



**National Transportation  
Safety Board**

## **Memorandum**

---

**Date:** September 8, 2015  
**To:** All NTSB Employees  
**From:** Christopher A. Hart, Chairman  
**Subject:** NTSB Anti-Bullying Policy

The National Transportation Safety Board (NTSB) is committed to ensuring a safe, engaged, and motivated workplace that does not tolerate any form of bullying behavior. Workplace bullying can lead to low morale, decreased productivity, increased absenteeism, and increased risk of accidents, stress, and attrition. We expect all employees, as well as contractors, to act in a professional, businesslike manner in the workplace and anytime they are representing the NTSB. We will not tolerate bullying behavior and, therefore, we encourage employees and contractors to report any bullying behavior they are subjected to, or witness, so the circumstances can be reviewed, evaluated, investigated (as necessary), and appropriate corrective action can be taken. Employees who engage in bullying behavior are subject to disciplinary action, up to and including removal from the federal service. Anyone reporting what he or she believes to be bullying behavior or participating in an investigation of reported bullying activity will be protected from reprisal.

- Workplace bullying refers to unreasonable actions or inactions of an individual (or a group) directed towards another individual (or a group), which are intended to intimidate, degrade, humiliate, or undermine that individual or group; or which creates a risk to the health, safety, or well-being of the employee(s).
- Bullying conduct can include verbal and nonverbal behaviors that are intended to cause physical, social/relational, or emotional/psychological harm. It also includes abusive, offensive, unprofessional, slanderous, malicious, derogatory, or otherwise inappropriate or unacceptable language intended to degrade or humiliate a particular individual or group of individuals.
- Bullying may consist of a single incident or repeated incidents involving a range or pattern of behaviors over a period of time.
- Unreasonable behavior or actions means behavior or actions that a reasonable person, with knowledge of all the circumstances, would expect to victimize, humiliate, undermine, or threaten another individual.

NTSB employees and contractors are responsible for:

- Ensuring their behavior complies with this policy
- Reporting promptly any incident of bullying behavior they may experience or observe so that management officials can deal with the situation effectively so it does not escalate or become a pattern of misconduct
- Cooperating with any inquiry or investigation under this policy

Reports of bullying behavior should be directed to (1) any person in the employee's supervisory chain; (2) the Director, Office of Equal Employment Opportunity, Diversity, and Inclusion (EEODI), or (3) the Chief, Human Resources Division. Supervisory officials observing or receiving reports of bullying behavior are responsible for taking prompt action to prevent further incidents.

[Original Signed]

By: Christopher A. Hart,  
Chairman