

# 2023

## NIH Workplace Civility and Equity Survey



NIH has contracted a third party vendor, Westat, to distribute the survey, collect responses, and present aggregated survey responses back to NIH.

### Step 1

Westat emails the survey to all eligible NIH staff. Data is not transmitted or stored via NIH servers.



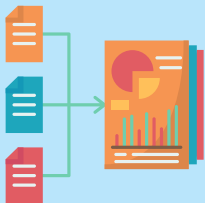
### Step 2

Westat, under the terms of its contract, is subject to the Privacy Act, and as such institutes counter measures ensuring protection of individual responses.



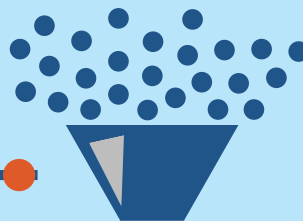
### Step 3

Westat provides aggregated responses by organization (Org Code) NOT by individual responses.



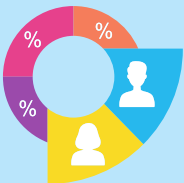
### Step 4

No matter how many responses are submitted, only responses in units of 7 and above are reported. If a team has fewer than 7 responses, they are included at the next higher level in the organization.



### Step 5

NIH cannot get an individual's data even if sorted by demographic factors. If there are 5 or fewer responses in a demographic category, results will not be reported.



Units of 7

Units of 7

Units of 7

Units of 7

### Step 6

Once the survey is complete, only designated IC Coordinators are given access to reports.



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