

Work Environment Survey Action Plan Quarterly Report - FY19 Q4

Bureau/Office: Office of Natural Resources Revenue

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Quarter ending: December 31, 2019

Data Entry Complete for Quarter? (Yes/No)

Yes

Type of Activity	Action Item	Deliverable(s)	Target	Status	Progress	Progress Notes	Evaluation of Success
Leadership Communications	Adopt DOI-OS-PMB's anti-harassment policy	ONRR Senior Management publishes joint statement within 1 week of Department policy release	within 1 week of issuance of Department Policy	Complete	100%	Each of the 5 ONRR Executive Leadership Team (Senior Leaders) published a message to employees in their programs by 04/27/2018	5 of 5 published an email to their program areas Gould - 04/24/2018 Steward - 04/27/2018 Tyler - 04/26/2018 Davis - 04/26/2018 Mehlhoff - 05/01/2018
Policy Implementation	Adopt DOI-OS-PMB's anti-harassment policy	100% of employees certify they have read and understood the policy	5/31/2018	Complete	99%	ONRR's Human Capital Governance Board decided the method for collecting certification information would be DOI Learn	May 31, 2018 99.0% of employees certified in the DOI Learn system. Total employees = 605. Completed = 599.
Policy Implementation	Craft and issue additional anti-harassment guidance	ONRR Implementing Procedures for Personnel Bulletin 18-01	5/29/2018	Complete	100%	ONRR submitted its implementing procedures for Personnel Bulletin 18-01 on 05/15/2018, and received approval on 05/21/2018. Email was sent out on 05/29/2018 and intranet site updated with information on 05/29/2018.	All employees have been officially informed of ONRR's implementation plan for PB 18-01. Listening sessions and brown bag session were held for all ONRR employees in all locations.
Employee Resources	Reinvigorate the Dignity and Respect Campaign	Roll-out updated Dignity & Respect Campaign initiative for all 30 tips	9/30/2018	Complete	100%	The Communication and Change Management group created a communication plan and publishing materials that will run through 12/31/2018. Begin publishing intranet materials the first week of October, and published a new piece of content each week thereafter. Also, posted materials to digital signage running internally on monitors. Added information on	Evaluation in the next quarter will include # of the 14 weeks that content is published on time. Additional evaluation will include # of content views per week on the intranet site. A review will be conducted mid-way in Q4 of FY19 to help determine the direction of
Employee Resources	Fostering an ever-positive, supportive, and harassment-free culture within the agency	Ensure anti-harassment information and related actions included in new employee onboarding checklist	6/30/2019	Complete	100%	Included information as part of the New Employee Onboarding Checklist	Future evaluation will include completion of harassment certification within a specified period of time.

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Training	Training agency staff on appropriate work behavior, emphasizing zero-tolerance for workplace harassment	Continue Mandatory Civil Treatment for Leaders class	5/31/2018	Complete	100%	ONRR intends to offer online training for new supervisors that come on board after June 2018.	Future evaluation will include completion of harassment training within a specified period of time.
Training	Training agency staff on appropriate work behavior, emphasizing zero-tolerance for workplace harassment	"Mandatory" Civil Treatment for Employees class for all non-supervisory employees	12/31/2020	On Track	50%	Management decided to extend the target completion date until 12/31/2020. ONRR Senior Advisor completed training/certification by ELI to conduct Civil Treatment for Employees and Leaders. Training material has been ordered. Due to the government furlough, classes projected to begin in May 2019. First training class was held in Denver on June 5. A total of 6 classes scheduled for ONRR employees through the end of CY19, more classes will be scheduled for CY20.	Roll-out plan has been developed and approved for training.