

Anti-Harassment Action Plan Quarterly Report - FY21 Q3

Bureau/Office: U.S. Geological Survey

Official Responsible for Report Content:

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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	In Process & On Track to meet completion date	75%	<b>1.1 - 100% Complete</b> - The new Workplace Equity, Engagement, and Excellence (WE3) Council Charter was finalized as a Survey Manual Chapter, December 2020.  <b>1.2 - 75% Complete</b> - The Anti-Harassment (A-H) Program staff sent the draft workplace harassment survey to a variety of groups and individuals for their review and feedback. The team is currently considering and incorporating the feedback received. Once a final draft survey is developed, it will be presented to the WE3 Council for their review, feedback, and approval. It is expected a survey will be administered in fiscal year 2021; however, it is unlikely the results will be analyzed until the following fiscal year.  <b>1.3 - 75% Complete</b> - The USGS contacted the U.S. Bureau of Reclamation (USBR), Tanya Klawikowski, on 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. Klawikowski, 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 may not have the internal capacity to fulfill their responsibilities under a pilot inter-bureau agreement. The USBR has not made a final decision regarding their desire to enter into the proposed inter-bureau agreement; however, they don't appear to be 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.  <b>1.4 - 75% Complete</b> - 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 six months, the resources for responding to allegations were "stretched".  <b>1.5 - 75% Complete</b> - The AHPM conducted an analysis of the number of cases closed and the results of those cases. From April 2018 to April 2021, 67 cases processed under DOI Personnel Bulletin No. 18-01 were closed. Of the 67 cases, 41 (61.2%) were closed with no finding of misconduct and 26 (38.8%) were closed with a finding of misconduct. For 50% of the cases where misconduct was found, non-disciplinary corrective action was taken. Based on a review of the type of corrective/disciplinary action taken, it appears the Anti-Harassment Policy and Implementing Procedures is achieving the goal of addressing misconduct before it rises to a violation of law. This analysis was presented to the WE3 Council at the June 3, 2021 meeting.	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	75%	<b>2.1 - 100% Complete</b> - The new USGS 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 resources 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.  <b>2.2 - 75% Complete</b> - The new online A-H Policy and Employee Self-Certification training is finalized and loaded as a new course in DOI Talent. This mandatory training will be announced to the workforce in a Leaders Blog from the Deputy Director of Administration and Policy and the Associate Director for Administration. All employees will be expected to complete the course by the end of calendar year 2021.  <b>2.3 - 50% Complete</b> - The AHPM requested funding from the WE3 Council (February & June 2021) for the A-H Program staff to attend certification training to deliver the "Civil Treatment for Employees/Leaders" course (developed by ELI, Inc.). The WE3 Council is supportive of the training, and would like the AHPM to explore the option of certifying additional facilitators so this course can be provided to all employees. The AHPM will work with the WE3 Council to identify potential funding sources, and determine the total number of facilitators needed to deliver this course bureau-wide.  <b>2.4 - 75% Complete</b> - 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 ready to be offered to the workforce.	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	50%	<p><b>3.1 - 50% Complete</b> - The A-H Program website was updated with the USGS FY21 Q2 A-H Action Plan report, and contact information for the new DOI Ombudsman now servicing the USGS. Based on a recommendation from two USGS employees from the Earthquake Science Center, information regarding confidential consultation resources was repositioned on the website to a more prominent location. The A-H Program and Workplace Culture Transformation websites were updated to remove information from former Director Reilly.</p> <p><b>3.2 - 50% Complete</b> - 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 the National Climate Adaptation Science Center (May 19, 2021). The A-H Program staff provided two classes on "Sexual Harassment Awareness and Prevention", April 20 &amp; 27, 2021.</p> <p>The following Leaders Blog and report were posted as articles on the @thecore and distributed to the workforce through the weekly NTK digest:  - "USGS Anti-Harassment Program Annual Summary Report", June 8, 2021.  - "Knowing the Differences Between Anti-Harassment Processes Managed by the Diversity and Equal Opportunity and Human Capital Offices", May 24, 2021.</p> <p><b>3.3 - 50% Complete</b> - The AHPM provided monthly A-H Program Activity Reports to the USGS Director, Deputy Directors and members of the Executive Leadership Team, and provided an update on the Anti-Harassment Program at the June 3, 2021 WE3 Council meeting.</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	In Process & On Track to meet completion date	75%	<p><b>4.1 - 75% Complete</b> - The Deputy Associate Director for Human Capital (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, the Associate Director for HC and other HC staff members met/coordinated with DEO staff to assist in the development of a new Equity, Diversity and Inclusion (EDI) action plan and the completion of the MD-715 report.</p> <p><b>4.2 - 75% Complete</b> - The USGS contacted the USBR, Tanya Klawikowski, on a possible inter-bureau agreement. The USGS AHPM provided a copy of the USGS Dispute Resolution &amp; Anti-Harassment Specialist position description to Ms. Klawikowski, 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 may not have the internal capacity to fulfill their responsibilities under a pilot inter-bureau agreement. The USBR has not made a final decision regarding their desire to enter into the proposed inter-bureau agreement; however, they don't appear to be 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><b>4.3 - 75% Complete</b> - At the recommendation of the WE3 Council, the AHPM contacted the USGS Privacy Office to explore if the USGS can develop FAQs and/or a short training video by collaborating with internal experts, versus coordinating with the Solicitor's Office, Employment and Labor Law Unit (SOL ELLU). The USGS Privacy Officer is interested and engaged, and is currently working with the AHPM to develop either FAQs and/or a short training video on the Privacy Act.</p>	Success will be determined by the completion of these three action items.