

**CITY OF MONROE
RESOLUTION NO. 2025-013**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, ADOPTING THE UPDATED ANTI-
HARASSMENT AND ANTI-VIOLENCE POLICY

WHEREAS, the City of Monroe is committed to maintaining a safe, respectful, and inclusive workplace in accordance with Washington State law (Chapter 49.60 RCW) and guidance from the Washington Cities Insurance Authority (WCIA); and

WHEREAS, the City's Anti-Harassment and Anti-Violence Policy, last updated in 2014, has been revised to improve clarity, accessibility, and alignment with current City standards and practices; and

WHEREAS, key updates include the use of gender-neutral language, clarified reporting and resolution options, enhanced definitions of retaliation and zero tolerance, and improved formatting for readability and transparency; and

WHEREAS, the City aims to uphold organizational values and legal obligations through these updates which have been reviewed by multiple committees and WCIA models.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of the updated Anti-Harassment and Anti-Violence Policy. The Anti-Harassment and Anti-Violence Policy, defines, describes, and delineates the applicability of various rules and laws related to harassment, violence, discrimination, and retaliation at the City of Monroe, and is hereby adopted in the form and content provided in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full. It supersedes and replaces the City's previously adopted Anti-Harassment and Anti-Violence policy.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 22nd day of July, 2025.

Resolution No. 2025-013
Approved: 07/22/2025
Effective: 07/22/2025

CITY OF MONROE, WASHINGTON:


[Geoffrey Thomas \(Sep 12, 2025 16:42:25 EDT\)](#)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:


[Jodi Wycoff \(Sep 12, 2025 13:43:59 PDT\)](#)

Jodi Wycoff, City Clerk


[Zach Zell \(Sep 12, 2025 13:34:20 PDT\)](#)

J. Zachary Zell, City Attorney



**Administrative Policy
Anti-Harassment and Anti-Violence**

Policy Record

Approval Date	Effective Date	Approved By
July 22, 2025	July 22, 2025	Resolution 2025-013

Last Review: November 14, 2014	Policy Number: 2025-013
Next review:	Replaces: HR2014-002
	Superseded By:
Policy Administrator: Human Resources	

Related Procedures

This policy is referenced in the City of Monroe Employee Handbook. Related topics covered in the handbook include Privacy Rights in the Workplace and Personal Property, which may intersect with the reporting, investigation, and resolution of incidents under this policy.

Policy Statement

The City of Monroe is committed to ensuring that the practices and conduct of all its employees comply with the requirements of federal and state laws against unlawful harassment, discrimination and retaliation. It is the policy of the City that all employees have the right to work in an environment free from unlawful harassment based upon their race, color, religion, creed, national origin, citizen or immigration status, sex, marital status, HIV, AIDS, and hepatitis C status, honorably discharged veteran or military status, age, disability, pregnancy and maternity, sexual orientation and gender identity, use of a guide dog or other service animal, genetic information, domestic violence victim status or any other protected class status. Any unlawful harassment of employees in the workplace, whether by co-workers, supervisors or third parties, will not be tolerated by the City. Any harassment by an employee against non-employees or other third parties, while working for or otherwise representing the City will not be tolerated.

Purpose

The City of Monroe is committed to ensuring that all employment practices and conduct comply with applicable federal and state laws prohibiting workplace discrimination and harassment. All individuals have the right to work in an environment free from harassment, intimidation, or violence, and to do so without fear of retaliation. This policy outlines the City’s expectations, complaint procedures, and responsibilities to maintain a safe and respectful work environment.

Definitions

Sexual Harassment

Sexual harassment includes unwelcome behavior of a sexual nature that affects terms and conditions of employment. This includes:

1. Submission to such conduct being a condition of employment or the basis for employment decisions.
2. Conduct that unreasonably interferes with work performance or creates a hostile, intimidating, or offensive work environment.

Examples include, but are not limited to:

- Unwelcome flirtations, propositions, or advances
- Physical contact such as patting, brushing, hugging, kissing, or cornering
- Verbal comments or jokes of a sexual nature
- Sexual innuendo, gestures, leering, or whistling
- Sexually suggestive or offensive materials or décor in the workplace

Other (Nonsexual) Harassment

According to Chapter 49.60 RCW, nonsexual harassment refers to verbal or physical conduct that shows hostility or aversion based on protected characteristics such as race, religion, gender/gender identity, or disability, and that:

- Creates a hostile, intimidating, or offensive work environment;
- Interferes with an individual's work performance; or
- Adversely affects employment opportunities.

Examples include, but are not limited to:

- Use of epithets, slurs, or negative stereotypes
- Threats or intimidation
- Jokes, pranks, or materials targeting protected characteristics
- Offensive displays on bulletin boards, desks, or digital communication platforms

Anti-Harassment Policy

Complaint and Reporting Procedure

Individuals who believe they have experienced or witnessed harassment should immediately inform the offending party that the behavior is unwelcome. If direct communication is not feasible or effective, the incident must be reported promptly using one of the following avenues:

- Supervisor or Department Head
- Human Resources Department
- City Administrator

Reports may be made verbally or in writing. A complaint form is available from Human Resources or the Department Head. To promote transparency, individuals are encouraged to submit concerns through any channel they feel safe using.

Process:

- All complaints must be forwarded promptly to Human Resources.
- Human Resources will oversee an immediate investigation. The method and formality of the investigation will depend on the nature of the complaint.
- Confidentiality will be maintained to the extent practicable and consistent with applicable state law.
- Retaliation against any individual who files a complaint or participates in an investigation in good faith is strictly prohibited. Any attempt at retaliation will result in disciplinary action.
- If allegations are substantiated, corrective and/or disciplinary measures will be taken, which may include counseling, reassignment, written warnings, or termination.
- Complainants will be informed of the investigation's conclusion and applicable next steps.

If a complainant prefers informal resolution and does not request an investigation, the City may still take appropriate action depending on the severity of the conduct.

Roles and Responsibilities

Human Resources

- Disseminates this policy
- Develops training materials
- Manages investigations and resolutions

Supervisors and Managers

- Are responsible for enforcing the policy
- Must act immediately upon observing or receiving complaints
- Must foster a culture of respect, open communication, and non-retaliation
- May face disciplinary action, up to termination, for failing to act appropriately

Workplace Violence Policy

The City of Monroe is committed to preventing violence and maintaining a secure environment for employees, contractors, and the public.

Prohibited Conduct

Workplace violence includes, but is not limited to:

- Bullying or threats of harm

- Fighting or physical aggression
- Possession or threats involving weapons (unless by law enforcement)
- Property abuse or damage
- Use of abusive or threatening language or gestures
- Threatening voice elevation or hostile behavior

Note: Joking about any of the above is strictly prohibited.

Scope

"Premises" includes all City-owned or controlled property (e.g., offices, parking lots, lounges, and storage areas). The City reserves the right to conduct searches when deemed necessary for safety.

Reporting Violent Behavior

Employees must report any suspected or observed threats immediately to a supervisor, Department Head, or the City Administrator. All incidents must be documented.

Emergency Situations:

- Call 911 if immediate danger exists
- Employees may leave the area if violence appears imminent, without fear of disciplinary action
- The City will coordinate the employee's return to work and ensure safety measures are in place

Retaliation and Zero Tolerance

Zero Tolerance: The City will not tolerate harassment, violence, or retaliation in any form. Violations of this policy will result in prompt disciplinary action, up to and including termination.

Retaliation Defined: Any adverse action (such as demotion, reassignment, threats, or exclusion) taken against an individual for reporting harassment or violence or participating in an investigation is considered retaliation and is strictly prohibited.

Security and Compliance

All City security policies must be followed at all times, including access restrictions and facility security protocols. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including discharge.

Resolution 2025-013 Updated Anti-Harassment and Anti-Violence Policy_combined

Final Audit Report

2025-09-12

Created:	2025-09-12
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8I6CtoDVRGLr5A-I-LASmGOXOLg4uqv6

"Resolution 2025-013 Updated Anti-Harassment and Anti-Violence Policy_combined" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)
2025-09-12 - 5:04:52 PM GMT
-  Document emailed to Zach Lell (zlell@omwlaw.com) for signature
2025-09-12 - 5:05:16 PM GMT
-  Email viewed by Zach Lell (zlell@omwlaw.com)
2025-09-12 - 8:33:03 PM GMT
-  Document e-signed by Zach Lell (zlell@omwlaw.com)
Signature Date: 2025-09-12 - 8:34:20 PM GMT - Time Source: server
-  Document emailed to Geoffrey Thomas (gthomas@monroewa.gov) for signature
2025-09-12 - 8:34:21 PM GMT
-  Email viewed by Geoffrey Thomas (gthomas@monroewa.gov)
2025-09-12 - 8:41:57 PM GMT
-  Document e-signed by Geoffrey Thomas (gthomas@monroewa.gov)
Signature Date: 2025-09-12 - 8:42:25 PM GMT - Time Source: server
-  Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature
2025-09-12 - 8:42:26 PM GMT
-  Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)
2025-09-12 - 8:43:34 PM GMT
-  Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)
Signature Date: 2025-09-12 - 8:43:59 PM GMT - Time Source: server

✔ Agreement completed.

2025-09-12 - 8:43:59 PM GMT