

USGS Anti-Harassment/Work Environment Survey Action Plan - Phase 2

April 1, 2019

Type of Activity	Action Item	Deliverable(s)	Target Implementation/Completion Date	Evaluation of Success Measures
Leadership Communications	Phase 2, Action 1 - Leadership Support & Engagement: Continue leadership communication with the workforce on the anti-harassment program goals and activities.	1.1 - Draft and distribute Anti-Harassment Program updates to the workforce using either all employee email or leaders blog post via the "Need to Know" digest. 1.2 - Highlight Sexual Harassment Awareness and Prevention Month in April by identifying training options available to the workforce.	9/30/2019	Improved FEVS responses to The New IQ index.
Leadership Communications	Phase 2, Action 2 - Employee Engagement: Continue to seek feedback from the workforce regarding the anti-harassment policy/reporting procedures, and efforts to ensure a harassment free work environment.	2.1 - Continue town hall forums as a means to communicate Anti-Harassment Program information, engage and interact with the workforce, and receive workforce feedback regarding Anti-Harassment Program goals and activities. 2.2 - Engage a variety of employee groups, i.e., Diversity Council, Peer Support Workers, etc. to receive feedback regarding the Anti-Harassment Program and ways to ensure a harassment free work environment. 2.3 - Request the Ombudsman provide data to and brief the ELT regarding issues/concerns received from the workforce.	12/31/2019	Improved FEVS responses to The New IQ index.

<p>Leadership Communications</p>	<p>Phase 2, Action 3 - Communication: Leverage the full spectrum of internal communications mechanisms to ensure consistent and thorough information about the anti-harassment program are provided to the workforce.</p>	<p>3.1 - Maintain and update the anti-harassment program website, and market the site as the one-stop source for anti-harassment information. 3.2 - Continue to provide anti-harassment program information through a variety of mechanisms including town hall forums, all-employee emails, leaders blogs, articles in the "Need to Know" digest, videos, etc. 3.3 - Launch new anti-harassment program training video using DOI Talent. 3.4 - Plan site visits for the DOI Ombudsman, DEO staff, and Anti-Harassment Program Manager.</p>	<p>12/31/2019</p>	<p>Improved satisfaction with reporting experience associated with filing complaint/grievance/report. (WES Q49, multiple measures). Improved utilization and helpfulness ratings of employee resources for reporting harassment experiences (WES Q55, multiple measures).</p>
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Employee Resources	Phase 2, Action 4 - Policy & Program Implementation	<p>4.1 - Track and report on the completion of the FY19 requirement of 4-hours of training for employees and 8-hours for supervisors on diversity and equal opportunity (including anti-harassment training).</p> <p>4.2 - Continue to educate all managers and supervisors on their obligation to immediately follow-up on harassment complaints and issues raised by any employee by requiring all managers and supervisors to complete the new anti-harassment program training provided in DOI Talent.</p> <p>4.3 - Ensure policy and procedures about retaliation are clear and available to all employees by requiring all employees complete the new anti-harassment program training in DOI Talent.</p> <p>4.4 - Work with DOI to develop anti-harassment language in financial assistance award terms and conditions.</p> <p>4.5 - Increase available options for administrative inquiries/investigations by sponsoring investigator training for a small group of employees who would be available to provide inquiry/investigation services upon completion of their training.</p>	12/31/2019	<p>% of supervisors and employees trained.</p> <p>Decrease (after potential initial increase due to more reporting) in % of employees reporting allegations harassment.</p>
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Training	Phase 2, Action 5 - Targeted Training: Provide training and resource materials to address specific findings in the Workforce Environment Survey.	5.1 - Offer training options on age and gender-related harassment. 5.2 - Expand availability of bystander training. 5.3 - Explore how to expand the delivery of training on how to have a difficult/crucial conversation.	9/30/2019	Decrease (after potential initial increase due to more reporting) in % of employees reporting age- and gender-related alleged harassment. Decrease in % of bystanders who did not take any action when witnessing harassment.
Response Capacity	Phase 2, Action 6 - Human Resources Support: Continue to ensure adequate expertise and capacity for responding to and addressing reports of harassment.	6.1 - Continue to monitor USGS HR capacity to adequately respond to and process reports of alleged harassment, complaints, grievances, etc. 6.2 - HR and DEO staff continue quarterly meetings to ensure effective communication between the two offices, and delivery of services to employees reporting allegation of harassment. 6.3 - Conduct periodic process analysis to identify potential improvements to the anti-harassment reporting procedures. 6.4 - Launch new anti-harassment reports/case management tracking system.	12/31/2019	Improved satisfaction with reporting experience associated with filing complaint/grievance/report. (WES Q49, multiple measures). Improved utilization and helpfulness ratings of employee resources for reporting harassment experiences (WES Q55, multiple measures).
Other	Phase 2, Action 7 - Cultural Issues: Fully realize the USGS Guiding Principles.	7.1 - Finalize and distribute the new USGS Code of Conduct to the workforce. 7.2 - Explore combining some existing employee groups to establish a new USGS civility & inclusion council.	9/30/2019	Improved FEVS responses to The New IQ index.

Other	Phase 2, Action 8 - Grassroots Engagement & Empowerment: Continue to support existing and new employee-led efforts to improve the working environment in the USGS.	8.1 - Continue Peer Support Worker pilot program and evaluate potential for expansion to additional Centers. 8.2 - Continue to promote and expand access to Employee Resource Groups.	12/31/2019	Annual review of Peer Support Worker program provided to Anti-Harassment Executive Steering Group. Increase in number of employee resource groups over time.
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