



**OFFICE OF NATURAL RESOURCES  
REVENUE**

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**IMPLEMENTATION PLAN**

**PERSONNEL BULLETIN (PB) NO: 18-01**

**PREVENTION AND ELIMINATION OF  
HARASSING CONDUCT**

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**Version 1  
May 2018**

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## I. Purpose:

The purpose of this implementation plan is to outline the processes and procedures ONRR will use to implement the Department's policy on providing a work environment free from harassment. **This plan is to be used in conjunction with Personnel Bulletin (PB) No: 18-01, Prevention and Elimination of Harassing Conduct.** The ultimate goal of the policy and the implementation plan is to ensure that all ONRR offices are free of harassing conduct of any type and that employees have confidence in management's commitment to address all allegations of harassing conduct swiftly and thoroughly. Please note this implementation plan and PB are separate and distinct from the Equal Employment Opportunity (EEO) process and **do not** satisfy the requirements for filing an EEO complaint, **nor do they delay** the time limits associated with the EEO process.

## II. Responsibilities:

### A. Director:

1. Ensure compliance of this policy is written into all ONRR Senior Executive Service (SES) performance plans.
2. Communicate to all supervisors they will be held accountable to operate in full compliance of the policy and will be rated on their performance accordingly.
3. Stay abreast of the work environment and "champion" the execution and implementation of the PB throughout the organization.
4. Hold all supervisors and managers accountable to take immediate action, as appropriate, on allegations of harassing conduct.

### B. Supervisors/Managers:

1. Immediately (*within 1 business day*) report any harassment allegations by using the *ONRR Harassing Conduct Allegation Intake Form*.
2. Notify your Program Manager and Program Director (*within 1 business day*) of any harassment allegations you receive.
3. Assist the servicing human resources office (IBC) and other entities to address allegations of harassing (i.e., investigations, documentation, protection for employee, etc.).
4. Communicate with subordinate employees *at least* quarterly during staff meetings or other office gatherings to ensure employees are aware of the policy.
5. Encourage employees to report harassing conduct immediately.
6. Hold subordinate supervisors accountable for their performance under this policy.

**C. All Employees:**

1. Immediately (*within 1 business day*) report harassment allegations by using the *ONRR Harassing Conduct Allegation Intake Form* if you have witnessed or become aware of harassing conduct. Employees who are victims of harassing conduct are also encouraged to report the behavior.
2. Fully cooperate and participate in any investigation regarding alleged harassing conduct.
3. Certify via the Learning Management System (DOI Learn or successor) that you have read and understand the policy.
4. Participate in training offered regarding this policy.
5. Report any violations of this policy to your supervisor, Program Manager, Program Director, or Human Capital Officer.

**D. Human Capital Officer (HCO):**

1. Along with IBC, the ONRR Human Capital Officer (HCO) will receive the *ONRR Harassing Conduct Allegation Intake Form* and assist in determining the appropriate course of action (*within three business days*). If the harassing allegation involves the HCO, the form will be provided to the ONRR Deputy Director for appropriate action.
2. Send confirmation email regarding the receipt of the form to the *Individual Taking the Report* and *Individual Reporting Harassing Conduct* (*within two business days*).
3. Provide quarterly communications/reminders via email to all ONRR employees regarding the policy.
4. Coordinate with the Workforce Development Office (WDO) on supervisory training curriculum and new employee orientation information on the policy.
5. Provide other training to ONRR employees (i.e., brown bags) on the policy and procedures on the implementation of the policy.
6. Provide oversight and support to all supervisors and employees to ensure compliance with the policy.
7. Oversee the proper execution of the procedures of the policy and ONRR's implementation plan.
8. Coordinate with supervisors and our servicing personnel office (IBC) to gather information and determine the methods to be used for any inquiries and investigations associated with alleged harassing conduct.

9. Provide ONRR senior leadership with a monthly report (or more frequently, if needed) of harassing conduct allegations.
10. Provide reports to the Department and other entities as required.
11. Provide feedback regarding the types of allegations received, trends, etc., to the Diversity and Inclusion team to help ensure success and compliance with the ONRR Work Environment Survey (WES) action plan.
12. Annually review the Department policy and ONRR Implementation Plan to ensure information is current and accurate.

**E. Servicing Personnel Office (IBC):**

1. Along with the HCO, the IBC will receive the *ONRR Harassing Conduct Allegation Intake Form* and assist in determining the appropriate course of action (***within 3 business days***).
2. If an investigation is necessary, IBC will initiate the process (***within 2 days of determining an investigation is necessary***).
3. As needed, participate in training opportunities provided to ONRR supervisors and employees.
4. Assist the HCO with overseeing the procedures of the policy and ONRR's implementation of the policy.
5. Provide guidance and support to all ONRR employees in the implementation of the policy.
6. Coordinate with supervisors and the HCO to gather information and determine the methods to be used for any inquiries and investigations associated with alleged harassment.
7. Provide reports and information to the HCO to assist with preparation of monthly reports to ONRR senior leadership, Department, and other entities as required.

**III. Expectations:**

1. Refrain from engaging in harassing conduct.
2. All responsible parties will fulfill their obligations as outlined in the PB and this document.
3. Any manager, supervisor, or employee who is found to have participated in any way in harassing conduct will be subject to disciplinary action, up to and including removal.

4. Any manager, supervisor, or employee who retaliates against another for reporting harassing conduct will be subject to disciplinary action, up to and including removal.
5. Any manager, supervisor, or employee who impedes the implementation and application of this document and/or the PB will be subject to disciplinary action, up to and including removal.

**IV. Resources:**

1. **Employee Assistance Program (EAP)** - Employees are encouraged to seek assistance with personal and/or work-related issues. EAP can be reached at 800-869-0276, or visit the website at [www.espyr.com](http://www.espyr.com), password is *interioreap*.
2. **Ombuds/CORE PLUS** – Office of Collaborative Action and Dispute Resolution (CADR) Ombuds work independently and are neutrals. ONRR’s Ombuds is Brian Bloch, 202-513-0618, [brian\\_bloch@ios.doi.gov](mailto:brian_bloch@ios.doi.gov).
3. **ONRR Human Capital Officer** – Deborah Lloyd, 303-231-3927, [deborah.lloyd@onrr.gov](mailto:deborah.lloyd@onrr.gov).
4. **IBC HR Office** – Yolanda Hobart, 303-969-7408, [yolanda\\_hobart@ibc.doi.gov](mailto:yolanda_hobart@ibc.doi.gov)
5. **EEO Office** – Sherilyn Rogers O’Gorman, 303-231-3947, [sherilyn\\_rogersogorman@ios.doi.gov](mailto:sherilyn_rogersogorman@ios.doi.gov)
6. **DOI Equal Opportunity and Workplace Conduct page**, <https://www.doi.gov/employees/anti-harassment/harassing-conduct>
7. **ONRRResource Intranet**, <http://onrrresource/About-Us/Policies/Prevention-and-Elimination-of-Harassing-Conduct--Personnel-Bulletin-18-01/>

**V. Implementation Activity/Schedule:**

<b>Task</b>	<b>Impact</b>	<b>Responsible Officials</b>	<b>Timeline</b>
Add session to New Employee Orientation (NEO)	Ensure all new employees are aware of the Dept and ONRR policy on harassment free work environment and process to report alleged harassing conduct.	HCO and WDO	Next NEO: July 2018
Add session to ONRR New Supervisor Training	Ensure new supervisors are aware of their role and responsibility, along with accountability.	HCO and WDO	Class offered annually in January

<b>Task</b>	<b>Impact</b>	<b>Responsible Officials</b>	<b>Timeline</b>
Conduct “brown bag” sessions with supervisors and employees	Short sessions to provide brief overview of PB and Q&As.	HCO, IBC HR, WDO	4 sessions beginning June 2018 (will hold more sessions as needed)
All employees certify via DOI Learn that they have read PB	Verification that all employees are aware.	HCO, WDO	May 2018
Regular/recurring reminders of reporting harassing conduct	Demonstrates supervisors “buy-in” and support of a harassment-free work environment.	Supervisors/Managers	Quarterly (July, Oct, Jan, Apr)
Regular/recurring official email communication to all employees	Demonstrates senior leaderships commitment to a harassment-free work environment	HCO	Quarterly (July, Oct, Jan, Apr)
Activity report to ONRR senior leadership	Keeps leadership informed of types of allegations and trends.	HCO	Monthly beginning June 2018