



Date: March 31, 2025

To: All NTSB Employees

From: Jennifer L. Homendy
Chair [Original Signed]

Subject: Anti-Harassment Policy Statement

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 creating and maintaining a work environment in which all people are treated with dignity, fairness, and respect, and are free from harassment. This commitment extends to anyone in the workplace—including, but not limited to, supervisors, co-workers, and contractor personnel—at any NTSB facility or other worksite where NTSB work is being conducted, even offsite. A harassment-free workplace enables every employee to perform at their best. Accordingly, the NTSB will not tolerate harassment of any kind, even if it does not rise to a level that violates the law.

Harassment is any unwelcome/unwanted verbal or physical contact based on race, color, religion, sex, national origin, age (beginning at age 40), disability (mental or physical), genetic information (including family medical history), or pregnancy childbirth, related medical conditions, and/or reprisal for protected equal employment opportunity (EEO) activity, and that unreasonably interferes with an individual's work performance or environment by resulting in a tangible employment action, or is sufficiently severe or pervasive to alter the conditions of the victim's employment and create a hostile or abusive working environment. Harassment can be exhibited in the form of ridicule, abuse, insults, or derogatory comments that are directly or indirectly based on any of the above characteristics. Personal conversations overheard by other employees who consider the conversation offensive based on a characteristic protected by law may also constitute harassment. The standard of harassment is met when the conduct culminates in a tangible employment action, or the conduct is sufficiently severe or pervasive as to create a hostile work environment.

A **hostile work environment** is any unwelcome or unwanted verbal or physical contact based on race, color, religion, sex, national origin, age (beginning at age 40), disability (mental or physical), genetic information (including family medical history), or pregnancy childbirth, related medical conditions, and/or reprisal for protected

EEO activity that reasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Creating a hostile work environment is conduct that is considered severe and pervasive, and anyone can commit this type of harassment. Harassment impacts and erodes the core of our most valuable asset: our people. 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, the Office of EEO, or the Human Capital and Training (HCT) Employee Labor Division. You should also make a report if you observe an NTSB employee or contractor engaging in unlawful harassment or other type of harassing behavior directed at another person. The NTSB will conduct prompt, thorough, impartial, and confidential inquiries into any allegations it receives, in accordance with the procedures outlined in Operations Bulletin EEO-GEN-003, and will take immediate and appropriate corrective action, disciplinary or otherwise, as necessary. The NTSB strictly prohibits retaliation for raising allegations of harassment or providing information related to such allegations. Reports of alleged harassment and any related documentation prepared under the procedures of Operations Bulletin EEO-GEN-003 will be treated as confidential to the greatest extent possible. All information and reported claims will be investigated promptly, thoroughly, and impartially.

There are multiple avenues for addressing harassment at the NTSB, including, but not limited to, our **Anti-Harassment Program** and **EEO Complaints Process**. The Anti-Harassment Program is designed to prevent harassing conduct before it becomes severe or pervasive. Supervisors and managers must document, and report harassment claims to HCT within 2 business days. The Anti-Harassment Program must promptly investigate harassment claims within 10 calendar days of notification and complete the investigation within 5 business days of the start of the investigation.

The Anti-Harassment process is separate from the EEO Complaints Process but may run parallel to it if both processes are initiated at the same time. The EEO Complaints Process addresses harassment claims that are based on a protected EEO basis. The EEO process permits 30 to 90 days for informal counseling or mediation and 180 days to investigate formal claims accepted for investigation.

The NTSB encourages all employees to report and help prevent workplace harassment. If you would like to file an EEO Complaint based on discriminatory harassment allegations, please contact your immediate supervisor or the director of the Office of EEO at Ebony.Jarrett@ntsb.gov or 202-906-0239. If you have Workplace Anti-Harassment Program concerns that are not EEO related, please contact the employee labor relations specialist in HCT.

Our mission at the NTSB is making transportation safer. We carry out this mission by—

- Maintaining our congressionally mandated independence.
- Conducting thorough investigations and safety studies.
- Deciding fairly and objectively appeals of enforcement actions by the Federal Aviation Administration (FAA) and US Coast Guard and certificate denials by the FAA.
- Advocating safety recommendation implementation.
- Assisting victims and survivors of transportation disasters and their families.

Together, we can ensure that all NTSB personnel have an equal opportunity to contribute to the success of our mission in an environment free of harassment. Harassment compromises the physical and psychological safety of our workforce and prevents our personnel from fully contributing to our mission. It has no place here at the NTSB.