

**Workplace Culture Transformation/Anti-Harassment Action Plan Quarterly Report - FY20 Q3**

Bureau/Office: U.S. Geological Survey

Official Responsible for Report Content:

Katherine McCulloch/Julie Wozniak

Quarter ending: June 30, 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.**

**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	<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	90%	<b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b>  <b>1.1 - 100% Complete</b> - 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.  <b>1.2 - 90% Complete</b> - The draft Workplace Culture Executive Council charter (developed as a USGS Survey Manual Chapter) was approved by the Executive Steering Group June 15, 2020. The draft charter is now in the final review process (reviewed by the Business Leaders Team, Field Managers Team, and Executive Leadership team) and will be finalized and published once feedback is received, reviewed and addressed.  <b>1.3 - 100% Complete</b> - 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.	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 workshop took place virtually using MS Teams May 5-7, 2020.  <b>2.2 - 75% Complete</b> - April 23, 2020, the USGS Office of Diversity and Equal Opportunity (DEO) facilitated an Employee Resource Group (ERG) Workshop. Workshop highlights included distinctions and commonalities of ERGs and the Special Emphasis Program. As an educational highlight, the DEO provided an in-depth look at the EEOC Management Directive 715 and its applicability to ERGs. The workshop also focused on ERG development of Charters and Bylaws. The DEO will continue to hold regular ERG workshop sessions during FY 2020 to promote and expand the USGS ERGs.  June 24, 2020, the USGS LGBTQ+Alley ERG hosted a June Pride Workshop. To ensure effective communication and support awareness in unconscious bias, participants learned and discussed gender and sexual orientation in current times and the importance building a fundamental understanding of the LGBTQ+Alley community.	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 - Communication:</b> 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	75%	<p><b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b></p> <p><b>3.1 - 75% Complete</b> - The Anti-Harassment Program website was updated in the 3rd quarter with the following information:  - Added FY20 Q2 USGS Workplace Culture Transformation/Anti-Harassment Action Plan Report  - Added link to new USGS Civility &amp; Inclusion Council website  - Highlighted/marketed DOI Intergenerational Sensitivity and Bystander Intervention virtual training sessions.</p> <p><b>3.2 - 100% Complete</b> - 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.</p> <p><b>3.3 - 75% Complete</b> - The USGS published four Leaders Blogs; "Sexual Assault Awareness Month", April 20, 2020; "I Took the Pledge—Denim Day", April 27, 2020; "Workplace Culture Transformation - Putting the Pieces Together", May 4, 2020; and "Keys to an Effective Anti-Harassment Program – Communication and Transparency", June 29, 2020. The Leaders Blogs were distributed to all employees through the USGS weekly Need-to-Know digest. In addition to the Leaders Blogs, the Executive Leadership Team distributed an all employee email to the workforce, "We Are in This Together", June 10, 2020.</p> <p>Virtual training on conflict management, anti-harassment, EEO, etc. was provided to the Peer Support Workers, May 5-7, 2020. (Presentations by: • Office of Diversity • Anti-Harassment Program • DOI Ombuds • Ethics Office • Collaborative Action and Dispute Resolution (CADR) • Office of Science Quality and Integrity Educational seminars/training: • Bystander Intervention (Amy Teague &amp; Patty Garcia; PSWs) • LGBTQ+ Terminology &amp; Inclusive Language (Alicia Crain; Peace Corp) • The Role of Institutional Courage in Harassment Prevention (Dr. Jennifer Freyd) • Unconscious Bias (Dr. Bruce Stewart) • Gender Bias (Dr. Jennifer Malpass; PSW).</p> <p>Multiple webinars on workplace civility and conflict management were offered to the workforce in April, May and June 2020:  - April 7, 2020 - Crucial Conversations Highlights  - April 14, 2020 - Getting to the Core of Conflict and Communication  - April 21, 2020 - Dealing with Difficult People  - April 28, 2020 - Strength Deployment Inventory (SDI)</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 - Human Capital Support:</b> 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	75%	<p><b>NEW ACTION ITEMS FY20 Q1 - PHASE 3 ACTION PLAN</b></p> <p><b>4.1 - 75% Complete</b> - The need for additional personnel to support the USGS Collaborative Action &amp; Dispute Resolution (conducting mediation, facilitation), and the Anti-Harassment Programs (conducting administrative investigations, developing new training curriculum) was identified through routine monitoring. A new position was established in the 3rd quarter and is expected to be filled in the 4th quarter.</p> <p><b>4.2 - 75% Complete</b> - The Human Capital Office and the Office of Diversity and Equal Opportunity communicated/collaborated on the following topics this quarter:  - Notification of EEO Counseling Activity (Alleged Harassment)  - Notification of Administrative Grievances  - Reasonable Accommodations Program  - Recruiting Efforts</p> <p><b>4.3 - 75% Complete</b> - The USGS completed a draft update to its Anti-Harassment Policy that incorporates 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". The USGS Anti-Harassment Executive Steering Group/Workplace Culture Executive Council will review and approve the draft changes before the updated policy is forward to DOI HR for their review and approval. Changes include additional instructions on closing out a case once the investigation process has concluded.</p> <p>In addition, the USGS is still 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. The USGS has proposed to the Solicitor's Office that they partner on a short training video that explains 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>