

# OIST Guidelines on Measures of Promoting the Elimination of Discrimination Based on Disability

November 13, 2015  
Approved by President/CEO  
[Partial Revision] February 8, 2016  
[Partial Revision] May 1, 2018  
[Partial Revision] April 1, 2024

## Chapter 1. Purposes.

These Guidelines (hereinafter referred to as “Guidelines on Measures”), in compliance with the provisions of Article 9-1 of the Act on Promoting the Elimination of Discrimination Based on Disability (Law No. 65 of 2013; hereinafter referred to as the “Act”) and pursuant to the Basic Policies on Promoting the Elimination of Discrimination Based on Disability (decided by the Cabinet on March 14, 2023; hereinafter referred to as “Basic Policies”) and our “Core Value” pursuant to Chapter 1.3 of Policies, Rules and Procedures of Okinawa Institute of Science and Technology (hereinafter referred to as “OIST”), prescribes the matters necessary for appropriate measures to be implemented by all of the staffs working (including part-time staff; hereinafter referred to as “Staff”) and the students studying at OIST pertaining to the provisions of Article 7 of the Act.

## Chapter 2. Definitions.

The following terms used in the Guidelines on Measures are defined as follows, in accordance with the provisions of the Act and the Basic Policies.

1. **Disability:** means physical disability, intellectual disability, mental disability (including developmental disability and higher brain dysfunction), and other disabilities of physical or mental functions (including disabilities caused by intractable diseases, etc.) collectively.
2. **Person(s) with Disabilities:** means a person or persons who has/have a disability or disabilities and whose daily or social life/lives continue(s) to be considerably restricted due to the disability/disabilities and social barriers.
3. **Social Barriers:** refer to things, institutions, practices, ideas, and all other things in the society that create barriers for the Persons with Disabilities in their daily or social lives.

### **Chapter 3. Prohibition of Unjust Discriminatory Treatment.**

1. As provided under Article 7-1 of the Act, the Staff and the Students shall not, in the execution of their responsibilities and work, violate the rights and the interests of the Persons with Disabilities through any unjust discriminatory treatment on the basis of Disability comparing to persons without Disabilities.
2. The specific examples that may constitute unjust discriminatory treatment are listed below. It should be noted that these unjust discriminatory treatment examples are provided merely as illustrations and are not intended to be exhaustive. Also be noted that judgement on whether or not a case constitutes unjust discriminatory treatment must be made on a case-by-case basis.

#### **(Specific Examples that May Constitute Unjust Discriminatory Treatment)**

- Refuse to let someone study or work at OIST for any reason of Disability.
- Refuse to let someone visit OIST for any reason of Disability. Or refuse to respond or to subordinate the order of response without any justifiable reason, when such person visits OIST.
- Refuse to send materials or to provide pamphlets, or omit some necessary explanations about materials etc. to someone for any reason of Disability.
- Refuse to let someone attend at open campus, conferences, symposia or other OIST events for any reason of Disability. Or refuse to provide an assistance to a Person with Disabilities who participate in such events without any justifiable reason when such person needs assistance.
- Despite there are no particular obstacles to the conduct of OIST business or to study at OIST, attach the conditions such as requiring the escort to accompany someone when visits OIST for any reason of Disability. Or refuse to let someone accompanied by an escort even though there is no particular obstacle.

### **Chapter 4. Provisions of Reasonable Accommodation.**

1. As provided under Article 7-2 of the Act, the Staff and Students must, in the execution of their responsibilities and work, provide the necessary and reasonable accommodation (hereinafter referred to as “Reasonable Accommodation”) for the removal of social barrier in line with the sex, age and Disabilities of Persons with Disabilities in order that the rights and interests of Persons with Disabilities are not

violated, when a Person with Disability or Persons of Disabilities indicate(s) that he, she or they require(s) the removal of social barrier, provided such Reasonable Accommodation does not impose any undue burdens.

2. Reasonable accommodation is provided to the extent necessary to eliminate the Social Barriers faced by Persons with Disabilities in light of the purpose and content of the OIST's research and educational activities and other projects, and insofar as it is incidental to the original work of the OIST, it is provided to the extent that it does not inherently alter the purpose or content of the OISTs research and educational activities and other business activities, in order for Persons with Disabilities to receive equitable opportunities in comparison with persons without Disabilities.
3. In providing Reasonable Accommodation, OIST will consider the factors such as the degree of impact on the OIST's research and educational activities and other projects (e.g., whether or not there are obstacles to the OIST's research and educational activities and other projects), the degree of feasibility (e.g., whether or not there are physical, technical, personnel or organizational constraints), costs, and other burdens, and will be required to be flexible while respecting the wishes of the Person with Disabilities.
4. The specific examples of Reasonable Accommodation are listed below. However, it should be noted that these examples are provided merely as illustrations and are not intended to be exhaustive.

### **(Specific Examples of Reasonable Accommodation)**

#### **(1) Adjustment in Physical Environment.**

- Provide necessary and possible assistance for persons in wheelchairs in moving within the campus, such as placing portable ramps on steps or helping lifting casters.
- Take and pass items placed on high places for such person(s).
- When assisting a Person/Persons with Disabilities to move within the campus, ask his/her/their wishes regarding walking speed, positioning of left or right, front or back, and distance, etc.
- At lectures or events, if a Person with Disabilities needs to leave his/her/their seat frequently due to the nature of his/her/their Disabilities, the seat(s) for him/her/them is/are placed near the door of the venue.

- When a child with an intellectual disability vocalizes or acts in an obsessive way at an event venue, ask the parents or guardians about their child's characteristics and communication methods, and if the child seems restless while respecting the wishes of the parents or guardians, guide to a private room, etc.
- When the Person with visual Disabilities requests to be guided to a private restroom, while respecting his/her/their wishes, if a staff member of the same gender is available, the same gender staff will guide the person.

(2) Adjustment in Means of Communication.

- At lectures or events, assist the Person with Disabilities by using communication means appropriate for his/her/their Disabilities, such as written communication, reading aloud, sign language, braille, and enlarged letters, or use tactile means of communication.
- When preparing meeting materials in braille or enlarged characters, etc., consider the page numbers in those materials may be different, and ensure that Person with Disabilities will not experience any difficulties when actually using the materials.
- When sending the meeting materials to those who have visual Disabilities, provide them with the materials in electronic media (text format) which is applicable to text-to-speech software programs.
- Write down the directions that are normally given orally on paper, and hand it to the individual.
- When a Person with Disabilities who visits OIST makes a request, speak slowly, politely and repeatedly, and respond to the request while confirming that the explanation has been understood.

(3) Flexible Adjustment of Rules and Practices.

- In the selection for admission, necessary measures should be taken to impartially judge the abilities and suitability of Persons with Disabilities in comparison with a person without Disabilities, such as providing opportunities for separate interviews.
- When a Person with Disability works or studies at OIST, consideration shall be given to ensuring his/her/their equivalent participation to the opportunities which are provided to the person without Disabilities depending on the condition

and characteristics of each Person with Disabilities.

- When a Person with Disabilities is waiting in line for his, her or their turn, provide support by switching the order of turn after seeking the understanding of others who are waiting their turn in the same line, or by preparing a seat in another room where the Person with Disabilities can wait for his/her/their turn.
- When a Person with visual or hearing Disabilities attends lectures or symposiums, provide seats as close to the speakers and screens as possible.
- When a large number of Persons with Disabilities are expected to visit OIST, the parking lots that are usually open to all visitors shall be changed to spots designated for Persons with Disabilities.
- When a Person with Disabilities has a difficulty in passing through the IC-card controlled gates when entering the OIST facilities, assist him/her/them to pass through the gates.

## **Chapter 5. Responsibilities of Supervisors.**

1. To promote the Elimination of Discrimination based on Disabilities, all of the Staff with a position of Manager or above (hereinafter referred to as “Supervisors”) shall pay due attention to the matters avoid unjust discriminatory treatment of Person of Disabilities, and shall endeavor to create an environment in which Reasonable Accommodation is provided for Persons with Disabilities.
  - a) Supervisors shall, through guidance and instruction given in the execution of daily work, call the attention of the Staff and Students to the Elimination of Discrimination based on Disabilities and shall deepen the understanding of the Staff regarding the Elimination of Discrimination based on Disabilities.
  - b) Supervisors shall promptly confirm the situation when a request for consultation or complaint has been filed by Persons with Disabilities or other relevant persons for unjust discriminatory treatment or failure to provide Reasonable Accommodation.
  - c) Supervisors shall instruct their respective subordinate Staff and Students to appropriately provide the Reasonable Accommodation when the provisions of the Reasonable Accommodation have been confirmed to be necessary.
2. Supervisors shall act with due speed to take appropriate action when a problem related to discriminatory treatment based on Disabilities has arisen.

## **Chapter 6. Disciplinary Actions.**

A member of the Staff who engages in unjust discriminatory treatment or who fails to provide any Reasonable Accommodation, notwithstanding the fact that such Reasonable Accommodation does not impose undue burdens, according to the circumstances, etc., may be deemed to have violated and/or neglected his/her/their professional duties, and may be subject to disciplinary actions pursuant to the OIST rules and procedures.

## **Chapter 7. Advisory Services.**

1. While giving a consideration to gender, age, condition, etc., OIST shall establish an advisory desk as stipulated below to properly respond to the requests for consultation on the discriminatory treatment based on Disabilities which are filed by Persons with Disabilities, their families or other related persons.
  - a) Human Resources Division.
  - b) Hotline (RWAH) established by OIST.
  - c) Other personnel designated by the Vice President (Human Resources).
2. The person who intends to request for such consultation may contact to any of the contact points of the advisory desk stipulated in the preceding paragraph, in the form of letter, telephone, e-mail, or any other means.
3. The contact points of the advisory desk shall report the information provided by the person who requested for such consultation to the Employee and Labor Relations Section.
4. The Employee and Labor Relations Section shall compile and record the information provided by the contact point of the advisory desk.
5. The contact points of the advisory desk shall ask or cooperate with relevant division(s) to take appropriate actions, if it is deemed necessary for OIST.
6. Sufficient consideration of the privacy of the consultees shall be provided, when the contact point of the advisory desk shares the information provided by the consultees or when the contact point and/or relevant division(s) take(s) appropriate actions.
7. The service of the advisory desk stipulated in the Paragraph 1 shall be further enhanced as necessary.

## **Chapter 8. Training and Education.**

For promoting Elimination of Discrimination based on Disabilities, OIST shall provide its Staff and the Students with necessary training and education to ensure that they understand the characteristics of Disabilities by informing them of the Act and the Basic Policies or providing opportunities to hear from the Persons with Disabilities so that the Staff and the Students respond appropriately with Persons with Disabilities while taking into consideration of their gender and age, etc.