



# National Transportation Safety Board

## Memorandum

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**Date:** December 20, 2018  
**To:** All NTSB Employees  
**From:** Robert L. Sumwalt, III  
Chairman  
**Subject:** Anti-Harassment Policy

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 providing a work environment that is free from unlawful harassment and other types of harassing behavior. A harassment-free workplace enables every employee to perform at his or her best.

Legal requirements and longstanding NTSB policy prohibiting unlawful harassment in the workplace cover harassment by anyone in the workplace – including, but not limited to, supervisors, coworkers and contractor personnel – at any NTSB facility or other worksite where NTSB work is being conducted, or even offsite. I am pleased to share with you this updated Policy Statement and the new Operations Bulletin EEO-GEN-003, Eliminating Harassing Conduct in the Workplace. These policies further clarify that all forms of harassing behavior are inappropriate, even those that do not rise to the legal definition of “unlawful” harassment. Both of these documents serve to reaffirm that the NTSB will not tolerate unlawful harassment or any other types of harassing behavior in the workplace.

Unlawful harassment and other types of harassing behavior are defined in EEO-GEN-003. I encourage you to read the bulletin and become familiar with its contents. 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, or the Chief, Human Resources Division. You also should make a report if you observe an NTSB employee or contractor engage in unlawful harassment or other types of harassing behavior directed at another person. The agency will conduct prompt, thorough and impartial inquiries into any allegation it receives in accordance with the procedures outlined in EEO-GEN-003 and will take appropriate corrective action, disciplinary or otherwise, as necessary.

We encourage the participation and cooperation of all employees to report harassing behavior without the fear of reprisal. Further, the NTSB will not tolerate retaliation against any employee for making a good-faith allegation of unlawful harassment and/or harassing conduct or for assisting in an inquiry, complaint or investigation about such allegations. If you think you

have been subjected to such retaliation, I encourage you to report it following the procedures outlined above and in EEO-GEN-003.

The NTSB will treat all harassment and/or harassing conduct as misconduct, even if it does not rise to the level of harassment actionable under Title VII of the Civil Rights Act of 1964. Reports of alleged harassment and/or harassing conduct and any related documentation prepared under the procedures of EEO-GEN-003 will be considered *Confidential*. Accordingly, management officials and administrative personnel having access to information under the procedures of this program will, to the greatest extent possible, safeguard such information and share it only on a need-to-know basis. Disclosure is warranted under limited situations, for example, when it affects the conduct of an appropriate inquiry or investigation into an allegation or when otherwise required by law (such as to meet the requirements of due process when disciplinary action is warranted, etc.)

/s/

Robert L. Sumwalt, III