



**National Transportation
Safety Board**

Memorandum

Date: April 4, 2019
To: All NTSB Employees
From: Robert L. Sumwalt, III, Chairman
Subject: NTSB Equal Employment Opportunity Policy

The National Transportation Safety Board (NTSB) is dedicated to maintaining a model work environment, free from unlawful discrimination. Managers and employees support equal employment opportunities and build and maintain a positive work environment for the NTSB workforce, by fostering and modeling mutual respect, integrity, and fair treatment. Our core values dictate that we hold ourselves and each other to the highest ethical standards, and that we commit to acting in a manner that is fair, honest, respectful, inclusive, and objective in our treatment of others. This policy ensures accountability on the part of all employees and managers for keeping our workplace free from discrimination.

NTSB employees and applicants for employment are protected by federal laws, Presidential Executive Orders, and state and local laws designed to prohibit discrimination based upon these protected classes: race, religion, color, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, family medical history and/or genetic information. These protections extend to all management practices and decisions, including recruitment, hiring practices, appraisal systems, promotions, training and career development programs. Any employee or applicant who believes that he or she has been subject to discrimination should contact the NTSB's Office of Equal Employment Opportunity, Diversity, and Inclusion (EEODI) via email at EEODI@ntsb.gov or by telephone at (202) 314-6084 within 45 calendar days of the alleged unlawful discrimination or reprisal action as required under 29 *Code of Federal Regulations* part 1614 and as outlined in Operations Bulletin EEO-GEN-001.

NTSB employees and applicants are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in protected activity, whistle blowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. In addition, NTSB managers and supervisors are reminded again of their responsibility to prevent, document and promptly correct harassing conduct in the workplace. NTSB employees are reminded of their duty to avoid engaging in harassing behavior and to report any such conduct that they witness. An employee who believes that he or she has been subject to retaliation (reprisal) or harassment should contact the NTSB Office of EEODI within 45 calendar days, as described in the preceding paragraph. The same protections and requirements for filing a complaint apply for acts of reprisal and harassment as for acts of discrimination.

Discrimination based upon political affiliation, marital, or parental status is prohibited by Title 5 *United States Code* section 2302. NTSB employees and applicants who believe they have been subjected to discrimination based upon one or more of these bases should contact the Office of Special Counsel at www.osc.gov to file a complaint.

It is incumbent upon every agency employee, at every level of seniority, to ensure that the NTSB stands as an exemplar of equity and inclusiveness for all workplaces, inside and outside the federal government. As such, I ask every individual in our workforce to take responsibility for fully implementing the NTSB's EEO policy and fully cooperating in its enforcement. I thank you for your continued professionalism, hard work, and dedication to fulfilling the mission and vision of our agency.