

**Workplace Culture Transformation/Anti-Harassment Action Plan Quarterly Report - FY20 Q2**

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

**Official Responsible for Report Content:**

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**Quarter ending:** March 31, 2020

**Data Entry Complete for Quarter? (Yes/No)**

**Yes**

**USGS PHASE 3 ACTION PLAN**

**NOTE: The USGS remains on track to complete all action items by the target completion date of 9/30/20. However, the USGS will notify the Department if delays are identified due to the COVID-19 pandemic.**

Type of Activity	Action Item	Deliverable(s)	Target Completion Date	Status	Progress (% complete)	Progress Notes	Evaluation of Success Measures
Employee Resources	<b>PHASE 3, Action 1 - Policy &amp; Program Implementation</b>	<b>NEW ACTION ITEMS FY20 Q1</b>  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.	9/30/2020	On Track	75%	<b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b>  <b>1.1 - 75% Complete</b> - A USGS Workplace Culture Transformation website was developed and is ready to be launched once the Director's video message is recorded. The video recording was initially scheduled for March 23, 2020, but has been delayed due to the COVID-19 emergency and telework guidance.  <b>1.2 - 75% Complete</b> - A charter was drafted in March 2020 and is ready for review and approval by the Executive Steering Group.  <b>1.3 - 75% Complete</b> - A resources package was compiled and loaded on OneDrive in March 2020 for use by all trained USGS collateral duty Investigators. The package will be coordinated with Cathy Smith, Chief Employee & Labor Relations, once she is available to review and provide input (currently occupied with COVID-19 emergency). The resources package will be officially finalized once Ms. Smith is available to review and provide feedback.	Success will be determined by the completion of these three action items.
Other	<b>PHASE 3, Action 2 - Grassroots Engagement &amp; Empowerment: Continue to support existing and new employee-led efforts to improve the working environment in the USGS.</b>	<b>NEW ACTION ITEMS FY20 Q1</b>  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	On Track	75%	<b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b>  <b>2.1 - 100% Complete</b> - 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 face to face workshop is being rescheduled to September 2020.  <b>2.2 - 60% Complete</b> - December 12, 2019, the USGS Office of Diversity and Equal Opportunity facilitated an Employee Resource Group (ERG) "Next Steps" Workshop. The workshop focused on strategies for effective communication, strategies to increase bureau-wide employee participation and critical points of intersection in support of USGS EEO goals and objectives. During January, February and March of 2020, the DEO delivered, on an ad-hoc basis, additional guidance and support to the ERG's, to include, best and common practices originating from other federal agencies and USGS Special Emphasis Programs. In addition, the DEO and the USGS Ethics Office provided guidance and clarification to ERGs regarding the DOI Personnel Bulletin No. 17-07. Further, during FY 2020, the USGS DEO is planning to hold monthly workshop sessions to promote and expand the USGS ERGs.	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><b>PHASE 3, Action 3 -</b> 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><b>NEW ACTION ITEMS FY20 Q1</b></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	On Track	50%	<p><b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b></p> <p><b>3.1 - 50% Complete</b> - The Anti-Harassment Program website was updated in the 2nd quarter with the following information:  - New Peer Support Worker Brochure  - FY20 Q1 USGS Anti-Harassment Action Plan Report  - USGS Phase 3 Workplace Culture Transformation/Anti-Harassment Action Plan  - DOI Bureau/Office FY19 FEVS Results for ASIs</p> <p><b>3.2 - 75% Complete</b> - A USGS Workplace Culture Transformation website was developed and is ready to be launched once the Director's video message is recorded. The video recording was initially scheduled for March 23, 2020, but has been delayed due to the COVID-19 emergency and telework guidance.</p> <p><b>3.3 - 50% Complete</b> - The USGS published a Leaders Blog Post, "Workplace Culture Transformation - Town Hall and Training Follow-Up", January 13, 2020 (distributed to all employees in the USGS weekly Need to Know digest). In-person training on workplace civility, conflict management, and anti-harassment was provided to the Colorado Water Science Center (Feb. 2020), California Water Science Center (Jan. 2020) and to new supervisors during the "Supervisory Challenge" course (Jan. 2020). Other planned in-person training for March 2020 was postponed due to COVID-19 emergency and travel restrictions.</p>	Review and analyze the results from the FEVS agency specific questions regarding the Anti-Harassment Program.
Response Capacity	<p><b>PHASE 3, Action 4 -</b> Human Capital Support: Continue to ensure adequate expertise and capacity for responding to and addressing reports of harassment.</p>	<p><b>NEW ACTION ITEMS FY20 Q1</b></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 &amp; 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	On Track	50%	<p><b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b></p> <p><b>4.1 - 50% Complete</b> - Through routine monitoring, a need for additional personnel has been identified to support the USGS Collaborative Action &amp; Dispute Resolution (conducting mediation, facilitation), and the Anti-Harassment Programs (conducting administrative investigations, developing new training curriculum). A new position description is currently being drafted so recruiting can begin in the 3rd quarter.</p> <p><b>4.2 - 50% Complete</b> - The Human Capital Office and the Office of Diversity and Equal Opportunity communicated/collaborated on the following topics this quarter (Feb. 2020):  - Notification of EEO Counseling Activity (Alleged Harassment)  - Notification of Administrative Grievances  - Reasonable Accommodations Program  - Recruiting Efforts</p> <p><b>4.3 - 50% Complete</b> - The USGS is in the process of updating the "USGS Anti-Harassment Policy" to incorporate lessons learned from the initial implementation of DOI Personnel Bulletin 18-01, "The Prevention &amp; Elimination of Harassing Conduct", and USGS Survey Manual Chapter 370.734.1, "USGS Anti-Harassment Policy". In addition, the USGS is seeking guidance from the Solicitor's Office on the Privacy Act, specifically, what information can be shared with the alleged victim after the fact-finding/administrative investigation process has concluded, so more consistent information and guidance can be shared with the workforce.</p> <p>The USGS has proposed to the Solicitor's Office that they partner on a short training video on the Privacy Act and what information can be shared with the alleged victim during the different phases of the fact-finding/administrative investigation process. We are waiting for a response from the Solicitor's Office.</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>