

## **Radiation Effects Research Foundation Regulations on Reporting in the Public Interest**

(Purpose)

**Article 1** - The purpose of these regulations is to quickly detect and correct any legal violations, improprieties or other inappropriate situations, with the goal of encouraging compliance with relevant laws and ordinances. To this end, these regulations stipulate proper handling of reports and consultations received from inside or outside the Radiation Effects Research Foundation (hereinafter referred to as “this juristic person”) concerning personal or organizational violations of regulations, laws or ordinances, as well as any improper activities (hereinafter referred to as “violations/improper activities”).

(General Managing Officer)

**Article 2** - The Director in charge of matters involving reporting in the public interest shall supervise the handling of reporting in the public interest at this juristic person.

(Contact)

**Article 3** - A contact shall be established in the General Affairs Section of the Secretariat to receive reports from both inside and outside this juristic person concerning violations/improper activities or for conducting consultations (hereinafter referred to as “reports/consultations”). Such a contact will be hereinafter referred to as “contact for report/consultation.” The contact for report/consultation will determine whether cases brought forward fall under the category of violations/improper activities. The General Affairs Section of the Secretariat in Nagasaki Laboratory shall convey the content of any such report/consultation it receives to the General Affairs Section of the Secretariat in the Hiroshima Laboratory.

2. An individual receiving reports/consultations must not engage in cases in which he/she is personally involved or has a personal stake.

(Informants and consultants)

**Article 4** – Those who communicate with the contact for report/consultation (hereinafter referred to as “informants or others”) shall comprise this juristic person’s employees (research scientists, general employees, temporary employees, short-term employees, and dispatched employees) as well as those other than the staff members described above (retirees, business partners, employees of various corporations, private businesses, or the general public, among others).

(Methods for reporting and handling reports/consultations)

**Article 5** - Reports/consultations can be made by telephone, electronic mail, facsimile, in written form or in person. Reports/consultations shall provide the contact for reports/consultations with necessary information stipulated in the Form for Report/Consultation (Form 1).

2. Notwithstanding the preceding paragraph, if a report/consultation is received by other methods, it may be treated the same as a report/consultation in accordance with the preceding paragraph depending on the content.
3. The General Affairs Section, upon receiving a report/consultation as prescribed in

the preceding two paragraphs, shall inform the Director in Charge of the content of the report/consultation. With regard to an investigation and corrective measures for the alleged incident, the provisions prescribed in Chapters 5 and 6 of the Regulations Concerning Prevention of and Response to Research Misconduct and the Regulations Concerning Prevention of and Response to Misuse of Research Funds shall be applied mutatis mutandis.

4. When receiving a report/consultation as stipulated in the preceding paragraph, the Director in Charge shall inform the Chairman of that matter without delay.
5. Documents regarding reports/consultations shall be properly maintained by the General Affairs Section.

(Protection of informants or others)

**Article 6** - Informants or others must not be subjected to any disadvantageous treatment for reporting/consultation, such as discharge from work.

2. The Chairman must take adequate measures to ensure that the working environment of the informants or others is not disrupted or hostile because they submitted a report or sought a consultation.

(Protection of the accused)

**Article 7** - The accused (an individual alleged to have been involved, to be currently involved or about to be involved in improper activity) must not be subjected to any disadvantageous treatment, such as discharge from work on the basis of a report made or consultation requested.

(Notification to informants or others)

**Article 8** - When necessary, the Chairman must notify, without delay, the informants or others of the results of any investigation or correction, with due consideration to the privacy of the accused.

(Prohibition of false or malicious reports)

**Article 9** - Informants or others must not make false, libelous or slanderous reports, or any other illicit reports.

(Disciplinary and other actions)

**Article 10** - When employees and others violate the provisions in the preceding article, or in Paragraph 1, Article 6 and Article 7, the Chairman can take disciplinary or other actions against the employees and others in question.

(Confidentiality obligation)

**Article 11** - Employees and others who are engaged in the work prescribed in these regulations must not divulge any confidential information that they have come to know in performing their duties. The same shall apply when they are no longer affiliated with this juristic person.

(Protection of personal information)

**Article 12** - Employees and others who are engaged in the work prescribed in these regulations must not reveal to others the content of any report/consultation or personal information they have come to know in carrying out investigations, without legitimate justification; nor must they use such information for improper

purposes. The same shall apply when they are no longer affiliated with this juristic person.

(Forms for reports/consultations)

**Article 13** - Forms for reports/consultations from informants or others are prescribed as follows:

- (1) Form for receiving reports/consultations from informants or others (Form 1)
- (2) Form for receipt/management ledger of contacts for report/consultation (Form 2)

(Miscellaneous provision)

**Article 14** – In addition to the stipulations in these regulations, the Regulations Concerning Prevention of and Response to Research Misconduct and the Regulations Concerning Prevention of and Response to Misuse of Research Funds also govern improper research conduct and misuse of research funds.

### **Supplementary Provision**

These regulations will be effected on November 6, 2007.

### **Supplementary Provision**

(Effective Date)

These regulations shall take effect from the date of registration of establishment as a public interest corporation, as stipulated in paragraph 1 of Article 106 of the Act Serving as a Complement to Related Laws that Accompany Enactment of the Act on Authorization of Public Interest Incorporated Associations and Public Interest Incorporated Foundations, and the Act on General Incorporated Associations and General Incorporated Foundations.

### **Supplementary Provision**

These regulations will be effected on June 1, 2016.

### **Supplementary Provision**

These regulations will be effected on April 1, 2020.

**Form for Report/Consultation**

Name of informant	( <input type="checkbox"/> Anonymous )	Date of entry	
Affiliation of informant	- Employee, Temporary employee (Dept./Sec.: ) - Short-term employee, Dispatched employee (Dept./Sec.: ) - Former employee - Business partner (Transactional relationship: Company name: Dept./Sec.: ) - Others ( )		
Contact of choice	- Phone [Home/Work/Cell/Others ( )] - E-mail [Home/Work/Others ( )] - Fax [Home/Others ( )] - Written form [Home/Work/Others ( )] - Others ( )		
Contact to:			
Content of report/consultation	(1) Subject person of report/consultations: Dept./Sec.:		
	(2) Subject activity [has been conducted/is going to be conducted/ Others ( )] (When) (Where) (What) (How) (For what) (Why) Subject violation of laws, etc.		
	(3) How learned of subject activity:		
	(4) Views on subject activity:		
	(5) Special note:		
Documentary and other evidence: Present [Written form/Tape/Floppy disk/Others( )]/Absent Notification of progress/final report of investigation (Yes/No) (Note: Notification shall not be made when a report/consultations is anonymous.)			

- \* Please use this form to organize the content of the report/consultation (This form can be sent by post or e-mail.)
- \* Please fill out this form to the extent possible. (Need not fill out every column.)
- \* If possible, please use your real name. (If this report/consultation is anonymous, a notification of investigation results may not be made and an adequate fact-finding investigation may not be possible.)

Receipt No.:  
Responsible person:

**Acceptance Ledger for Report/Consultation**

Date of report/consultations	(Year/Month/Date/Hour/Minute)	Person in charge	
Method of report/consultations	Telephone/E-mail/Fax/Written form/Interview/Others ( )		
Name of Informant			
Category	- Employees, Temporary employees (Dept./Sec.: ) - Short-term employee, Dispatched employee (Dept./Sec.: ) - Former employee - Business partner (Transactional relationship: Company name: Dept./Sec.: ) - Others ( )		
Content of report/consultations (1) Subject person of report/consultations: Dept./Sec.: (2) Violation/improper activity: (When) (Where) (How) (3) Subject violation/improper activity [has been conducted/is going to be conducted/ others ( )] (4) Subject violation of laws, etc.: (5) Documentary and other evidence: Present [Written form/Tape/Floppy disk/ Others ( )]/Absent (6) Presence or absence of report/consultation other than those received by the contact for report/consultation: Present [Supervisor/Others ( )]/Absent (7) Special note:			
Note			
Contact method to informant	- Phone [Home/Work/Cell/Others ( )] - E-mail [Home/Work/Others ( )] - Fax [Home/Others ( )] - Written form [Home/Work/Others ( )] - Others ( )		
Contact to		Responsible person	Section Chief
Date of report to Chairman	(Year/Month/Date)	Seal	Seal

### Processing Status of Report/Consultation

Supporting evidence for report/consultations	Adequate/Inadequate( )		
Additional evidence requested to informant, etc. on:	(Year/month/date)	Additional evidence provided by informant, etc. via:	Phone/E-mail/Fax/Written form/Interview/ Others ( )
Provision of additional evidence by informant, etc.	Yes ( )/No		(Year/month/date)
Need for investigation	Necessary/ Unnecessary	Decision date to start investigation	(Year/month/date)

	Date	Date and method of notification to informant, etc.		Responsible person	Section Chief
		Date	Method		
Investigation started on	(Year/month/date)	/	/	Seal	Seal
Investigation completed on:	(Year/month/date)	(Year/month/date)		Seal	Seal
Subject of investigation notified with investigation results on:	(Year/month/date)	(Year/month/date)		Seal	Seal
Corrective measures ordered to dept./sec. on:	(Year/month/date)	/	/	Seal	Seal
Chairman received implementation status report from dept./sec. on:	(Year/month/date)	/	/	Seal	Seal
Follow-up to informant, etc. on:		(Year/month/date)		Seal	Seal
Follow-up to informant, etc. on:		(Year/month/date)		Seal	Seal
Follow-up to informant, etc. on:		(Year/month/date)		Seal	Seal