floors according to their gender. Students will be assigned to the room of their choice based on availability. Make sure you understand these points before deciding to move in. For more detailed information, check the following webpage.

(Please also note that the period of permission to live in a dormitory is two years.)

<https://kokusai.shimane-u.ac.jp/kaigairyugakusei/english/index.html#housing>

For further inquiries, contact the Sexuality and Gender Diversity Consultation Desk.

5. Medical checkups

Regular health checkups are conducted at separate times for men and women. However, if requested, special consideration shall be given such as receiving the checkup alone at the end of the men's time. Our response is notified in the health checkup notice. Auscultation by the doctor can be performed over light clothing if requested. Also, an X-ray examination is performed with a T-shirt on. Gender is not indicated in the medical checkup sheet, medical questionnaire, or medical certificate. The medical record has the gender on the family register, as stipulated in Article 24 of the Medical Practitioners Act.

6. Studying abroad

Concept: It is often difficult to change the policies and facilities of your destination. In addition, there may be legal difficulties to use a different name or gender than that stated on your passport at your destination. However, depending on the host institution, flexibility may be possible. The University will provide consultation in the case of study abroad programs introduced by the University. Students are also expected to have due consideration when choosing the destination.

Response: The person in charge of the study abroad program should, when requested by students, inform the destination of the University's policy of respecting gender diversity, request flexibility in the living environment and study support system, and try to avoid causing trouble or other misunderstandings.

Individual persons: It may not always be possible to meet your request, but if you would like

support, consult with the contact person or office in charge of the study abroad program.

7. Job hunting

Concept: It is often difficult for a private company to change its policies and facilities. However, there are some companies that are more flexible. The University supports students in their job hunting so that each individual can demonstrate their abilities regardless of their sexuality or gender identity. At the Career Center, counselors receive training on sexuality and gender identity. They also collect information on LGBT-friendly companies. Academic advisors and Career Center staff should make an effort to collect information to better understand the issues that sexual minority students face.

VI. Basic Knowledge about Sexuality and Gender Diversity

1. What is LGBTQ+?

LGBTQ+ is a collective term that includes a variety of gender identities, including lesbians (a woman who is attracted to women), gays (a man who is attracted to men), bisexuals (a person who is attracted to both women and men), transgender (a person who identifies as a gender different from the gender assigned to them at birth), and questioning/queer (a person who is undecided, unsure, or unwilling to determine their gender identity or sexual orientation), as well as other genders and sexual variants.

2. What is “ally”?

An “ally” is a term for people who are not LGBTQ+ but are willing to work with LGBTQ+ people to proactively address social issues related to LGBTQ+. To make the University a safe and comfortable place for everyone, we can start by clearly identifying ourselves as “allies” (individually, an ally).

3. “Coming out”

(1) What is “coming out”?

“Coming out” means to reveal a secret about yourself, something that you have never told anyone else. For LGBTQ+ people, “coming out” often refers to telling people about their sexual orientation and/or gender identity.

Coming out as an LGBTQ+ person can take a lot of courage, as discrimination and prejudice against LGBTQ+ people are still rampant. Coming out is a decision one makes by themselves and is never something that is forced or induced.

(2) When someone “comes out”

For LGBTQ+, “coming out” means telling YOU about their gender identity and/or sexual orientation; however, in most cases, this does *not* mean that the person desires the information to be shared with others. Coming out entails many worries for the person who comes out. They may ask themselves, “How will people around me react? Maybe they will reject or deny me. Maybe they will change their attitude or behavior toward me. Maybe the information will

be a burden in some way to them.”

What you can do when someone comes out to you is to listen carefully, thank him/her for telling you and accept his/her emotions and feelings. If the person has any fears or problems, think together with them. If a faculty member learns information about a student, it is important to discuss with the student the extent to which it is necessary or appropriate to share this information. When you share the information, while promising to never tell anyone else, ask the person the reasons why they want to have this information told to a specific faculty or department, etc.

Sometimes the person at the receiving end of somebody coming out experiences worries and fears. In such cases, consult with the Sexuality and Gender Diversity Desk, so that they can refer you to a professional specialist, such as clinical psychologist and psychiatrist who is obliged to maintain confidentiality within the university.

(3) If you are worried about coming out

If you are thinking to come out, contact the Health Service Center, or the Student Consultation Room (SCR). They can simulate how and to whom you will come out, and talk with you about what might happen at that time. They will think carefully about it together with you.

4. Prohibition of “outing”

(1) What is “outing”?

“Outing” is the divulging of sexual orientation or gender identity by a third party without a person’s consent. Some people do not want such information to be disclosed. Sometimes divulging can be one of the reasons for discrimination in our society. It will also make someone’s life difficult. Never ask or try to find out, nor make assumptions based on appearance or behavior. There are cases where a well-intentioned interaction, with no malicious intent on your part, may end up leading to an outing.

(2) If you are outed (for LGBTQ+ persons)

First, tell someone you trust about your situation. The Sexuality and Gender Diversity Consultation Desks, as well as the Harassment Consultation, are available to help you. Depending on the situation, police or judicial intervention may be required.

References

“Policies and Guidelines at Hiroshima University for Respecting Gender and Sexual Diversity -for LGBTQ+ Students” by Hiroshima University
“Nagoya University Missions and Guidelines for LGBTQ+ Inclusive Practices” by Nagoya University
“Basic Principles and Guidelines on LGBTQ+* Inclusion at University of Tsukuba” by University of Tsukuba
“LGBT in ICU Guidebook (Transgender/GID Edition)” by International Christian University
“Guidelines for Accepting Transgender Students” by Ochanomizu University
“Response Guidelines concerning Gender Diversity (LGBT/ SOGI)” by Gunma University