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東海国立大学機構役員及び職員倫理規程（改正：令和３年３月３１日機構規程第１９７号）

Tokai National Higher Education and Research System Officer and Employee Ethics Rules (Revision: THERS Rule No. 197 of March 31, 2021)

翻訳年月日：令和５年９月４日

東海国立大学機構役員及び職員倫理規程

Tokai National Higher Education and Research System Officer and Employee Ethics Rules

（令和２年４月１日機構規程第２３号）

(THERS Rule No. 23 of April 1, 2020)

改正

Revision

令和３年３月３１日機構規程第１９７号

THERS Rule No. 197 of March 31, 2021

（趣旨）

(Purpose)

第１条 国立大学法人東海国立大学機構組織運営通則（令和２年度機構通則第１号）第４条第１項に規定する役員（非常勤を除く。）の倫理及び東海国立大学機構職員就業規則（令和２年度機構規則第１号。以下「職員就業規則」という。）第２９条第２項の規定に基づく職員の倫理に関して、遵守すべき職務に係る倫理原則及び倫理の保持を図るために必要な事項については、この規程に定めるところによる。

Article 1 Matters related to the maintenance of ethics and the ethical principles to be observed in the execution of duties by officers (excluding part-time officers), as provided for under Article 4, Paragraph (1) of the National University Corporation Tokai National Higher Education and Research System General Rules for Organizational Operation (THERS General Rule No. 1 of Academic Year 2020), and employees, as provided for under Article 29, Paragraph (2) of the Tokai National Higher Education and Research System Employee Work Rules (THERS Rules No. 1 of Academic Year 2020) (hereinafter referred to as the “Employee Work Rules”) shall be governed by these Rules.

（倫理行動基準）

(Ethical code of conduct)

第２条 役員及び職員（以下「役職員」という。）は、東海国立大学機構（以下「機構」という。）の役職員としての誇りを持ち、かつ、その使命を自覚し、次に掲げる事項をその職務に係る倫理の保持を図るた

めに遵守すべき基準として、行動しなければならない。

Article 2 Officers and employees (hereinafter referred to as “Officers and Employees”) must take pride in being Officers and Employees of the Tokai National Higher Education and Research System (hereinafter referred to as “THERS”), recognize their mission, and act in accordance with the standards set out below in order to uphold ethics in the execution of their duties:

一 役職員は、職務上知り得た情報について一部の者に対してのみ有利な取扱いをする等不当な差別的取扱いをしてはならず、常に公正な職務の執行に当たらなければならないこと。

(i) Officers and Employees must not handle information learned in the execution of their duties in an unfair or discriminatory manner for the benefit of only a limited number of persons, and must always execute their responsibilities fairly;

二 役職員は、常に公私の別を明らかにし、いやしくもその職務や地位を自ら又は自らの属する組織のための私的利益のために用いてはならないこと。

(ii) Officers and Employees must always clearly distinguish work matters and personal matters, and must not utilize their responsibilities or position for the personal benefit of themselves or any organizations to which they are affiliated in the slightest way;

三 役職員は、法令及び機構の諸規程により与えられた権限の行使に当たっては、当該権限の行使の対象となる者からの贈与等を受けること等の行為をしてはならないこと。

(iii) When executing the authority granted under the law or any of the rules of THERS, Officers and Employees must never receive gifts, etc., from persons who are subject to the execution of said authority;

四 役職員は、職務の遂行に当たっては、公共の利益の増進を目指し、全力を挙げてこれに取り組まなければならないこと。

(iv) When executing their responsibilities, Officers and Employees must make every possible effort to promote the public interest;

五 役職員は、勤務時間外においても、自らの行動が機構の信用に影響を与えることを常に認識して行動しなければならないこと。

(v) Even outside their working hours, Officers and Employees must remain aware of the fact that their behavior affects the reputation of THERS and act accordingly.

(事業者等)

(Business, etc.)

第3条 この規程において「事業者等」とは、法人（法人でない社団又は財団であって代表者又は管理人の定めがあるものを含む。）その他の団体及び事業を行う個人（当該事業の利益のためにする行為を行う場合における個人に限る。）をいう。

Article 3 (1) Under these Rules, “Business, etc.” shall mean any corporation (including associations and foundations that are not corporations that have nominated a representative or manager), or any other group or individual involved in business (limited to individuals when acting for the benefit of the business in question).

2 この規程の適用については、事業者等の利益となる行為を行う場合における役員、従業員、代理人その他の者は、前項の事業者等とみなす。

(2) When applying these Rules, any officer, employee, proxy or other party shall be deemed to be the Business, etc.

of the preceding paragraph when acting for the benefit of the business in question.

(利害関係者)

(Interested party)

第4条 この規程において、「利害関係者」とは、役職員が職務として携わる次の各号に掲げる事務の区分に応じ、当該各号に定める者をいう。

Article 4 (1) Under these Rules, an “Interested Party” shall mean any person or party from the work categories listed in the following items with an involvement in the work of Officers and Employees:

一 物品購入等の契約に係る事務 これらの契約を締結し、又は申込みをし、若しくは申込みをしようとしていることが明らかである事業者等

(i) Work related to contracts for the procurement of goods, etc. - Business, etc. that have concluded such a contract, requested the conclusion of such a contract, or are clearly seeking to conclude such a contract;

二 共同研究及び受託研究の契約に係る事務 これらの契約を締結し、又は申込みをし、若しくは申込みをしようとしていることが明らかである事業者等

(ii) Work related to contracts for joint research or commissioned research - Business, etc. that have concluded such a contract, requested the conclusion of such a contract, or are clearly seeking to conclude such a contract;

三 入学試験における合格者の決定に係る事務 機構が設置する国立大学（以下「大学」という。）への入学を志願する者及びその関係者

(iii) Work related to decisions on who has passed university entrance examinations - Persons who wish to enter national universities established by THERS (hereinafter referred to as the “Universities”) or related persons;

四 単位認定、学位の授与等の学生等の地位に係る事務 単位若しくは学位を取得し、又は取得の申請をし、若しくは申請をしようとしていることが明らかである学生等（大学の学生及び大学の研究科に係る論文による博士の学位の申請者をいう。以下この号において同じ。）及びその関係者（学生等の親族、単位又は学位の申請者が籍を置く会社等の役員、社員等をいう。）

(iv) Work related to the status of students, etc., such as the granting of credits and conferring of degrees - Students etc. (students of the Universities, and persons applying for doctoral degrees based on a thesis related to the graduate schools of the Universities; hereinafter the same shall apply under this item) who have acquired credits or degrees, have applied to acquire credits or degrees, or are clearly seeking to acquire credits or degrees, and related parties (relatives of the Students, etc., and the Officers and Employees of companies etc. to which the Student etc. who is applying to receive credits or degrees is affiliated);

五 学生又は職員の懲戒処分決定に係る事務 当該懲戒処分の対象となる学生又は職員

(v) Work related to decisions on disciplinary procedures for students, Officers and Employees - The students, Officers and Employees who are the subject of such disciplinary procedures;

六 職員として採用する者の決定に係る事務 機構に職員として採用を希望する者及びその関係者

(vi) Work related to decisions on the hiring of staff - Persons seeking to be hired by THERS and related parties.

2 役職員に異動があった場合において、当該異動前の役職に係る当該役職員の利害関係者であった者が、異動後引き続き当該役職に係る他の役職員の利害関係者であるときは、当該利害関係者であった者は、当該異動の日から起算して3年間（当該期間内に、当該利害関係者であった者が当該役職に係る他の役職員の利害関係者でなくなったときは、その日までの間）は、当該異動があった役職員の利害関係者で

ある者とみなす。

(2) When Officers and Employees receive a job transfer, if a party that was an Interested Party for the Officers and Employees in question in his or her role prior to the job transfer continues to be an Interested Party for the Officers and Employees with whom the transferred Officers and Employees had a relationship prior to the job transfer, the Interested Party in question shall be considered an Interested Party of the transferred Officers and Employees for a period of three years from the date of such job transfer (or until such time as the Interested Party in question is no longer an Interested Party for the Officer and Employees with whom the transferred Officer and Employees have a relationship, should this happen within the three-year period).

3 他の役職員の利害関係者が、役職員をしてその役職に基づく影響力を当該他の役職員に行使させることにより自己の利益を図るため、その役職員と接触していることが明らかな場合においては、当該他の役職員の利害関係者は、その役職員の利害関係者であるものとみなす。

(3) In cases when it is clear that the Interested Party of another Officers and Employees have developed a relationship with the Officers and Employees for the purposes of encouraging, for their own benefit, the Officers and Employees in question to utilize the influence of his or her position over Officers and Employees in the workplace in question, the Interested Parties of Officers and Employees in the workplace in question shall be deemed to be an Interested Party of the Officers and Employees whom such Interested Party is seeking to influence.

(禁止行為)

(Prohibited behavior)

第5条 役職員は、次に掲げる行為を行ってはならない。

Article 5 (1) The following behavior is prohibited for Officers and Employees:

一 利害関係者から金銭、物品又は不動産の贈与（せん別、祝儀、香典又は供花その他これらに類するものを含む。）を受けること。

(i) Receiving gifts of cash, goods or real estate from an Interested Party (including parting gifts, congratulatory money, condolatory money or flowers);

二 利害関係者から金銭の貸付け（業として行われる金銭の貸付けにあつては、無利子のもの又は利子の利率が著しく低いものに限る。）を受けること。

(ii) Receiving loans of cash from an Interested Party (in respect to cash loans extended for work purposes, this shall be limited to interest-free loans or loans with extremely low rates of interest);

三 利害関係者から又は利害関係者の負担により、無償で物品又は不動産の貸付けを受けること。

(iii) Receiving free loans of goods or real estate directly from an Interested Party or paid for by an Interested Party;

四 利害関係者から又は利害関係者の負担により、無償で役務の提供を受けること。

(iv) Receiving services directly from an Interested Party or paid for by an Interested Party;

五 利害関係者から未公開株式（金融商品取引法（昭和23年法律第25号）第2条第16項に規定する金融商品取引所に上場されておらず、かつ、同法第67条の11第1項の店頭売買有価証券登録原簿に登録されていない株式をいう。）を譲り受けること。

(v) Receiving from an Interested Party a transfer of private equity (shares that have not been listed on a financial instruments exchange as set out under Article 2, Paragraph (16) of the Financial Instruments and Exchange Act (Act No. 25 of 1948), or shares which have not been registered as an "Over-the-Counter Securities Market" under Article

67-11, Paragraph (1) of the same law);

六 利害関係者から供応接待を受けること。

(vi) Receiving entertainment from an Interested Party;

七 利害関係者と共に遊技又はゴルフをすること。

(vii) Playing games or golf with an Interested Party;

八 利害関係者と共に旅行（職務としての旅行を除く。）をすること。

(viii) Going on trips with an Interested Party (excluding work-related trips);

九 利害関係者をして、第三者に対し前各号に掲げる行為をさせること。

(ix) Having a third party carry out any of the behavior described under the preceding items in respect to an Interested Party.

2 前項の規定にかかわらず、役職員は、次に掲げる行為を行うことができる。

(2) Irrespective of the provisions of the preceding paragraph, Officers and Employees shall be permitted to carry out the following:

一 利害関係者から宣伝用物品又は記念品であって広く一般に配布するためのものの贈与を受けること。

(i) Receiving promotional items or gifts from an Interested Party that have been prepared for the purposes of widely distributing to the general public;

二 多数の者が出席する立食パーティー（飲食物が提供される会合であって立食形式で行われるものをいう。以下同じ。）において、利害関係者から記念品の贈与を受けること。

(ii) Receiving gifts from an Interested Party at buffet-style parties (gatherings at which food and drink is provided and which are carried out in a “standing style”; hereinafter the same shall apply) attended by large numbers of guests;

三 職務として利害関係者を訪問した際に、当該利害関係者から提供される物品を使用すること。

(iii) Using goods supplied by an Interested Party when visiting the Interested Party in question for work purposes;

四 職務として利害関係者を訪問した際に、当該利害関係者から提供される自動車（当該利害関係者がその業務等において日常的に利用しているものに限る。）を利用すること（当該利害関係者の事務所等の周囲の交通事情その他の事情から当該自動車の利用が相当と認められる場合に限る。）。

(iv) Using a motor vehicle (limited to vehicles that the Interested Party makes daily use of in his or her work) supplied by an Interested Party when visiting the Interested Party in question for work purposes (limited to cases when it is reasonable to use such motor vehicle for reasons such as poor public transport conditions in the vicinity of the Interested Party’s offices);

五 職務として出席した会議その他の会合において、利害関係者から茶菓の提供を受けること。

(v) Receiving tea and/or refreshments from an Interested Party at meetings or other gatherings attended for work purposes;

六 多数の者が出席する立食パーティーにおいて、利害関係者から飲食物の提供を受けること。

(vi) Receiving food and drink from an Interested Party at buffet-style parties attended by large numbers of guests;

七 職務として出席した会議において、利害関係者から簡素な飲食物の提供を受けること。

(vii) Receiving simple food and drink from an Interested Party at meetings attended for work purposes.

3 第1項の規定の適用については、役職員（同項第9号に掲げる行為にあつては、同号の第三者。以下この項において同じ。）が、利害関係者から、物品若しくは不動産を購入した場合、物品若しくは不動産

の貸付けを受けた場合又は役務の提供を受けた場合において、それらの対価がそれらの行為が行われたときにおける時価よりも著しく低いときは、当該役職員は、当該利害関係者から、当該対価と当該時価との差額に相当する額の金銭の贈与を受けたものとみなす。

(3) When applying the provisions of Paragraph (1), if Officers and Employees (or third party in the case of the behavior described under Paragraph (1), Item (ix); hereinafter the same shall apply) purchase goods or real estate from an Interested Party, receives a loan of goods or real estate from an Interested Party, or receives services from an Interested Party, if the remuneration paid for such items is significantly below the market price of such item at that time, the Officers and Employees in question shall be deemed to have received a cash gift from the Interested Party of the equivalent of the difference between the remuneration paid and the market price.

(禁止行為の例外)

(Exceptions to prohibited behavior)

第6条 役職員は、私的な関係（役職員としての身分にかかわらない関係をいう。以下同じ。）がある者であって、利害関係者に該当するものとの間においては、職務上の利害関係の状況、私的な関係の経緯及び現在の状況並びにその行おうとする行為の態様等にかんがみ、公正な職務の執行に対する国民の疑惑や不信を招くおそれがないと認められる場合に限り、前条第1項の規定にかかわらず、同項各号（第9号を除く。）に掲げる行為を行うことができる。

Article 6 (1) In cases when Officers and Employees have a personal relationship (a relationship that is not rooted in their position as an Officers and Employees; hereinafter the same shall apply) with a person who also qualifies as an Interested Party, and only when it is deemed in consideration of work-related interests, the history and current status of the personal relationship, the nature of the behavior that the Officers and Employees are attempting to carry out would have no risk of attracting suspicion or distrust from the general public in respect to the fair execution of duties, the Officers and Employees in question may carry out the behavior described under the items listed under Article 5, Paragraph (1) (excluding Item (ix)), irrespective of the provisions of Article 5, Paragraph (1).

2 役職員は、前項の公正な職務の執行に対する国民の疑惑や不信を招くおそれがないかどうかを判断することができない場合においては、倫理管理者（第20条に定める倫理管理者をいう。以下同じ。）に相談し、その指示に従うものとする。

(2) When it is not possible for Officers and Employees to judge whether or not there is a risk of attracting suspicion or distrust from the general public in respect to the fair execution of duties as described in the preceding paragraph, they shall consult the Ethics Manager (as stipulated under Article 20; hereinafter the same shall apply) and follow the instructions given by the Ethics Manager.

3 役職員は、利害関係者となる学生と共にする遊技、ゴルフ又は旅行（職務としての旅行を除く。）については、公正な職務の執行に対する国民の疑惑や不信を招くおそれがないと認められる場合であって自己の費用を負担して参加するときに限り、前条第1項第7号又は第8号の規定にかかわらず、これを行うことができる。

(3) In respect to games, golf or trips (excluding trips carried out for work-related purposes) carried out with a student who is also an Interested Party, when there is deemed to be no risk of attracting suspicion or distrust from the general public in respect to the fair execution of duties and the costs for carrying out such activities are paid for by the Officers and Employees in question, the Officers and Employees may carry out such activities irrespective of the provisions

of Article 5, Paragraph (1), Items (vii) and (viii).

(利害関係者以外の者との間における禁止行為)

(Prohibited behavior with parties other than an Interested Party)

第7条 役職員は、利害関係者に該当しない事業者等であっても、その者から供応接待を繰り返し受ける等通常一般の社交の程度を超えて供応接待又は財産上の利益の供与を受けてはならない。

Article 7 (1) Officers and Employees must not receive entertainment or property benefits beyond generally accepted degree of socialization, including the repeated acceptance of entertainment, from any Business, etc., even if such Business, etc. does not qualify as an Interested Party.

2 役職員は、自己が行った物品又は不動産の購入若しくは借受け、又は役務の受領の対価を、その者が利害関係者であるかどうかにかかわらず、それらの行為が行われた場に居合わせなかった事業者等にその者の負担として支払わせてはならない。

(2) Officers and Employees must not allow a Business, etc. to pay for the procurement or loan of goods or real estate carried out by the Officers and Employees or to pay for the receipt of services, if the Business, etc. was not present at the time, irrespective of whether or not the Business, etc. qualifies as an Interested Party.

(行政機関等との接触についての準用)

(Application to contact made with government organizations etc.)

第8条 役職員が国の行政機関、地方公共団体等の職員と接触する場合については、国民の疑惑や不信を招くような行為の防止を基本として、職務上の必要性に留意しつつ、前3条の規定を準用する。

Article 8 The provisions of the preceding three articles shall apply to contact between Officers and Employees and the employees of central government organizations and local government bodies in consideration of the need for work purposes, in accordance with the basic principle of preventing any behavior that would attract the suspicion or distrust of the general public.

(役職員の職務に係る倫理の保持を阻害する行為等の禁止)

(Prohibition of behavior that damages the work ethics of Officers and Employees)

第9条 役職員は、他の役職員の第5条、第7条又は前条の規定に違反する行為によって当該他の役職員（第5条第1項第9号の規定に違反する行為にあつては、同号の第三者）が得た財産上の利益であることを知りながら、当該利益の全部若しくは一部を受け取り、又は享受してはならない。

Article 9 (1) Officers and Employees must not receive or enjoy, either in full or part, property benefits that arise from the behavior of any other Officers and Employees as prohibited by the provisions of Articles 5, 7 and 8, in the knowledge that the other Officers and Employees (or third party in the case of behavior that violate the provisions of Article 5, Paragraph (1), Item (ix)) obtained such benefit as a result of the behavior in question.

2 役職員は、機構において役職員の職務に係る倫理の保持に責務を有する者又は上司に対して、自己若しくは他の役職員がこの規程に違反する行為を行った疑いがあると思料するに足る事実について、虚偽の申述を行い、又はこれを隠ぺいしてはならない。

(2) Officers and Employees must not make false statements or conceal from Officers and Employees with responsibility for upholding ethics at THERS or from his or her superiors any facts based on which it would be reasonable to suspect that there have been violations of these Rules, either by the Officers and Employees themselves or by any other Officers and Employees.

3 役員及び管理職の地位にある職員（東海国立大学機構職員給与規程（令和2年度機構規程第54号。この項において「職員給与規程」という。）第5条第2項第8号に規定する指定職本給表の適用を受ける者及び次の各号に掲げる規定のいずれかに規定する管理職手当の支給を受ける者をいう。以下同じ。）並びにその職務と責任がこれに相当する職員として倫理管理者が定めるものは、その管理し、又は監督する職員がこの規程に違反する行為を行った疑いがあると思料するに足りる事実があるときは、これを黙認してはならない。

(3) Officers and Employees in managerial positions (defined as employees to whom the “Specially Designated Personnel Base Pay Scale” under Article 5, Paragraph (2), Item (viii) of the Tokai National Higher Education and Research System Employee Pay Rules (THERS Rules No. 54 of Academic Year 2020); the “Employee Pay Rules” under this paragraph) is applied, and employees to whom the Managerial Duties Allowance provided for under any of the following rules is paid; hereinafter the same shall apply) and employees defined by the Ethics Manager as having an equivalent position or work responsibilities must not tolerate any behavior by the employees under their management or supervision that they have reasonable grounds to suspect constitutes a violation of these Rules.

一 職員給与規程第12条

(i) Article 12 of the Employee Pay Rules

二 東海国立大学機構岐阜大学年俸制適用職員給与規程（令和2年度機構規程第55号）第3条第1項

(ii) Article 3, Paragraph (1) of the Tokai National Higher Education and Research System Gifu University Pay Rules for Employees Covered by the Annual Salary System (THERS Rule No. 55 of Academic Year 2020)

三 東海国立大学機構岐阜大学年俸制移行職員給与規程（令和2年度機構規程第56号）第3条第1項

(iii) Article 3, Paragraph (1) of the Tokai National Higher Education and Research System Gifu University Pay Rules for Employees Newly Covered by the Annual Salary System (THERS Rules No. 56 of Academic Year 2020)

四 東海国立大学機構名古屋大学に雇用される教授、准教授、講師、助教及び助手に係る年俸制適用教員給与規程（平成26年度規程第39号）第9条

(iv) Article 9 of the Tokai National Higher Education and Research System Nagoya University Pay Rules for Professors, Associate Professors, Lecturers, Assistant Lectures and Research Associates Covered by the Annual Salary System (Rule No. 39 of Academic Year 2014)

五 東海国立大学機構名古屋大学年俸制適用教員給与規程（平成30年度規程第131号）第5条

(v) Article 5 of the Tokai National Higher Education and Research System Pay Rules for Faculty Members Covered by the Annual Salary System (Rules No. 131 of Academic Year 2018)

（利害関係者と共に飲食をする場合の届出）

(Notification when eating or drinking with an Interested Party)

第10条 役職員は、自己の飲食に要する費用について利害関係者の負担によらないで利害関係者と共に飲食をする場合において、自己の飲食に要する費用が1万円を超えるときは、次に掲げる場合を除き、あらかじめ、倫理管理者が定める事項を倫理管理者に届け出なければならない。

Article 10 In the case that the cost of food or drink consumed by Officers and Employees in the company of an Interested Party is not paid for by the Interested Party in question but exceeds 10,000 yen in value, advance notification must be given to the Ethics Manager in respect to any matters set out in advance by the Ethics Manager, with the following exceptions.

ただし、やむを得ない事情によりあらかじめ届け出ることができなかったときは、事後において速やかに当該事項を届け出なければならない。

However, when it is not possible to submit notification in advance for unavoidable reasons, the matters in question must be notified promptly after the event.

一 多数の者が出席する立食パーティーにおいて、利害関係者と共に飲食をするとき。

(i) When food or drink is consumed in the company of an Interested Party at a buffet-style party attended by a large number of people;

二 私的な関係がある利害関係者と共に飲食をする場合であって、自己の飲食に要する費用について自己又は自己と私的な関係のある者であって利害関係者に該当しないものが負担するとき。

(ii) When food or drink is consumed in the company of an Interested Party with whom Officers and Employees have a personal relationship and the food or drink of the Officers and Employees is to be paid for by the Officers and Employees themselves or by a person with whom they have a personal relationship but who is not an Interested Party.

(講演等に関する規制)

(Rules on lectures, etc.)

第11条 役職員は、利害関係者からの依頼に応じて報酬を受けて、講演、討論、講習又は研修における指導若しくは知識の教授、著述、監修若しくは編さん又はラジオ放送若しくはテレビジョン放送の放送番組への出演（兼業許可を得てするものを除く。以下「講演等」という。）をしようとする場合は、あらかじめ倫理管理者の承認を得なければならない。

Article 11 (1) Officers and Employees must obtain the advance approval of the Ethics Manager in the case that he or she plans to receive remuneration for giving a lecture, participating in a public debate, teaching or offering knowledge in a lesson or training, writing, editing or compiling, or appearing on a radio or television broadcast (hereinafter referred to as “Lectures, etc.”; excludes cases when permission for part-time work has already been given) in response to the request of an Interested Party.

2 倫理管理者は、利害関係者から受ける前項の報酬に関し、役職員の職務の種類又は内容に応じて、当該報酬の額が公正な職務の執行に対する国民の疑惑や不信を招くおそれがあると判断した場合は、当該講演等を承認しないものとする。

(2) The Ethics Manager shall not give approval for the Lectures, etc. when the receipt of remuneration from an Interested Party as described under the preceding paragraph may attract a risk of suspicion or distrust from the general public in respect to the fair execution of duties, in accordance with the nature and details of the work of Officers and Employees in question.

(役職員からの届出書又は申請書の提出)

(Submission of notifications and applications from Officers and Employees)

第12条 役職員は、第10条の規定による届出又は前条の規定による承認の申請をしようとするときは、それぞれ別記様式第1号による飲食届出書又は別記様式第2号による講演等承認申請書を作成し、倫理管理者に提出するものとする。

Article 12 When Officers and Employees intend to make a notification under the provisions of Article 10 or to apply for approval under the provisions of Article 11, they shall fill in a Food or Drink Notification in accordance with Appended Form No. 1 or an Application for Approval of Lectures, etc. in accordance with Appended Form No. 2,

and submit this to the Ethics Manager.

(贈与等の報告)

(Reporting of gifts, etc.)

第13条 役員及び管理職の地位にある職員は、事業者等から、金銭、物品その他の財産上の利益の供与若しくは供応接待（以下「贈与等」という。）を受けたとき又は事業者等と役職員の職務との関係に基づいて提供する人的役務に対する報酬として次条に定める報酬の支払を受けたとき（当該贈与等を受けたとき又は当該報酬の支払を受けたときにおいて役員及び管理職の地位にある職員であった場合に限り、かつ、当該贈与等により受けた利益又は当該支払を受けた報酬の価額が一件につき5千円を超える場合に限る。）は、1月から3月まで、4月から6月まで、7月から9月まで及び10月から12月までの各区分による期間（以下「四半期」という。）ごとに、別記様式第3号による贈与等報告書を、当該四半期の翌四半期の初日から14日以内に、倫理監督者（第16条に定める倫理監督者をいう。以下同じ。）に提出しなければならない。

Article 13 When an officer or an employee in a managerial position has received cash, goods or any other property benefits or entertainment from a Business, etc. (hereinafter referred to as “Gifts, etc.”), or received payment as remuneration specified under the following article for any of the personal services in the course of the work relationship between the Business, etc. and the Officers and Employees in question (limited to cases when the recipient is an officer or an employee in a managerial position at the time of receipt of the Gifts, etc. or remuneration, and the amount received through the Gifts, etc. or remuneration for the service provided is greater than 5,000 yen per item), they must submit a Gift Report in accordance with Appended Form No. 3 for each period from January to March, April to June, July to September, and October to December (hereinafter referred to as “quarter”) within 14 days of the first day of the following quarter to the Ethics Supervisor (“Ethics Supervisor” as defined under Article 16; hereinafter the same shall apply).

(報酬)

(Remuneration)

第14条 前条にいう報酬は、次の各号のいずれかに該当する報酬とする。

Article 14 (1) Remuneration as set out under Article 13 shall refer to any of the following items:

一 利害関係者に該当する事業者等から支払を受けた講演等の報酬

(i) Remuneration received for Lectures, etc. from a Business, etc. that qualifies as an Interested Party;

二 利害関係者に該当しない事業者等から支払を受けた講演等の報酬のうち、役職員の現在又は過去の職務に係る事項に関する講演等であって役職員が行うものであることを明らかにして行うものの報酬

(ii) Among the remuneration received for Lectures, etc. from a Business, etc. that does not qualify as an Interested Party, the remuneration received for Lectures, etc. given by the Officers and Employees in question after making it clear that they are to be given by the Officers and Employees, in relation to a matter that is or was related to the work of the Officers and Employees in question.

2 前項各号の報酬は、大学教員が自己の教育研究成果に基づいて行う講演等に係る報酬を除く。

(2) Regarding the remuneration under the items of the preceding paragraph, remuneration related to Lectures, etc. carried out by the University faculty based on their education or research results shall be excluded.

(報告書の保存及び閲覧)

(Storage and viewing of reports)

第15条 第13条の規定により提出された贈与等報告書は、これを受理した倫理監督者において、これらを提出すべき期間の末日の翌日から起算して5年を経過する日まで保存しなければならない。

Article 15 (1) Gifts, etc. reports submitted under the provisions of Article 13 must be kept by the Ethics Supervisor who received them until a full five years has passed after the final date of the submission period.

2 何人も、倫理監督者に対し、前項の規定により保存されている贈与等報告書（贈与等により受けた利益又は支払を受けた報酬の価額が一件につき2万円を超える部分に限る。）の閲覧を請求することができる。

(2) Anyone can request to view Gift, etc. reports that are being stored under the provisions of the preceding paragraph (limited to reports for which the amount of the benefit received through Gifts, etc. or payment of remuneration exceeds 20,000 yen per item).

3 前項に規定する贈与等報告書の閲覧（以下「贈与等報告書の閲覧」という。）は、当該贈与等報告書の提出期限の翌日から起算して60日を経過した日の翌日以後これを行うことができる。

(3) Viewing of Gifts, etc. reports under the provisions of the preceding paragraph (hereinafter referred to as “Gift Report Viewing”) can be carried out only from the day after a full sixty days has passed since the last day of the submission period pertaining to the Gifts, etc. report in question.

4 贈与等報告書の閲覧は、倫理監督者が指定する場所でこれをしなければならない。

(4) A Gift Report Viewing must be carried out in a location designated by the Ethics Supervisor.

(倫理監督者及び倫理管理者)

(Ethics Supervisor and Ethics Manager)

第16条 役職員の職務に係る倫理の保持を図るため、機構に倫理監督者及び倫理管理者を置く。

Article 16 (1) THERS shall appoint an Ethics Supervisor and Ethics Manager in order to uphold ethics in relation to the work of Officers and Employees.

2 倫理監督者は、機構長とし、倫理管理者は、役員又は大学の職員のうち機構長が指名する者をもって充てる。

(2) The Ethics Supervisor shall be the Chancellor, and the Ethics Manager shall be appointed by the Chancellor from among Officers and Employees.

(倫理管理者への相談)

(Consulting the Ethics Manager)

第17条 役職員は、自らが行う行為の相手方が利害関係者に該当するかどうかを判断することができない場合又は利害関係者との間で行う行為が第5条第1項各号に掲げる行為に該当するかどうかを判断することができない場合には、倫理管理者に相談するものとする。

Article 17 When Officers and Employees are unable to make a judgment on their own about whether or not a related party qualifies as an Interested Party, or a judgement about whether or not the activities conducted with an Interested Party is applicable under the behavior described under the items of Article 5, Paragraph (1), they shall consult the Ethics Manager.

(倫理監督者の責務)

(Responsibilities of the Ethics Supervisor)

第 18 条 倫理監督者は、この規程に定める事項の実施に関し、次に掲げる責務を有する。

Article 18 The Ethics Supervisor shall have the following responsibilities in respect to the matters set out under these Rules:

一 贈与等報告書の受理及び保存並びに贈与等報告書の閲覧のための体制の整備その他の役職員の職務に係る倫理の保持のための体制の整備を行うこと。

(i) Receiving and storing Gifts, etc. reports, developing systems for the purposes of Gift Report Viewing, and developing other systems for the purposes of upholding ethics in relation to the responsibilities of Officers and Employees;

二 役職員がこの規程に違反する行為を行った場合には、厳正に対処すること。

(ii) Strictly dealing with any violations of these Rules by Officers and Employees;

三 役職員がこの規程に違反する行為について倫理管理者その他の適切な機関に通知したことを理由として、当該通知をした役職員が不利益な取扱いを受けないよう配慮すること。

(iii) Sufficient consideration shall be given to ensure that Officers and Employees do not suffer unfavorable treatment as a result of a notification to the Ethics Manager or other appropriate organizations about a violation of these Rules committed by Officers and Employees;

四 研修その他の施策により、役職員の倫理観の醸成及び保持に努めること。

(iv) Making efforts to renew and uphold a sense of ethics among the Officers and Employees through training and other policies.

(倫理管理者の責務)

(Responsibilities of the Ethics Manager)

第 19 条 倫理管理者は、この規程に定める事項の実施に関し、次に掲げる責務を有する。

Article 19 The Ethics Manager shall have the following responsibilities in respect to the matters set out under these Rules:

一 役職員からの第 6 条第 2 項又は第 17 条の相談に応じ、必要な指導及び助言を行うこと。

(i) Responding to consultations by Officers and Employees made under the provisions of Article 6, Paragraph (2) or Article 17, and providing the necessary guidance and advice;

二 役職員からの第 12 条の規定による講演等の承認申請を適当と認めた場合に、これを承認すること。

(ii) Giving approval for applications for Lectures, etc. made by Officers and Employees under the provisions of Article 12, when such application is deemed to be appropriate;

三 役職員が特定の者と国民の疑惑や不信を招くような関係を持つことがないかどうかの確認に努め、その結果に基づき、役職員の職務に係る倫理の保持に関し、必要な指導及び助言を行うこと。

(iii) Making efforts to confirm whether or not Officers and Employees have relationships with specific parties that risk attracting suspicion or distrust from the general public, and using this as the basis for giving guidance and advice on upholding ethics in relation to the responsibilities of Officers and Employees.

(倫理管理補助者への委任)

(Entrusting responsibilities to an Assistant Ethics Manager)

第 20 条 倫理管理者は、倫理管理補助者に、この規程に定めるその職務の一部を行わせることができ

る。

Article 20 (1) The Ethics Manager may entrust some of their responsibilities under these Rules to an Assistant Ethics Manager.

2 倫理管理補助者は、部局の長とする。

(2) The Assistant Ethics Manager shall be served by the dean or director of each school, graduate school, etc.

(倫理管理補助者の責務)

(Responsibilities of the Assistant Ethics Manager)

第21条 倫理管理補助者は、この規程に定める事項の実施に関し、次に掲げる責務を有する。

Article 21 The Assistant Ethics Manager shall have the following responsibilities in respect to the matters set out under these Rules:

一 当該所属職員から第19条の倫理管理者の責務（第19条第2号を除く。）に掲げる事項について、相談を受け、及び職員に対して必要な指導及び助言を行うこと。

(i) Responding to consultations from employees at his or her own organization in respect to the responsibilities of the Ethics Manager as described under Article 19 (excluding Article 19, Paragraph (2)), and providing the necessary guidance and advice to employees;

二 所属職員にこの規程に違反する行為があると思料するときは、速やかに倫理管理者に報告すること。

(ii) Promptly reporting to the Ethics Manager when he or she suspects a violation of these Rules by an employee of his or her own organization;

三 この規程の解釈等に疑義が生じた場合には、倫理管理者に相談すること。

(iii) Consulting the Ethics Manager when he or she is uncertain about the interpretation of these Rules.

(役職員がこの規程に違反した場合の対処等)

(Handling of violations of these Rules by Officers and Employees)

第22条 役職員に、この規程に違反する行為を行ったおそれがあると認められるときは、倫理監督者は、直ちに調査を開始し、調査の結果、当該役職員がこの規程に違反する行為があったと認められる場合においては、必要な措置を厳正に行うものとする。

Article 22 When there is deemed to be a risk that these Rules have been violated by Officers and Employees, the Ethics Supervisor shall immediately launch an investigation and in the case that the Officers and Employees in question are deemed to have committed a violation of these Rules the strictest measures shall be implemented as necessary.

(雑則)

(Miscellaneous provisions)

第23条 この規程に定めるもののほか、役職員の倫理に関し必要な事項は、機構長が定める。

Article 23 Any matters not provided for under these Rules in respect to the ethics of Officers and Employees shall be decided upon by the Chancellor as necessary.

附 則

Supplementary provision

この規程は、令和2年4月1日から施行する。

These Rules shall come into effect as of April 1, 2020.

附 則（令和３年３月３１日機構規程第１９７号）

Supplementary provision (THERS Rule No. 197 of March 31, 2021)

この規程は、令和３年３月３１日から施行する。

These Rules shall come into effect as of March 31, 2021.

令和 年 月 日

飲 食 届 出 書

倫理管理者 殿

所 属

職 名

氏 名

東海国立大学機構役員及び職員倫理規程第 10 条の規定に基づき利害関係者との飲食を行いますので、下記のとおり届け出ます。

記

- 1 飲食の目的及び理由
- 2 飲食の相手方
- 3 飲食の内容（当該飲食に要する予定金額を含む。）
- 4 飲食の日時

令和 年 月 日（ ） 時 分 ～ 時 分

- 5 飲食の場所

Date:

Eating and Drinking Notification

To: Ethics Manager

Affiliation:

Title:

Name:

I hereby submit the following notification of my plans to eat and drink with an Interested Party, under the provisions of Article 10 of the Tokai National Higher Education and Research System Officer and Employee Ethics Rules.

1. Aims and reasons for eating and drinking

2. Parties with whom I plan to eat and drink

3. Details of eating and drinking (including the estimated value for eating and drinking)

4. Time and date of eating and drinking

Date: Start time: End time:

5. Place of eating and drinking

令和 年 月 日

講演等承認申請書

倫理管理者 殿

所 属

職 名

氏 名

東海国立大学機構役員及び職員倫理規程第11条第1項の規定に基づき利害関係者からの依頼による講演、著述等を行いたいので、下記のとおり申請します。

記

- 1 講演、著述等の依頼者
- 2 講演、著述等の内容（当該講演等の対象者を含む。）
- 3 講演、著述等を行う日時及び場所
- 4 講演、著述等に伴う報酬の額

上記の申請を承認する。

令和 年 月 日

倫 理 管 理 者

Appended Form 2 (related to Article 12)

Date:

Application for Approval of Lectures, etc.

To: Ethics Manager

Affiliation:

Title:

Name:

I hereby apply as follows to give a lecture or writing based on a request from an Interested Party as set out under the provisions of Article 11, Paragraph (1) of the Tokai National Higher Education and Research System Officer and Employee Ethics Rules.

1. Party requesting a lecture, writing, etc.
2. Details of the lecture, writing, etc. (including who the lecture, etc. is to be given to)
3. Time, date and place of the lecture, writing, etc.
4. Amount of remuneration for the lecture, writing, etc.

I hereby approve the above application.

Date:

Ethics Manager

令和 年 月 日提出

贈 与 等 報 告 書

倫理監督者 殿

所 属
職 名
氏 名

東海国立大学機構役員及び職員倫理規程第13条の規定に基づき事業者等からの贈与等について、以下のとおり報告します。

贈与等により利益を受け又は報酬の支払を受けた年月日	
贈与等又は報酬の支払の基因となった事実	
贈与等の内容又は報酬の内容	
贈与等により受けた利益又は支払を受けた報酬の価額	
贈与等により受けた利益又は支払を受けた報酬の価額として推計した額を記載している場合にあっては、その推計の根拠	
供応接待を受けた場合にあっては、当該供応接待を受けた場所の名称及び住所並びに当該供応接待の場に居合わせた者の人数及び職業（多数の者が居合わせた立食パーティー等の場において受けた供応接待にあっては、当該供応接待の場に居合わせた者の概数）	
贈与等をした事業者等又は報酬を支払った事業者等の名称及び住所	
東海国立大学機構役員及び職員倫理規程第3条第2項の規定の適用を受ける役員等が贈与等を行った場合にあっては、当該役員等の役職又は地位及び氏名（当該役員等が複数であるときは、当該役員等を代表する者の役職又は地位及び氏名）	
贈与等をし、又は報酬の支払をした事業者等と職員の職務との関係及び東海国立大学機構との関係	

(注)

- 「贈与等又は報酬の支払の基因となった事実」欄には、職員が贈与等により利益の供与を受けた場合にあっては、贈与、供応接待等の事実を、職員が報酬の支払を受けた場合にあっては、職員が提供した人的役務の内容並びに職員が当該人的役務を提供した年月日及び場所その他の当該報酬の支払を受ける基因となった事実に関する事項を記載する。
- 「贈与等の内容又は報酬の内容」欄には、金銭、有価証券、有価証券以外の物品、不動産、役務の提供又は供応接待の区分及びそれぞれの種類を記載する。
- 「贈与等により受けた利益又は支払を受けた報酬の価額として推計した額を記載している場合に

あつては、その推計の根拠」欄には、販売業者への販売価格の照会に対する回答に基づく推計、カタログに記載された価格に基づく推計等、職員が価額を推計した根拠を記載する。

4 贈与等又は報酬の支払 1 件につき 1 枚に記入する。

Appended Form 3 (related to Article 13)

Date of submission:

Gifts, etc. Report

To: Ethics Supervisor

Affiliation:

Title:

Name:

I hereby report as follows of a Gifts, etc. from a Business, etc. as set out under the provisions of Article 13 of the Tokai National Higher Education and Research System Officer and Employee Ethics Rules.

Date on which benefit from the Gifts, etc. or payment of remuneration was received:	
Grounds for receiving a Gifts, etc. or remuneration:	
Details of the Gifts, etc. or remuneration:	
Value of the benefit from the Gifts, etc. or remuneration:	
Grounds for estimation when the value of the benefit from a Gifts, etc. or remuneration is estimated:	
In cases when entertainment was received, state the name and address of the place and the number and occupation of people who were present at the entertainment venue (in the case of entertainment received at a buffet-style party, etc. attended by a large number of people, state the approximate number of people who were present at the entertainment venue):	
Name and address of the Business, etc. who provided a Gifts, etc. or remuneration:	
When any officer, etc. to whom the provisions of Article 3, Paragraph (2) of the Tokai National Higher Education and Research System Officer and Employee Ethics Rules apply provided a Gifts, etc., state the name of the officer, etc. in question and their title/position (when there are multiple officers, etc., state the name and title/position of a representative officer, etc.):	

The relationship between the Business, etc. who provided a Gifts, etc. or remuneration, duties of the employee and THERS:	
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(Notes)

1. For the “Grounds for receiving a Gifts, etc. or remuneration” section, in the case that an employee has received a benefit from a Gifts, etc., state the facts about the gift, entertainment, etc. In the case that an employee received remuneration, state the details such as date and place of the personal service that the employee provided and other information relating to the grounds for receiving remuneration.
2. For the “Details of the Gifts, etc. or remuneration” section, state the type and category of the Gifts, etc., such as cash, securities, goods other than securities, real estate, provision of services or entertainment.
3. For the “Grounds for estimation when the value of the benefit from a Gifts, etc. or remuneration is estimated” section, state the basis for the estimation of the value, such as an estimate based on responses from a seller to an inquiry about the retail price, or an estimate based on prices listed in a catalog.
4. Fill out a separate form for each Gifts, etc. or remuneration.