

# Brief Overview of Working Discipline

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September 2018

Financial and General Affairs Office

Department of Personnel Affairs

Working Conditions and Ethics Group

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# 1. Definitions of Working Discipline

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# 1-1. What Does the Term “Working Discipline” Mean?

## Definitions of “Working Discipline”





## 2. Implications of **Working Discipline** for Working Regulations

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# 2-1. Working Discipline as Component Element of Working Regulation

The Working Regulations established by the University comprise the

Articles 2

Articles 27 through 30

Articles 31 through 34

Articles 35 through 38

## 2-2. The Content of Working Discipline

Obligation to

**sincerely perform  
duties**



## 2-2. The Content of Working Discipline

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### Rules to be observed

An employee shall observe the rules set forth below:

- (1) An employee shall not divulge to a third party or parties confidential information or personal information that he/she has come to know in the course of performing his/her duties.
- (2) In the event that he/she intends to serve as a witness, expert witness, etc. by statute and disclose a professional secret, he/she shall receive permission from the University.
- (3) He/she shall ensure the safety and reliability of the University's information asset to prevent loss of social credibility.
- (4) He/she shall always draw a clear line between private and public matters, and shall not use his/her position and/or working relationship for private purposes.
- (5) He/she shall not generate noise or otherwise disrupt order or corrupt public morals on the University's property or site (hereinafter, "On Campus").
- (6) He/she shall not conduct political education or political activities in support of or against a particular political party as a representative of the University.
- (7) He/she shall not use his/her power of influence over pupils, school students or college students at training grounds to canvass for election votes.
- (8) In the event that he/she intends to carry out an act of broadcasting, engaging in publicity, holding a gathering, distribution, circulation or posting of document/graphics, or any similar act on campus, he/she shall notify the University in advance. Notwithstanding the foregoing, in the event that such an act is likely to disrupt order or corrupt public morals on campus, the University may deny him/her use of the facilities concerned.
- (9) He/she shall not conduct a financial transaction or the sale or purchase of goods for profit on campus without permission from the University

## 2-2. The Content of Working Discipline

### Dual employment

An employee shall neither take up another post nor personally run a profit-making firm without obtaining approval from the University.

Specific rules concerning the dual employment of employees shall be as set forth in the Regulations on Dual Employment of Employees of Hiroshima University.

Detailed discussion of this matter can be found in basic training course materials for human resources persons titled "[Brief Overview of Service Rules](#) (Dual Employment)."

### Service ethics

Specific rules concerning the maintenance of service ethics shall be as set forth in the Regulations on Service Ethics Required for Employees of Hiroshima University.

Detailed discussion of this matter can be found in the leaflet titled "[Brief Overview of Service Ethics](#)."

### Prevention of harassment

An employee shall not conduct any form of harassing behavior.

Specific rules concerning the prevention of harassment shall be as set forth in the Regulations on the Prevention of Harassment, etc. at Hiroshima University.

# 3. Continued Maintenance of **Working Discipline** While on Vacation

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# 3-1. Prevention of Scandals from Occurring Due to or in Connection with Drinking

## Continued Maintenance of Working Discipline While on Vacation

 If he/she has an opportunity to drink alcohol during a long vacation, he/she should maintain good drinking manners and etiquette and take extra care to prevent scandals from occurring due to or in connection with drinking.



# 3-2. Restrictions on Having a Relationship with an Interested Party or Parties


Continued Maintenance  
of working discipline  
**While on Vacation**




## 3-3. Complete Control of Personal Information

### Continued Maintenance of working discipline While on Vacation

#### Complete Control of Personal Information

 An employee shall manage personal information in accordance with the Rules for Handling of Personal Information and the Rules for Information Security, both established by the University. Particularly cautious handling of personal information is required while on vacation.

 In the event that an employee is compelled to take out personal information for the performance of his/her duties, he/she shall follow the directions of the Personal Information Administrator and ensure that such taking out occurs on a need-to-know basis and that the personal information involved therein is encrypted.

Any inquiries about the working discipline should be directed to the following:

**[Contact personnel]**

**Financial and General Affairs Office**

**Department of Personnel Affairs**

**Working Conditions and Ethics Group**

**(persons in charge of Services)**

**Ext.: 6024 and 5048**

**(the latter is for eastern Hiroshima)**

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