



OIST OKINAWA INSTITUTE  
OF SCIENCE  
AND TECHNOLOGY

# Handbook for Expecting and New Parents





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# 1 After Your Pregnancy is Confirmed

## Follow These Steps

- Receive your “Pregnancy Certificate.” Your obstetrician will give you this document when you are between 8 and 10 weeks pregnant.
- Submit the “Pregnancy Certificate” to your municipal office.
- Receive a Maternal and Child Health Handbook from your municipal office.
- Report your pregnancy to your workplace at least 6 months ahead of the estimated delivery date.
- Meet with your supervisor to discuss your childcare leave, your work-transition plan, and your desired schedule for returning to work.
- Visit daycare providers to review their policies, processes, and fees.
- **Employees:** Submit your maternity and childcare leave applications to the HR Management Section at least 1 month prior to the start of your maternity leave.
- **Students:** Contact the Student Support Section for assistance when applying for an Academic Accommodation Period.

## Work Transition Prior to Maternity Leave

Prepare to hand over your work before you take maternity leave. Make a transition plan with your supervisor and plan to meet frequently (bi-weekly if possible) to discuss your task status, any training you may need to provide to a colleague, and the timing of your work transition. The earlier you begin this process, the smoother the transition will be for you as you leave (and return from) for your maternity leave.

Remember that an expectant mother’s physical condition may vary throughout pregnancy. If there are changes that impact your ability to work and your health-care practitioner has specific recommendations, a “Maternity Health Guidance Contact Card” can be used to accurately convey these medical recommendations to your supervisor. The contact card can be issued by your hospital or birthing center.

## Gynecological Checkups

Gynecological checkups are for the health of you and your child and are recommended for a safe birth. These checkups are subsidized by the municipalities. Health checkup coupons are provided in the back of the Maternal and Child Health Handbook. Please fill out and submit these coupons to your hospital or birthing center at each checkup. These coupons can be used in all hospitals.

## Pre-Childbirth Checkup Schedule

12 to 23 weeks ••• once every **4 weeks**  
24 to 35 weeks ••• once every **2 weeks\*** ←\*pre-childbirth maternity leave  
36 weeks to childbirth ••• **once a week** begins at 35 weeks

## Post-Childbirth Checkup Schedule

The first infant checkup will be at your delivery hospital 1 month after childbirth. Additional checkups will be provided by your municipality, and coupons for these will be sent to you in the mail. Your health practitioner may suggest that you need additional health guidance beyond these checkups.

## Mothers’ (Parents’ ) Classes

Healthcare providers and municipalities provide opportunities to learn about the physical and mental changes experienced during pregnancy, childbirth, and child-rearing. Attendees will have the opportunity to connect with other expecting mothers, and a midwife or public health nurse will be available to discuss any questions or concerns. You may use paid leave to attend these classes.

\*Please contact the OIST Health Center for a list of classes offered in English.

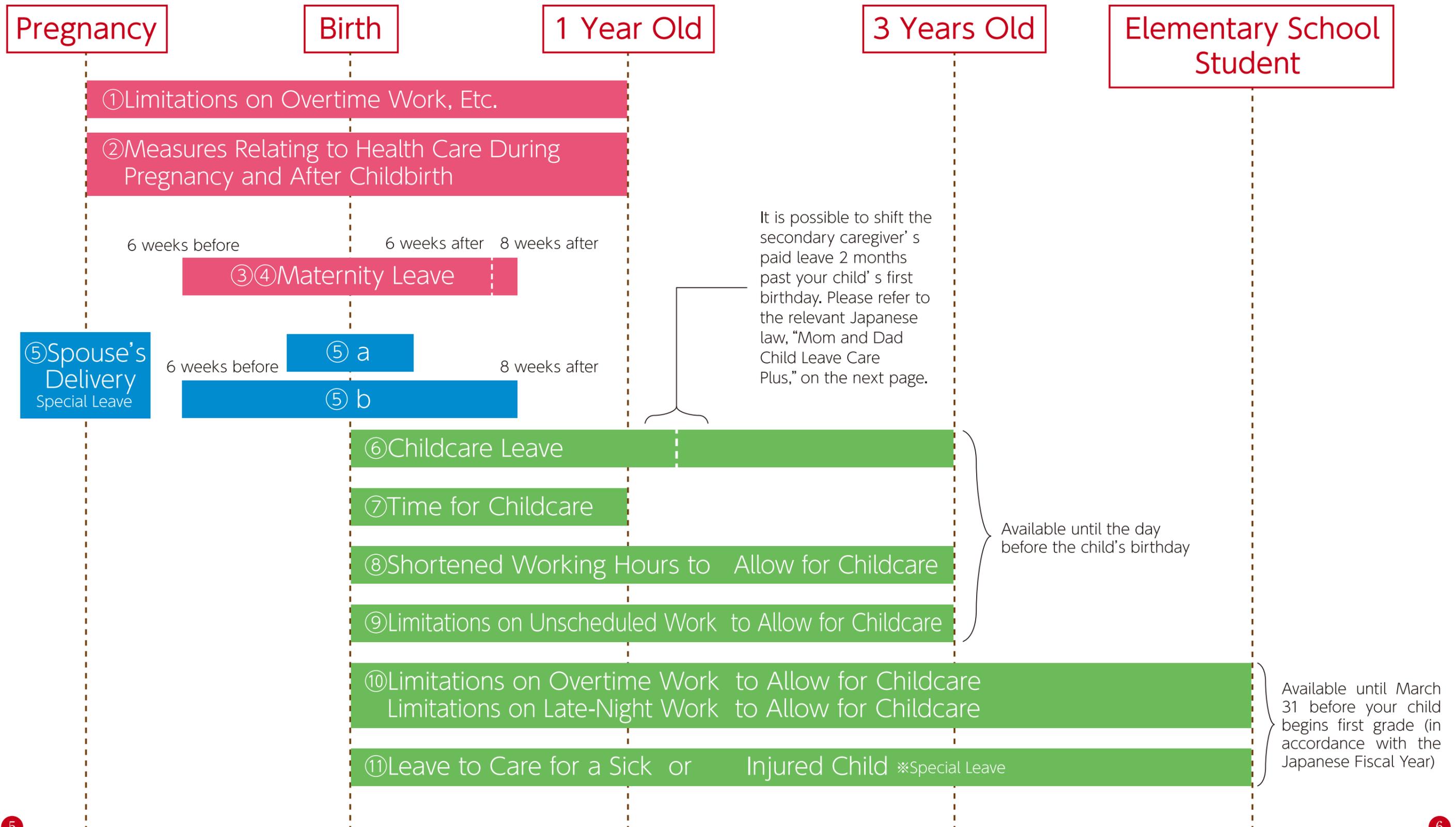
**Safety tip: always carry your emergency contacts and your hospital information with you, so you are prepared for any emergency.**



# Maternity and Childcare Timeline (for employees)

- Employee who is pregnant and gives birth
- Employee whose spouse is pregnant and gives birth
- Both parents

Students: Please refer to the Graduate School Handbook and contact the Student Support Section.



# Benefits and Other Support for Maternity and Childcare Leave

## ① Limitations on Overtime Work, Holiday Work, and Late-Night Work

An employee can request that a limitation be set for overtime, holiday, and late-night work.

Student	PRP
*1	32.3.3

## ② Measures Relating to Health Care During Pregnancy and After Childbirth

An employee who is pregnant may request to take the necessary time off to receive health guidance or to attend medical examinations. If your healthcare practitioner deems it necessary, employees who have given birth within the last year can also request to take the necessary time off to receive health guidance or attend medical examination appointments. Paid leave must be used for these purposes.

Fixed-term/ Permanent	Part-time
Unpaid	Unpaid
Student	PRP
*1	33.3.7

## ③ Maternity Leave – Before Childbirth

An employee can request pre-birth maternity leave to start 6 weeks before the estimated due date (14 weeks if you are pregnant with multiples).

Fixed-term/ Permanent	Part-time
Paid	Unpaid <sup>*2</sup>
Student	PRP
Paid <sup>*1</sup>	33.3.3

## ④ Maternity Leave – After Childbirth

Post-birth maternity leave will start from the actual date of birth and continue for 8 weeks. An employee can request to return to work 6 weeks after childbirth if the healthcare provider deems it will have no adverse health effects. Post-birth maternity leave can be shortened or extended depending on the actual date of birth.

Fixed-term/ Permanent	Part-time
Paid	Unpaid <sup>*2</sup>
Student	PRP
Paid <sup>*1</sup>	33.3.3

## ⑤ Spouse's Delivery – Special Leave

5a. When a spouse gives birth, an employee can take up to 3 days special leave.  
5b. When it is necessary to provide care for a newborn baby or another child who has not entered elementary school, an employee can take up to 5 days special leave within the period beginning 6 weeks before the expected date of his or her spouse's delivery (14 weeks for a multiple pregnancy) and ending up to 8 weeks after the actual date of delivery.

Fixed-term/ Permanent	Part-time
Paid	Unpaid
Student	PRP
Paid <sup>*1</sup>	33.3.5

## “Mom and Dad Child Care Leave Plus”

Relevant Japanese Law: “Mom and Dad Child Care Leave Plus” (For eligible OIST employees)  
If the spouse of an eligible OIST employee begins taking childcare leave prior to the OIST employee, the total period of the OIST employee's childcare leave can be shifted to begin 2 months after the child's birth and continue until the child reaches 1 year and 2 months. The parental leave payments will also be paid to the employee until the child reaches 1 year and 2 months. Review the Diversity Section website for examples:  
<https://groups.oist.jp/ged/expecting-and-new-parents>



Employee who is pregnant and gives birth

Employee whose spouse is pregnant and gives birth

Both parents

Students: Please refer to the Graduate School Handbook and contact the Student Support Section.

## ⑥ Childcare Leave

An eligible full-time employee can take childcare leave until a day before the child's 3rd birthday. An eligible part-time employee can take childcare leave until a day before the child's 1st birthday.

Fixed-term/ Permanent	Part-time
Unpaid <sup>*3</sup>	Unpaid <sup>*3</sup>
Student	PRP
*1	33.3.6

## ⑦ Time for Childcare

An employee who is raising a child under 1 year of age can request 2 periods of at least 30 minutes a day for childcare. However, an employee whose working hours are less than 4 hours can take only one 30-minute period per day.

Fixed-term/ Permanent	Part-time
Paid	Paid
Student	PRP
*1	32.3.1.2

## ⑧ Shortened Working Hours to Allow for Childcare

An employee who is raising a child under 3 years of age can request to shorten their scheduled working hours in 30 minute increments up to a 2 of maximum hours total per day.<sup>\*4</sup> If the child is under 1 and the employee has also been granted time for childcare during the workday, the 2-hour limit will include this time.

Fixed-term/ Permanent	Part-time
Paid	Unpaid
Student	PRP
*1	32.3.1.3

## ⑨ Limitations on Unscheduled Work to Allow for Childcare

An employee who is raising a child under 3 years old can request limitations on unscheduled work to allow for childcare.<sup>\*4</sup>

Student	PRP
*1	32.3.3.2

## ⑩ Limitations on Overtime and Late-Night Work to Allow for Childcare

An employee who is raising a child who has not yet entered elementary school can request limitations on overtime work and late-night work to allow for childcare.<sup>\*4</sup>

Student	PRP
*1	32.3.3.3 32.3.3.4

## ⑪ Leave to Care for a Sick or Injured Child – Special Leave

An employee can take up to 5 days of special leave per child per year if the child is sick, is injured, receives vaccinations, or must attend a medical check-up. This benefit is only for children who have not yet entered elementary school. Up to 10 days per year may be taken for employees with 2 or more children.

Fixed-term/ Permanent	Part-time
Paid	Paid
Student	PRP
Paid <sup>*1</sup>	33.3.5

<sup>\*1</sup> The support and leave systems for PhD students are different from those of full- and part-time employees. Please refer to the Graduate School Handbook and contact the Student Support Section.

<sup>\*2</sup> Although part-time employees will not be paid for their maternity leave, the Private School Mutual Aid (PSMA) will provide maternity allowance to PSMA members.

<sup>\*3</sup> Neither full-time nor part-time employees will be paid during their childcare leave. However, those who are eligible for employment insurance and those who meet the requirements for receiving benefits can claim childcare leave benefits from their employment insurance company. More information is available on the next page.

<sup>\*4</sup> Note that employees who have been employed less than a year and/or who work less than 2 days per week are not eligible.

## At Childbirth

**[Allowance for delivery costs (from Private School Mutual Aid) or lump-sum allowance for childbirth and childcare (from Japanese National Health Insurance)]**

**Eligible persons:** full-time and part-time employees who receive benefits from the Private School Mutual Aid system, and students who receive benefits from Japanese National Health Insurance

**Amount:**

- When the delivery is applicable to the Japan Obstetric Compensation System: **420,000 JPY**
- When the delivery is not applicable to the Japan Obstetric Compensation System: **404,000 JPY**
- Apart from the above-mentioned allowance, you will receive **50,000 JPY** if you receive benefits from the Private School Mutual Aid system.

**How you will receive the allowance:**

If your medical institution uses the direct payment system, the allowance will be paid directly from your insurance association to the medical institution where you gave birth. If the cost of the delivery exceeds the allowance and you receive benefits from the Private School Mutual Aid system, you will personally pay the difference; if the cost of the delivery falls below the allowance, you will automatically receive, via OIST, the difference within approximately 3 months after the date of delivery. If the cost of the delivery exceeds the allowance and you receive benefits from Japanese National Health Insurance, you will personally pay the difference; if the cost of the delivery falls below the allowance, you will automatically receive, via your municipality, the difference within 1 or 2 months from the date of delivery.

\*If your medical institution does not accept the direct payment system, contact the HR Management Section if you are an OIST employee, or contact the Student Support Section if you are an OIST student.

## During Pre-Birth and Post-Birth Leave

**[Regular salary and housing allowance]**

**Eligible persons:** full-time employees and students who serve as OIST research assistants

**Applicable period:** during pre-birth and post-birth leave

**Amount:** same amount as your regular salary (or your economic support if you are a research assistant).

**Benefit for delivery (from Private School Mutual Aid)**

**Eligible persons:** part-time employees who receive benefits from the Private School Mutual Aid system.

If you are a part-time employee, you will not receive a salary during pre-birth and post-birth leave; instead, you will receive a benefit for delivery if you receive benefits from the Private School Mutual Aid system and meet certain requirements for receiving the benefit.

**Applicable period:**

If you are pregnant with 1 baby, the applicable period is during a leave of absence that should occur during the period between 42 days before and 56 days after the date of delivery—or the scheduled date of delivery when the delivery occurs after the scheduled due date. If you are delivering multiples, the applicable period is during a leave of absence that should occur during the period between 42 days before and 98 days after the date of delivery—or the scheduled due date.

**Amount:**

Each business day you will receive a benefit equivalent to 80% of 1/22 of your average standard monthly remuneration for the latest consecutive twelve months you worked, excluding the month during which the payment of the benefit starts. If the pay period prior to the payment of the benefit is less than twelve months, you will receive a benefit per day that is calculated by deducting the amount of remuneration paid by OIST to you from 80% of an amount that is the smaller of the following:

- an amount equivalent to 1/22 of your average standard monthly remuneration, paid during your most recent span of uninterrupted work, excluding the month during which the payment of the benefit for delivery starts
- an amount equivalent to 1/22 of the average standard monthly remunerations paid to all subscribers who are subject to the regulation on the short-term benefit as of September 30 of the year before the year during which the benefit for delivery starts

Please refer to ③ and ⑤ on the previous page

## During Childcare Leave

**[Benefit for childcare leave (from Japanese Employment Insurance)]**

**Eligible persons:** full-time employees and part-time employees who pay into Japanese Employment Insurance

**Conditions for receiving the benefit:**

1. During the 2 years before your leave starts, you must have worked for twelve or more complete months, with eleven or more paid days completed within each month.
2. You must have 10 or less workdays and 1 or more non-workdays each month during your leave. When the number of workdays during one month exceeds ten, the total work hours during that month shall be 80 hours or less.

\*If you receive remuneration from OIST at an amount equivalent to 80% or higher of the benefit amount, you are not entitled to receive the benefit from employment insurance.

**Period during which you will receive the benefit:**

You will receive the benefit until 2 days before the day your child turns 1 year old, or 1 year and 2 months old if both you and your spouse take childcare leave (see “Mom and Dad Child Care Leave Plus” on the previous page), or up to 2 years old for those with certain extenuating circumstances such as when no daycare center is available.

**Amount:**

You will receive an amount equivalent to 67% of your daily wage at the time when your leave starts, multiplied by the number of days for which the benefit is paid (reducing to 50% after 6 months of childcare leave have passed.)

\*The Japanese government sets upper and lower limits for the benefit, and those limits are revised by August 1 of each year.

Please refer to ⑥ on the previous page

## After Childbirth

**[Child allowance]**

**Eligible persons:** full-time employees, part-time employees, and students

**Conditions and period for receiving the allowance:**

Children residing in Japan who have not yet graduated from junior high school will receive the allowance until March 31st after their 15th birthday.

**Amount**

Age of children	For all children younger than 3 years	For all children aged 3 years or older who have not yet graduated from elementary school	For all children who are junior high school students
Amount (per child)	15,000 JPY	10,000 JPY (from your 3rd child: 15,000 JPY*)	10,000 JPY

**Apply for the child allowance at your municipal office.**

When the income of a person who is raising a child exceeds a certain upper limit designated by the central government, the amount of allowance is 5,000 JPY per month regardless of the age of the child.

\*If you have 3 or more children, you will receive this amount for each child who is 3 years old or older and who has not graduated from elementary school—as long as 3 or more of your children in total have not graduated from high school or aged past March 31st after their 18th birthday, whichever comes first.



Prior application is necessary to receive benefits or exemptions from the payment of insurance fees, etc. Contact the HR Management Section or the Student Support Section for details before starting the paperwork.

# Post-Birth Documents and Procedures

## Birth Registration

You must register the birth of your child at your municipal office **within 14 days after their birth**. In principle, the birth registration should be submitted by a child's father or mother, but there are municipal offices that accept registration by proxy. Many municipalities require the following documents, but you should contact your municipal office for details.

- ①Certificate of Birth (which is filled out by your obstetrician)
- ②Birth Registration Form (which comes with the Certificate of Birth)
- ③Maternal and Child Health Handbook ( "Boshi Techou" )
- ④Parent' s or guardian's ID card with photo
- ⑤Signature stamp ( "inkan" )
- ⑥Residence Card (if the child's parent or guardian is a foreign national)

When the child's parents are foreign nationals, use the "Proof of Birth Registration Form," which will be required for foreign resident registration or nationality applications.

## Child Allowance Application

Apply for the child allowance at your municipal office **within 15 days of the birth of your child**. In principle, the payment of the allowance starts the month after the month of the application submission date. We recommend that you file the application for the allowance **on the same day as the birth registration** because you cannot retrospectively apply for the allowance. Below are the most commonly requested documents, but you should contact your municipal office for details.

- ①Copy of parent or legal guardian's Japanese Health Insurance card
- ②Child Allowance Authorization Application Form (obtain from your municipal office)
- ③Copy of a document showing the bank account number of the parent or guardian
- ④Signature stamp ( "inkan" )
- ⑤Parent or guardian's "My Number" card

**Every year in June**, your municipal office will ask you to submit a **Status Quo Notice** in order to continue to receive the child allowance payment. If you fail to submit a Status Quo Notice, the childcare allowance payment will be discontinued.

## Medical Support for Children

Part of the self-pay portion of an expense for medical care for children is supported by your municipality. The Certificate for Qualified Recipients is issued after the application for the Medical Support for Children. Expenses for outpatient visits, inpatient stays, prescription medicines, and dental therapy are subject to the Medical Support for Children. Some healthcare measures, including some immunizations and health checkups, are not covered by the universal healthcare system and are thus outside the scope of the Medical Support for Children. You can file the application for the Medical Support for Children only after a Japanese Health Insurance ID card is issued for your child by your mutual aid association or other health insurance association.

- ①Child's Japanese Health Insurance ID card
- ②Bank book for a savings account opened in the name of the parent or guardian
- ③Signature stamp ( "inkan" )

## Acquiring Resident Status

Apply for resident status for your child at the Immigration Bureau **within 30 days** after his or her birth. The following documents are required:

- ①Child' s passport (or the Statement of Reason if the child has no passport)
- ②Proof of Birth Registration Form (obtain from your municipal office)
- ③Certified copy of your family' s Resident Registration Form (obtain from your municipal office)
- ④Both parents' passports
- ⑤Both parents' Withholding Certificates (obtain from OIST HR if you are an employee or from OIST Student Services if you are a student)
- ⑥Proof of Statements in the Birth Registration Form (obtain from your municipal office)
- ⑦Certificate for Tax Payment (obtain from your municipal office)
- ⑧Certificate for Income Tax (obtain from your municipal office)

## Applying for a Passport – Children of Foreign Nationals

You can acquire your child's passport at your home country's consulate or embassy in Japan. You may also be required to obtain a certificate from your home country proving you've registered your child's birth abroad. Contact your embassy for details as requirements vary by country.

## Documents to Submit to the HR Management Section – 1 Month Prior to Leave

- ①Claim Form for Delivery (please submit only if your hospital or birthing center does not use the direct payment system)
- ②Notification of Dependent(s)
- ③Request for Shorter Working Hours for Childcare
- ④Request for Childcare Leave
- ⑤Request for Reinstatement of Work (after maternity leave or childcare leave)



- Questions about the documents, procedures and child dependence certification: Employees Please contact the HR Management Section if you are an employee. Please contact the Student Support Section if you are a student.
- If your maternity hospital or birthing center is a member of the Direct Payment System, they will arrange the necessary procedures. Please check with your hospital or birthing center.

# 6 Returning to Work – Important Factors to Consider

## Childcare

- Begin to research childcare options during the 3rd or 4th month of pregnancy as it will be a more convenient time to conduct a thorough visit.
  - Factors for consideration include:
    - childcare center educational policies
    - feeding and how food allergies are handled
    - distance (time) from home to the childcare center and then to the workplace
    - number of children on their waiting list
    - possibility of extended childcare hours
- By the 6th or 7th month of pregnancy narrow down your childcare center choices to 3 and make a final decision. There may be a waiting list at some centers, so the earlier you decide the better. OIST also offers onsite childcare.
- Check the childcare center admission application procedures. Some centers may require the following documents:
  - Certificate of Employment – the HR Management Section can provide this document
  - Application for Admission
  - Health Check Certification
  - Withholding Tax Statement
- Certified and non-certified centers may require different documents to be submitted. If you wish to enroll your child at a certified childcare center on or after April in the next fiscal year, you need to submit documents to your municipal office by November of the previous year.
- If your child is accepted into a certified childcare center, you will need to complete an interview before your child's first day at the center. For more information, please contact the center or your municipal office if the center is run by your municipal government.
- Some childcare centers may require you to bring certain items (e.g. diapers), so be sure to check the list early and prepare.
- Plan the details of your child-care support at home with your spouse or other family members before your return to work. Determine in advance who will handle drop-off, pick-up, and potential illnesses or emergencies.
- Your first day back to work and the childcare center entrance ceremony may overlap, so plan accordingly.
- Your child may need time to adjust to the childcare center, so consider taking advantage of reduced working hours benefits.
- You may need to consider temporary childcare if you will return to work before your child enrolls at the center.

## Work Transition after Maternity Leave

- Set up a meeting with your supervisor a few months prior to returning to work.
- Discuss the work status, your preferences for returning to work, and any related health considerations for you and/or your child.
- Consider how your decisions will impact your supervisor and co-workers, and have open conversations about the impact.
- Discuss the details of how you will successfully transition back to work, including your reduced schedule and breaks needed for expressing breast milk, if required.
- Determine the timing of your return; you might consider a reduced schedule to ease back into the work.
- It is natural to feel nervous on your first day back even if you return to the same workplace and position. Take your time when getting used to the work and the environment again.
- If your child is enrolled in a childcare center, it is common for them to be sick (they are building their immunity). Because of this, consider how you organize your work commitments so you are prepared for any necessary emergencies.
- Inform your supervisor and co-workers of your needs so there is open communication.



# 7 Additional Support from OIST

## Child Development Center (CDC)

Employees and students may request childcare for infants and children who are between 2 months and 6 years old on the day of admission. The CDC is open from 8am to 6pm, Monday to Friday (excluding OIST holidays).

For more information about the CDC, visit: <https://groups.oist.jp/cdc>



## Stop-the-Clock

Faculty may request an extension of their contract, including a postponement of their tenure evaluation or unit review, to accommodate for parental responsibilities relating to the birth of a child, adoption of a child, or rearing of a baby. Science and technology associates can request an extension of their contract or a postponement of their review to accommodate parental responsibilities relating to the birth of a child, adoption of a child, or rearing of a baby.

Contact: Faculty Affairs Office [fao-enquiries@oist.jp](mailto:fao-enquiries@oist.jp)

## Professional Travel Support Program

Transportation expenses or babysitting fees may be covered for employees and students with small children who travel to participate in conferences, symposiums, or other work-related meetings.

Contact: Diversity Section [diversity@oist.jp](mailto:diversity@oist.jp)

For more information about the "Stop-the-Clock" policy and the "Travel Support Program," please visit the following URL or scan the QR code.

<https://groups.oist.jp/ged/relevant-policies#career>



## Facilities

Changing tables are available in the center building and in the lab buildings. Mothers' rooms (Lab 3 C729, Conference Center) are available to faculty, staff, students, and family members who are pregnant and need to rest. Mothers who choose to breast-feed their infants or who wish to express milk may also use the mothers' room.

For more information, visit <https://groups.oist.jp/ged/expecting-and-new-parents>



# 8 Medical Information

## OIST Health Center (Level B, Center Building)

The OIST Health Center supports the comprehensive health of the OIST community, and nurses are available on campus to help answer any health-related questions. All faculty, staff, students, and their families can use this service. Their website provides a list of hospitals that can provide English-speaking doctors and staff on the island, details about group vaccinations on campus, and other useful health information. If you have any questions, please contact the OIST Health Center at any time.

The Health Center is also able to offer initial health consultations to you and your children. You can visit or call during their regular hours. The service is available both in Japanese and English.

Open Hours: 9am-5:30pm (Monday to Friday, excluding OIST holidays)  
098-966-8945 (ext. 28945)

Their website can be viewed by using this URL or QR code: <https://groups.oist.jp/medical>



## Emergency

If you or your child have any health issues requiring consultation outside of normal business hours, you can reach the OIST nurses through the OIST helpline. The helpline is available both in Japanese and English (sometimes it may take time to transfer to a nurse).

**24-hour OIST Help Line: 098-966-8989**

※If the issue is very urgent, please don't hesitate to call an ambulance. The emergency number is available both in Japanese and English. Please call 119.

**Emergency call: 119**

Please always carry your emergency contacts and your hospital information with you in preparation for any emergency.

## Prevention of Harassment Related to Pregnancy, Childbirth, Childcare, and Family Care Leave

The “Act on Securing Equal Opportunity and Treatment Between Men and Women in Employment” prohibits employers from dismissing or giving disadvantageous treatment to female workers due to pregnancy, childbirth, or other reasons prescribed by the relevant Ordinance of the Ministry of Health, Labor, and Welfare. OIST will not tolerate disrespectful communication, discrimination, harassment, or bullying in any form as stipulated in PRP 39.4. Retaliation against any employee or student who reports harassment or bullying is prohibited.

To learn more, please visit the website for official policy documents:

<https://groups.oist.jp/ged/relevant-policies#harassment>



### [RWAH] Respectful Workplace and Anti-Harassment Hotline

The RWAH hotline provides a way to ask for a consultation or to make a complaint in Japanese or in English that is confidential and external to OIST. The hotline is answered by experienced, trained, and professional mediators who can provide a consultation. If necessary—and only with your consent—the mediator can report the matter to OIST in order to resolve the situation.

RWAH mediators’ contact information (both are bilingual)

Mr. Ichiro Ashihara : 050-5236-2376 Ms. Vicki Beyer : 050-5236-2375

E-mail: [oistmediators@yahoo.co.jp](mailto:oistmediators@yahoo.co.jp)

### HR-Level Dispute Resolution

If an employee making a claim believes that the complaint and dispute on harassment issues have not been resolved through the confidential external hotline, the claimant may contact the Vice President for Gender Equality and Human Resources (VPGEHR). A claimant may also directly contact VPGEHR without going through the external hotline. A confidential email inbox has been set up to contact VPGEHR and make a claim. Please review PRP39.6.2.3 for more information.

Contact VPGEHR:

[RWAH.HRcontact@oist.jp](mailto:RWAH.HRcontact@oist.jp)

For more on OIST’s commitment to maintaining a respectful workplace, refer to the details in chapter1, “who we are: Founding and Governing Principles”.

### Contacts:

Questions or comments about the handbook

Diversity Section ([diversity@oist.jp](mailto:diversity@oist.jp))

Employee leave and related procedures

HR Management Section ([hr-management@oist.jp](mailto:hr-management@oist.jp))

Student leave and related procedures

Student Support Section ([study@oist.jp](mailto:study@oist.jp))



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