

Date: December 12, 2023

To: All NTSB Employees

From: Jennifer L. Homendy
Chair

Subject: Anti-Harassment Policy Statement

The National Transportation Safety Board (NTSB) takes great pride in our rich history and unwavering commitment to making transportation safer for the traveling public. I would like to take this opportunity to restate our steadfast commitment to creating and maintaining a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment. This commitment extends to anyone in the workplace—including, but not limited to, supervisors, co-workers, and contractor personnel—at any NTSB facility or other worksite where NTSB work is being conducted, even offsite. A harassment-free workplace enables every employee to perform at their best. Accordingly, the NTSB will not tolerate harassment of any kind, even if it does not rise to a level that violates the law.

Harassment is any unwelcome/unwanted verbal or physical contact based on race, color, religion, sex (including sexual orientation, pregnancy, and gender identity), national origin, age (40 or older), disability (including physical and mental), genetic information, parental status, or retaliation that is so offensive as to affect the employee's work environment or alter the condition of their employment. Harassment behavior can be behavior exhibited in the form of ridicule, abuse, insults, or derogatory comments that are directly or indirectly based on any of the above characteristics. Personal conversations overheard by other employees who consider the conversation offensive based on a characteristic protected by law may also constitute harassment. The standard of harassment is met when the conduct culminates in a tangible employment action, or the conduct is sufficiently severe or pervasive as to create a hostile work environment.

Hostile Work Environment is any unwelcome/unwanted verbal or physical contact based on race, color, religion, sex (including sexual orientation, pregnancy, and gender identity), national origin, age (40 or older), disability (including physical and mental), genetic information, parental status, or retaliation that reasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Hostile Work Environment is considered conduct that is severe and pervasive, and anyone can commit this type of harassment.

Harassment impacts and erodes the core of our most valuable asset, our people. If you believe that you have been subjected to harassment, you should report the matter to your first line supervisor, any other management official in the supervisory chain, the chief, Equal Employment Opportunity (EEO), or the chief, Human Resources Division. You should also make a report if you observe an NTSB employee or contractor engaging in unlawful harassment or other type of harassing behavior directed at another person. The NTSB will conduct prompt, thorough, impartial, and confidential inquiries into any allegations it receives in accordance with the procedures outlined in Operations Bulletin EEO-GEN-003 and will take immediate and appropriate corrective action, disciplinary or otherwise, as necessary. The NTSB strictly prohibits retaliation for raising allegations of harassment or providing information related to such allegations. Reports of alleged harassment conduct, and any related documentation prepared under the procedures of Operations Bulletin EEO-GEN-003, will be considered confidential to the greatest extent possible. All information and reported claims will be investigated promptly, thoroughly, and impartially.

Here at the NTSB, we have multiple avenues for addressing harassment in the workplace, including but not limited to our: **Anti-Harassment Program** and **EEO Complaints Process**. The Anti-Harassment Program is designed to prevent harassing conduct before it becomes severe or pervasive. Supervisors and managers must document and report harassment claims to Human Resources within 2 business days. The Anti-Harassment Program must promptly investigate harassment claims within 10 calendar days of notification and complete the investigation within 5 business days. The 5-business-day time limit begins to run once the investigation begins. The Anti-Harassment process is separate from the EEO Complaints Process but may run parallel if both processes are initiated at the same time. The EEO Complaints Process addresses harassment claims that are based on a protected EEO basis. EEO has 30 to 90 days for informal counseling/mediation and 180 days to investigate formal claims accepted for investigation.

The NTSB encourages all employees to report and help prevent workplace harassment. If you would like to file an EEO Complaint based on discriminatory harassment allegations, please contact your immediate supervisor or the director of the Equal Employment Office at guestf@ntsb.gov or (202) 314-6190. If you have Workplace Anti-Harassment Program concerns that are not EEO related, please contact your immediate supervisor or the chief of the Human Resources Division at carrole@ntsb.gov or (202) 314-6233.

Our mission is making transportation safer. We carry out this mission by—

- Maintaining our congressionally mandated independence.
- Conducting thorough investigations as well as safety studies.
- Deciding fairly and objectively appeals of enforcement actions by the FAA and US Coast Guard and certificate denials by the FAA.
- Advocating implementation of safety recommendations.
- Assisting victims and survivors of transportation disasters and their families.

Together, as a team, we can ensure that all NTSB personnel have equal opportunity to contribute to the success of our mission in an environment free of harassment. Harassment compromises the physical and psychological safety of our workforce and prevents our personnel from fully contributing to our missions. It has no place here at the NTSB.

A handwritten signature in black ink, consisting of a stylized, cursive initial followed by a long, horizontal flourish.