



**National Transportation
Safety Board**

Memorandum

Date: September 15, 2014
To: All NTSB Employees
From: Christopher A. Hart, Acting Chairman
Subject: NTSB Anti-Harassment Policy

The National Transportation Safety Board (NTSB) is committed to providing a work environment that encourages and enables each employee to perform at his or her best on the job. Legal requirements and longstanding NTSB policy prohibit harassment in the workplace. This prohibition applies to harassment by anyone in the workplace, including supervisors, coworkers, and contractor personnel, at any NTSB facility or on-site workplace environment. Simply put, harassment is illegal and will not be tolerated.

Harassment/harassing conduct is defined as any unwelcome conduct, verbal or physical, based on an individual's race, color, sex (including sex stereotyping or gender identification), sexual orientation, national origin, religion, age, disability, genetic information, pregnancy or childbirth, or retaliation for making reports or allegations of harassment or providing information related to such allegations when (1) the behavior can reasonably be considered to adversely affect the work environment or (2) an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct. Examples of harassment can include, but are not limited to, unwanted touching or physical contact; use of epithets or other verbal abuse; inappropriate jokes, comments or innuendos; obscene or harassing phone calls; intimidation, ridicule, or mockery; insults or put-downs; or offensive e-mails. To avoid such conduct, employees are expected to conduct themselves in a businesslike and professional manner in the office, while teleworking, and when representing the NTSB on off-site premises, including while on-scene at a transportation accident. Employees must refrain from engaging in conduct that is offensive to others, disrupts the workplace, or affects the efficiency of operations or the mission of the agency.

Employees must become familiar and comply with this policy, cooperate with any inquiry under it, and promptly report any incident of harassing conduct they may experience or observe without fear of reprisal so that management can act appropriately to correct the situation and prevent its escalation. We encourage the participation and cooperation of all employees in reporting harassing behavior without fear of reprisal. Management cannot respond and resolve harassment unless it is aware of the situation. Further, the NTSB will not tolerate retaliation against any employee for making a report of harassing conduct under this policy or for assisting in any inquiry or investigation about such a report. Reports should be directed to (1) any person

in the supervisory chain, (2) the Director, Office of Equal Employment Opportunity, Diversity, and Inclusion (OEEODI), or (3) the Director, Human Resources Division.

The NTSB will conduct a prompt, thorough, and impartial inquiry into any claim of harassment to determine whether a particular act or course of conduct constitutes harassment under this policy. The alleged behavior will be evaluated by a consideration of the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Reports of alleged harassment and any related information will be maintained as confidential to the extent possible; however, absolute confidentiality cannot be ensured when it affects the conduct of an appropriate investigation into the allegations or when otherwise required by law (for example, in situations for which discipline is warranted). If an inquiry establishes that an employee has engaged in harassing conduct, appropriate corrective action, disciplinary or otherwise, will be taken in accordance with applicable regulations.