

Date: December 13, 2023

To: All NTSB Employees

From: Jennifer L. Homendy
Chair

Subject: NTSB Equal Employment Opportunity Policy Statement

The National Transportation Safety Board (NTSB) is dedicated to maintaining a model work environment, free from unlawful discrimination. We must 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 are integrity, transparency, independence, excellence, diversity, and inclusion. These 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, supervisors, 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 (40 or older), disability (mental or physical), genetic information, and reprisal/retaliation. These protections extend to all management practices and decisions, including recruitment, hiring practices, appraisal systems, promotions, training, and career development programs. They also offer assurance that all employees will have the freedom to compete on a fair and level playing field.

Any employee or applicant who believes that they have been subject to discrimination should contact the NTSB's Office of Equal Employment Opportunity, Diversity, and Inclusion (EEODI) within 45 calendar days of the alleged unlawful discrimination or reprisal action, as required under Title 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, the NTSB will not tolerate acts of retaliation against an

employee who engages in protected activity, whistleblowing, or the exercise of any appeal or grievance right provided by law. 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 they have 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 a model of equity, fairness, and inclusiveness for all workplaces, inside and outside the federal government. Accordingly, I ask every individual in our workforce to take responsibility for fully implementing the NTSB's EEO policy and fully cooperating in its enforcement. Thank you for your federal service and your commitment to equal employment opportunity as we work together to make the NTSB an exemplary agency.

For questions or concerns, contact the director of the NTSB Office of Equal Employment Opportunity, Diversity, and Inclusion, Ms. Fara Guest, at (202) 314-6190 or at guestf@ntsb.gov.

A handwritten signature in black ink, appearing to be 'Fara Guest', with a long horizontal flourish extending to the right.