

Anti-Harassment Action Plan Quarterly Report - FY20 Q4

Bureau/Office: U.S. Geological Survey

Official Responsible for Report Content:

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Quarter ending: September 30, 2020

Data Entry Complete for Quarter? (Yes/No)

Yes

USGS PHASE 3 ACTION PLAN							
Goals/Objectives: The action items identified in the USGS Phase 3 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 culture. 4. Ensuring employees are aware of the different resources and process options available to assist them if they have concerns related to workplace culture.							
Type of Activity	Action Item	Deliverable(s)	Target Completion Date	Status	Progress (% complete)	Progress Notes	Evaluation of Success Measures
Employee Resources	PHASE 3, Action 1 - Policy & Program Implementation	NEW ACTION ITEMS FY20 Q1 1.1 - Develop and launch the new Workplace Culture Transformation website as the main launching point for information regarding resources and process options available to all employees. 1.2 - Draft a charter for the Workplace Culture Executive Steering Group; formerly the Anti-Harassment Executive Steering Group. 1.3 - Develop a resources package for the newly trained USGS collateral duty Investigators.	12/31/2020	Delayed	95%	NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN 1.1 - 100% Complete - The USGS Director launched the new Workplace Culture Transformation website and announced the new website to the workforce through a Leaders Blog post (LBp), "Workplace Culture Transformation - Putting the Pieces Together", dated May 4, 2020. The Director's LBp was distributed to all employees through the May 4, 2020 Need-to-know digest. (Completed FY20, Quarter 3) 1.2 - 95% Complete - The draft charter (developed as a USGS Survey Manual Chapter) was reviewed by the Business Leaders Team, Field Managers Team, and the Executive Leadership Team. All feedback from these teams was reviewed and addressed by the Executive Steering Group. A different title for this new Group/Council is currently being discussed because of potential changes to the Workplace Culture Transformation initiative at the Department. Once a new title has been decided, the Charter will be finalized and published. 1.3 - 100% Complete - The final resources package that was compiled for use by all trained USGS collateral duty investigators was finalized and loaded on OneDrive June 3, 2020. (Completed FY20, Quarter 3)	Success will be determined by the completion of these three action items.
Other	PHASE 3, Action 2 - Grassroots Engagement & Empowerment: Continue to support existing and new employee-led efforts to improve the working environment in the USGS.	NEW ACTION ITEMS FY20 Q1 2.1 - Implement the plan to expand the Peer Support Worker initiative/program bureau-wide. 2.2 - Continue to promote and expand access to Employee Resource Groups.	9/30/2020	Completed	100%	NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN 2.1 - 100% Complete - The plan to expand the Peer Support Worker initiative/program has been implemented and funding has been identified and provided to support the expansion. As part of the expansion efforts, participation doubled and there are now 23 Peer Support Workers that directly serve 20 centers/offices spread out across all USGS Regions. These Peer Support Workers are also available to other employees throughout the Bureau and beyond their duty stations. The Peer Support Worker website continues to be improved, and the annual Peer Support Worker workshop took place virtually using MS Teams May 5-7, 2020. (Completed FY20, Quarter 2) 2.2 - 100% Complete - During the 4th quarter, the DEO supported the Employee Resource Groups (ERGs) with effective group structures and initiatives toward advancing diversity and inclusion. In accordance with PB-17-07, the DEO assisted the ERGs with their goals and objectives, identifying ERG leadership and group communication, to include a robust marketing plan and the development and update of their relative ERG FY 2021 Charters. Of noteworthy, in August 2020, the USGS ERGs participated in the DOI ERG Workshop Planning meetings to ensure consistency and collaboration with activities and events with special observances across the department. During the meetings, ERGs brainstormed and discussed workforce barriers and how to address those barriers in special observance programs.	Annual review of Peer Support Worker program provided to the Workplace Culture/Anti-Harassment Executive Steering Group. Increase employee engagement with the Employee Resource Groups.

Leadership Communications	<p>PHASE 3, Action 3 - Communication: Leverage the full spectrum of internal communications mechanisms to ensure consistent and thorough information about the Workplace Culture Transformation/Anti-Harassment program is provided to the workforce.</p>	<p>NEW ACTION ITEMS FY20 Q1</p> <p>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.</p> <p>3.2 - Develop and launch the new Workplace Culture Transformation website as the main launching point for information regarding resources and process options available to all employees.</p> <p>3.3 - Provide Anti-Harassment/Workplace Culture Transformation 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.</p>	9/30/2020	Completed	100%	<p>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</p> <p>3.1 - 100% Complete - The Anti-Harassment Program website was updated in the 4th quarter with the following information:</p> <ul style="list-style-type: none"> - Added FY20, Quarter 3 Workplace Culture Transformation/Anti-Harassment Action Plan Report to DOI. - Added link to the USGS Workplace Culture Transformation Website - https://www.usgs.gov/about/organization/science-support/human-capital/workplace-culture-transformation. - Added video lecture by Dr. Freyd: "The Role of Institutional Courage in Harassment Prevention" - Added updated USGS "Anti-Harassment Policy & Implementing Procedures", August 2020. - Added updated USGS "Anti-Harassment Policy Statement", September 2020. <p>3.2 - 100% Complete - The USGS Director launched the new Workplace Culture Transformation website and announced the new website to the workforce through a Leaders Blog, "Workplace Culture Transformation - Putting the Pieces Together", dated May 4, 2020. The Director's Leaders Blog was distributed to all employees through the May 4, 2020 Need-to-know digest. (Completed FY20, Quarter 3)</p> <p>3.3 - 100% Complete - The following Leaders Blog posts (LBp) were distributed to the workforce in the 4th quarter using the weekly Need-To-Know (NTK) Digest:</p> <ul style="list-style-type: none"> - Director James Reilly, August 24, 2020, "A Look at Anti-Harassment Efforts at the USGS—How Are we Doing?" (LBp included reference to USGS 2019 FEVS ASI results, Anti-Harassment Program Annual Summary Report, Workplace Culture Transformation initiative, DOI PB 18-01) - Regina Neal-Mujahid (Chief DEO), Aimee Devaris (RD Alaska Region), Roseann Gonzales-Schreiner (RD Rocky Mtn Region), August 10, 2020, "Diversity, Equity, and Inclusion—We Are in this Together" <p>Anti-Harassment Program virtual training (Policy, Reporting Procedures, Prevention & Mitigation) was provided to the following audiences in the 4th quarter:</p> <ul style="list-style-type: none"> - Supervisory Challenge Course (new supervisors), September 16, 2020 - <i>New England Water Science Center (management team), September 9, 2020</i> 	<p>Review and analyze the results from the FEVS agency specific questions regarding the Anti-Harassment Program.</p>
Response Capacity	<p>PHASE 3, Action 4 - Human Capital Support: Continue to ensure adequate expertise and capacity for responding to and addressing reports of harassment.</p>	<p>NEW ACTION ITEMS FY20 Q1</p> <p>4.1 - Continue to monitor USGS Human Capital (HC) capacity to adequately respond to and process reports of alleged harassment, complaints, grievances, etc.</p> <p>4.2 - HC and Office of Diversity & Equal Opportunity (DEO) staff continue quarterly meetings to ensure effective communication, collaboration between the two offices, and delivery of services to employees reporting allegations of harassment.</p> <p>4.3 - Conduct periodic process analysis to identify potential improvements to the anti-harassment reporting procedures.</p>	9/30/2020	Completed	100%	<p>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</p> <p>4.1 - 100% Complete - Two new position were filled in the 4th quarter to support the USGS Collaborative Action & Dispute Resolution (conducting mediation, facilitation), and the Anti-Harassment Programs (conducting administrative investigations, developing new training curriculum).</p> <p>4.2 - Action item will be carried over to Phase 4 Action Plan - Due to the high level of work commitment, lack of staff and COVID-19, the DEO/HR 4th quarter meetings for FY20 was delayed.</p> <p>4.3 - 100% Complete - Finalized and published the updated USGS Anti-Harassment Policy and Implementing procedures (Survey Manual Chapter (SMC) 370.734.1) that incorporates lessons learned from the initial implementation of DOI Personnel Bulletin 18-01, "The Prevention & Elimination of Harassing Conduct", and USGS SMC 370.734.1, "USGS Anti-Harassment Policy". The updated SMC now includes more information on the process for closing out cases (issuing closeout memos), and offering conflict resolution process options, when appropriate.</p>	<p>Improved satisfaction with reporting experience associated with filing complaint/grievance/report.</p> <p>Improved utilization and helpfulness ratings of employee resources for reporting harassment experiences.</p>