

Anti-Harassment Action Plan Quarterly Report - FY21 Q4

Bureau/Office: **U.S. Geological Survey**

Official Responsible for Report Content:

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Quarter ending: **September 30, 2021**

Data Entry Complete for Quarter? (Yes/No)

Yes

USGS PHASE 4 ACTION PLAN

The action items identified in the USGS Phase 4 Action Plan are intended to support the USGS long term goals/objectives of:

1. Maintaining a model Anti-Harassment Program (as identified by the Equal Employment Opportunity Commission) where uncivil, unprofessional behavior and conduct is addressed as early as possible, before it rises to harassing conduct.
2. Ensuring a fair, objective and safe process for employees to report allegations of harassment, for the Bureau to conduct a fact-finding investigation, and for management to take corrective/disciplinary action to address findings of misconduct.
3. Educating the workforce on the Anti-Harassment Policy and reporting procedures, and on other topics related to workplace harassment, harassment prevention and workplace civility.
4. Ensuring employees are aware of the different resources and process options available to assist them if they have concerns related to workplace harassment.

The USGS Phase 4 Action Plan also supports the goals identified in the DOI FY21 WES Action Plan.

Type of Activity	Action Item	Deliverable(s)	Target Completion Date	Status	Progress (% complete)	Progress Notes	Evaluation of Success Measures
Program Management and Development, Human Capital (HC) Response Capability	PHASE 4, Action 1 Objective: Improve understanding of scope and nature of USGS workplace harassment, improve the USGS timeliness in conducting administrative investigations into allegations of sexual harassment, and ensure the USGS maintains the capacity to field and process allegations of harassment in accordance with DOI and USGS policies.	1.1 - Carryover from Phase 3 Action Plan (Action Item 1.2) - Draft a charter for the Workplace Equity, Engagement and Excellence (WE3) Council, formerly the Anti-Harassment Executive Steering Group. 1.2 - Design, develop, administer and analyze the results from a USGS workplace harassment survey. 1.3 - Explore interest of other DOI bureaus and offices in establishing a pilot inter-bureau agreement on conducting administrative investigations for allegations of a sexual nature. 1.4 - Continue to monitor USGS HC capacity to adequately respond to and process reports of alleged harassment, complaints, grievances, etc. 1.5 - Conduct periodic process analysis to identify potential improvements to the anti-harassment reporting procedures.	Item 1.1: 12/31/2020 Items 1.2 - 1.5: 9/30/2021	All Action Items completed with the exception of Action Item 1.2, which is delayed until 3/31/22	90%	<p>1.1 - 100% Complete - The new Workplace Equity, Engagement, and Excellence (WE3) Council Charter was finalized as a Survey Manual Chapter, December 2020.</p> <p>1.2 - 75% Complete - Action Delayed, New Completion Date 3/31/22 - The new USGS Workplace Harassment Survey has been designed, developed and tested, and is ready to be administered to the workforce in November 2021. It was decided this survey will be administered at the same time the 2021 FEVS is administered to the workforce (November 8, 2021). The survey will be administered to the workforce in FY22 Q1, and the results analyzed in FY22 Q2. Action item will be carried over into the Phase 5 Action Plan.</p> <p>1.3 - 100% Complete - The USGS contacted the U.S. Bureau of Reclamation (USBR), Tanya Klawikowski, regarding a possible inter-bureau agreement. The USGS Anti-Harassment Program Manager (AHPM) provided a copy of the USGS Dispute Resolution & Anti-Harassment Specialist position description to Ms. Klavikowski, which identifies conducting administrative investigations as a major duty. The USGS has the internal capacity to enter into the inter-bureau agreement, but the USBR is not interested in entering into such an agreement at this time. Note: Other DOI offices/bureaus have not communicated or indicated any interest in entering into an inter-bureau agreement.</p> <p>1.4 - 100% Complete - The AHPM continues to monitor the USGS capacity to respond to reports of alleged harassment, conduct administrative investigations, and engage in prevention and mitigation training/activities. With the onset of unique and unusual situations in the past 18 months, the resources for responding to allegations were "stretched". The AHPM and the Chief of Employee and Labor Relations met to discuss the AHPMs concern that some Employee Relations Specialist have a significant workload because of the multiple harassment cases they are managing. Some offices/centers have on-going conflict that results in multiple cases of alleged harassment being reported. Action item will be carried over into the Phase 5 Action Plan.</p> <p>1.5 - 100% Complete - The AHPM met with the AD for Administration and the Deputy Director for Administration and Policy (September 29, 2021) to discuss harassment case data and overall Program trends, and to provide recommendations on how to prevent/mitigate a potential surge in reports of alleged harassment due to COVID-19 and return to work policies/guidance. Action item will be carried over into the Phase 5 Action Plan.</p>	Success will be determined by the completion of these five action items.
Workforce Resources and Training	PHASE 4, Action 2 - Objective: Ensure all USGS employees are aware of the USGS Anti-Harassment Policy and implementing procedures. Offer training regarding a variety of topics related to anti-harassment to the workforce. Prevent and/or mitigate the occurrence of workplace harassment.	2.1 - Establish, activate, and market to the USGS workforce a USGS Anti-Harassment Information Line. 2.2 - Develop and launch USGS Anti-Harassment Policy and reporting procedures refresher training that includes an employee self-certification process for acknowledging receipt of the USGS Anti-Harassment Policy and implementing Procedures and the USGS Code of Conduct. 2.3 - Explore offering the "Civil Treatment for Employees" course (developed by ELI, Inc.) to the workforce. Train/certify members of the Anti-Harassment Program staff to deliver the course material virtually and in-person. 2.4 - Develop and deliver training course(s) on topics related to the administrative investigation process, workplace civility, sexual harassment, or other topics related to workplace harassment.	12/31/2021	In Process & On Track to meet completion date	85%	<p>2.1 - 100% Complete - The new USGS Anti-Harassment (A-H) Information Line was approved by the WE3 Council, and announced/marketed to the workforce in the March 1, 2021 Need To Know (NTK) Digest. The A-H Program staff continue to market the Information Line through a variety of methods, i.e., including it in all training course materials as a resource document. The A-H Information Line recorded message provides information about who to contact to report allegations of harassment, and provides the option to leave a message. All voice messages are sent to the email inboxes of the A-H Program team. A member of the A-H Program team will return the messages within one business day.</p> <p>2.2 - 100% Complete - The new online A-H Policy and Employee Self-Certification training was finalized and loaded as a new course in DOI Talent. The workforce was notified of the mandatory online training in a Leader Blog post, "Notice of New Anti-Harassment Training and 2020 FEVS Results on Workplace Harassment", dated July 12, 2021. Employees have until December 31, 2021 to complete the mandatory online training.</p> <p>2.3 - 75% Complete - The AHPM received funding from Human Capital (HC) for the A-H Program staff to attend certification training to deliver the "Civil Treatment for Employees/Leaders" course (developed by ELI, Inc.). The A-H Program staff are scheduled to take the virtual certification training course December 7-9, 2021.</p> <p>2.4 - 75% Complete - The A-H Program staff developed the training course "Sexual Harassment Awareness and Prevention". Two classes were offered in April (April 20 & 27, 2021). This new course was announced/marketed to the workforce in an article on @thecore and in a Leaders Blog post, "Sexual Assault Awareness and Prevention Month", March 29, 2021. Another new course, "Understanding the Administrative Investigation Process" was developed, and is being offered to the workforce October 19, 2021 and November 10, 2021.</p>	Review and analyze the results from the 2021 FEVS and DOI agency specific items (ASIs) regarding workplace harassment to ensure employees know who to contact to file allegations of harassment (ASI Question 2), are aware of the confidential consultation resources available to them (ASI Question 3), and to gage if employees believe the different training activities have improved the workplace climate and reduced the occurrence of harassing conduct (ASI Questions 1 and 5).

Communicate Program Information to the Workforce and Senior Leadership	PHASE 4, Action 3 - Objective: Leverage the full spectrum of internal communications mechanisms to ensure consistent and thorough information about the Anti-Harassment Program is provided to the workforce and senior leadership.	3.1 - Maintain and update the Anti-Harassment Program website, and continue to market the site as the one-stop source for anti-harassment information. 3.2 - Provide Anti-Harassment Program information/updates through a variety of mechanisms including town hall forums, all-employee emails, Leaders Blog posts, articles in the "Need to Know" digest, training classes/courses, videos, etc. 3.3 - Provide monthly reports on cases of alleged harassment to the Director, Deputy Director and members of the Executive Leadership Team. Distribute an annual report to the USGS workforce.	12/31/2021	In Process & On Track to meet completion date	75%	<p>3.1 - 75% Complete - The following documents were added to the A-H Program website in the 4th quarter:</p> <ul style="list-style-type: none"> - FY21 Quarter 3 Anti-Harassment Action Plan Report to DOI - FY21 USGS Anti-Harassment Policy Statement - NEW Privacy Act FAQs - UPDATED Report of Alleged Harassment Intake Form - UPDATED Anti-Harassment Program Brochure <p>In addition, some older reports were removed from the website, and changes were made to the title of some offices/groups to align with the recent renaming of the offices/groups. For example, "USGS Workplace Culture Transformation website" was changed to "USGS Workplace Equity, Engagement, and Excellence Council website", and "DOI Office of Civil Rights" to "DOI Office of Diversity, Inclusion, and Civil Rights".</p> <p>3.2 - 75% Complete - The AHPM provided training on the Anti-Harassment Policy, USGS Code of Conduct, prevention and mitigation of workplace harassment and/or other related topics to: Supervisory Challenge course participants (August 11, 2021 & September 15, 2021); NWPI Region Leadership Team (July 29, 2021); Midcontinent Region Leadership Team (August 20, 2021); and South Atlantic WSC female Hydro Techs meeting (August 31, 2021). In addition, A-H Program updates were provided to employees at the USGS Town Hall Meeting, September 9, 2021.</p> <p>The following Leaders Blog posts and All Employee Email were posted on the @thecore and distributed to the workforce through the weekly NTK digest:</p> <ul style="list-style-type: none"> - "A Glimpse into What's Been Happening with the FEVS and USGS Employee Engagement", September 13, 2021. - "U.S. Geological Survey Anti-Harassment Policy and Implementing Procedures" (Policy Statement), August 27, 2021. - "Notice of New Anti-Harassment Training and 2020 FEVS ASI Results on Workplace Harassment", July 12, 2021. <p>3.3 - 75% Complete - The AHPM provided monthly A-H Program Activity Reports to the USGS Director, Deputy Directors, and members of the Executive Leadership Team, and provided updates on the Anti-Harassment Program at the September 9, 2021 and August 12, 2021 WE3 Council meetings.</p>	Review and analyze the results from the 2021 FEVS and DOI agency specific items (ASIs) regarding workplace harassment to ensure employees know who to contact to file allegations of harassment (ASI Question 2), are aware of the confidential consultation resources available to them (ASI Question 3), and have a general understanding of the overall program activities.
Collaboration with DOI and USGS Offices/Officials	PHASE 4, Action 4 - Objective: Create cost and process efficiencies and effective delivery of services by leveraging resources and eliminating duplication of effort within the DOI and USGS.	4.1 - USGS Human Capital Office and Office of Diversity & Equal Opportunity continue routine meetings to ensure effective communication, collaboration between the two offices, and delivery of services to employees reporting allegations of harassment. 4.2 - Solicit interest from other DOI bureaus/offices in establishing a pilot inter-bureau agreement on conducting administrative investigations for allegations of a sexual nature. 4.3 - Solicit interest from the Solicitor's Office in collaborating with the USGS on a short training video regarding the Privacy Act (specifically, how the Privacy Act limits what information can be shared with the alleged victim who files allegations of harassment under PB 18-01).	9/30/2021	Completed	100%	<p>4.1 - 100% Complete - The Deputy Associate Director for HC and the Chief, Office of Diversity and Equal Opportunity (DEO) met monthly, and as needed, to discuss a variety of topics that require communication and collaboration between the two offices. In addition, a HC and DEO All Hands Forum took place on September 28, 2021. The forum was focused on the various DEIA efforts at DOI and the Administration's priorities. Action item will be carried over into the Phase 5 Action Plan.</p> <p>4.2 - 100% Complete - The USGS contacted the U.S. Bureau of Reclamation (USBR), Tanya Klawikowski, regarding a possible inter-bureau agreement. The USGS Anti-Harassment Program Manager (AHPM) provided a copy of the USGS Dispute Resolution & Anti-Harassment Specialist position description to Ms. Klavikowski, which identifies conducting administrative investigations as a major duty. The USGS has the internal capacity to enter into the inter-bureau agreement, but the USBR is not interested in entering into such an agreement at this time. Note: Other DOI offices/bureaus have not communicated or indicated any interest in entering into an inter-bureau agreement.</p> <p>4.3 - 100% Complete - The AHPM worked with the USGS Privacy Officer to develop FAQs regarding the Privacy Act. The Privacy Act FAQs are available on the A-H Program website. In addition, the USGS Privacy Officer worked with the AHPM to update the Report of Alleged Harassment Intake Form to include a Privacy Act Statement. The updated Intake Form is available on the A-H Program website.</p>	Success will be determined by the completion of these three action items.