



HIROSHIMA UNIVERSITY

# Brief Overview of Work Ethic

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1. **Outline** of the Ethical Rules
2. Definitions
3. Definitions
4. Regulations on Reemployment, etc.

# 1. Outline of the Ethical Rules

Purpose  
(Article 1)

# 1. **Outline** of the Ethical Rules



...process of ... success ...  
...the pe ...  
...applicant for a job ...  
...involved therein ...  
...are ...  
...viewed it ...  
...structure to ...  
...are of ...  
...of ...  
...to ...  
...of ...  
...of ...

## 2. Definitions of the Term “Interested Party”



# 2. Definitions of the Term “Interested Party”

◆ In

# 3. Definitions of the Term “Prohibited Acts”

## Prohibited Acts (Article 5)

◆ An employee shall not conduct any of the following acts (Prohibited Acts) with an Interested Party or Parties:

- × Accepting a gift in money, in kind or in real estate;
- × Taking a loan in money;
- × Taking a loan in kind or in real estate without charge;
- × Enjoying services without charge;
- × Obtaining unlisted shares;
- × Being entertained with food and drink;
- × Playing games or golf with an Interested Party or Parties;
- × Taking a trip (excluding official trips) with an Interested Party or Parties; or
- × Demanding that an Interested Party allow a third party to conduct any of the above-stated acts.





# 3. Definitions of the Term “Prohibited Acts”

Exceptions to  
Prohibited Acts  
(Article 6)





# 4. Regulations on Reemployment, etc.

## ① Prohibition on making an intercession with closely related corporations, etc. in relation to reemployment



[Exceptions to regulations on intercession in relation to reemployment]

- Intercession for employees who have engaged in or are engaged in basic research and welfare-related work and those who have engaged in or are engaged in research and development work other than basic research work ( shall be exempt from the regulations on reemployment.)
- Temporary transfer of existing employees as one part of a personnel exchange program
- If non-business or similar reasons; and
- If a major restructuring is involved in the improvement or elimination of administrative work or projects.



○ Target person of regulations

- Existing full-time officers and employees (Contracted employees and part-time employees are exempt from regulations.)

○ Content of regulations

- Regulations on intercession with closely related corporations, etc. in relation to the reemployment of another existing full-time officer or employee or retired employees (former full-time officers and employees)

(Note 1) -related Corporations,  
Any profit-making enterprises, etc. that have a close capital/business relationship with the University.

(Note 2) means:  
Any private profit-making enterprises operating in the commercial, industrial, financial or other sectors or corporations other than profit-making enterprises (excluding the national government, international organizations, local governments, administrative corporations, and designated locally-incorporated administrative agencies)

○ Object person of regulations

- Existing officers and employees (All officers and employees shall be subject to the regulations regardless of distinction of employment status.)

○ Content of regulations

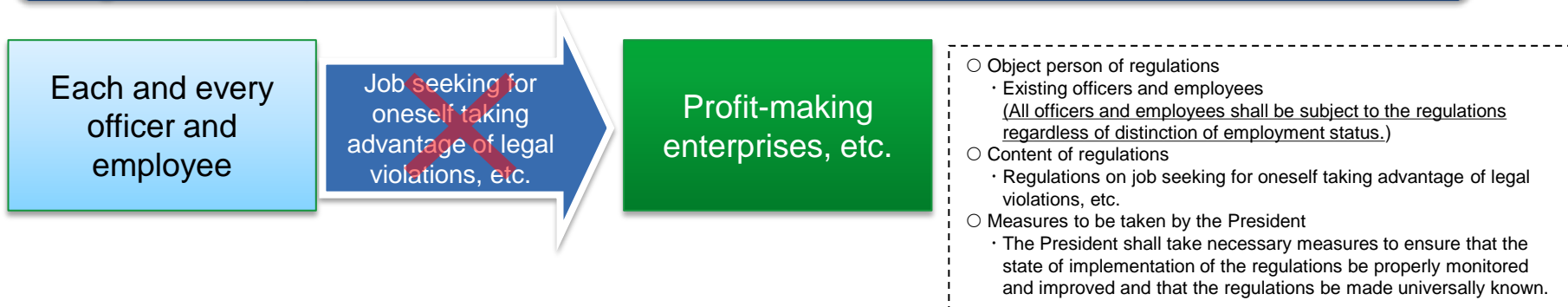
- Making an intercession with profit-making enterprises, etc. in relation to the reemployment of another existing officer or employee or retired employee (former officers or employees)

(Note 1) means:  
An act of committing or causing anyone else to commit a

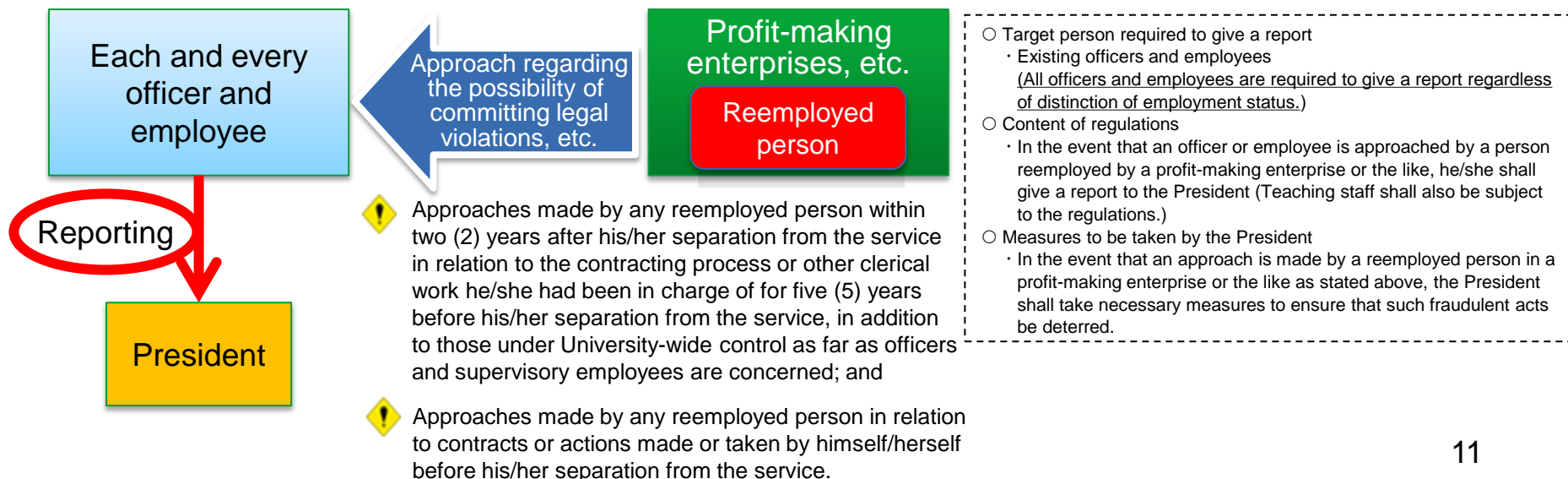


# 4. Regulations on Reemployment, etc.

## ② Prohibition of job seeking with profit-making enterprises, etc. taking advantage of legal violations, etc.



## ③ An officer or employee approached by a former officer or employee who has gained reemployment in a profit-making enterprise or the like is required to give a report thereon.

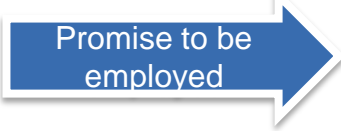




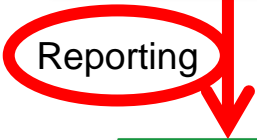
# 4. Regulations on Reemployment, etc.

## ④ Reemployment Information Reporting

Full-time officers and employees  
(Excluding contracted employees and part-time employees)



Profit-making enterprises, etc.



President

- ⚠ In the event that an officer or employee makes a promise to be reemployed by a profit-making enterprise or the like after his/her separation from the service (not as one part of a personnel exchange program), he/she shall give a report to the President; (**Target persons shall include teaching staff.**)
- ⚠ In the event that there is a change in matters reported or in the event that such a promise become null and void, the said officer or employee shall give a report thereon without delay.

- Target person required to give a report
  - Existing officers and employees  
(This provision shall apply after his/her severance from the service if there are any changes in the matters reported.)  
(All officers and employees are required to give a report regardless of distinction of employment status.)
- Measures to be taken by the President
  - With the objective of ensuring fair business processing in the University, the President shall take personnel management measures to ensure that the duties of the officer or employee who has given a report be conducted properly.

Any inquiries about the **Work Ethic** 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)**

**E-Mail [fukumu-fukumu@office.hiroshima-u.ac.jp](mailto:fukumu-fukumu@office.hiroshima-u.ac.jp)**