



## CODE OF CONDUCT

### PURPOSE

All members of the Washington State legislative community have the right to a legislative environment that is safe and respectful, free from unsolicited, unwelcome, and inappropriate comments or conduct. This Code of Conduct provides guidance that clarifies the standards of professional conduct and appropriate behavior, and is consistent with the respective policies of the House, Senate, and Legislative Agencies regarding workplace conduct. The legislative community is defined as the community of individuals who participate in the business of the House of Representatives, Senate, and Legislative Agencies to enact legislation through debate and collaboration. Members of the legislative community include but are not limited to:

- Legislators and other elected or appointed officials;
- Employees and interns of the House, Senate, and Legislative Agencies;
- Lobbyists;
- Employees of State agencies, Boards, and Commissions and others representing government entities;
- Members of the press; and
- Members of the public participating in the business of the legislature.

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The Legislature is committed to maintaining a professional and respectful environment for all members of the legislative community. As stewards of the public trust, each member of the legislative community is expected to:

- *Conduct themselves with self-awareness, self-respect, and professionalism;*
- *Treat all others with respect, dignity, and civility, regardless of status or position; and*
- *Refrain from engaging in hostile, intimidating, offensive, or unlawful activities or behaviors that may amount to discrimination, harassment, sexual harassment, or bullying under the respectful workplace policies of the Senate.*

This Code of Conduct applies equally and at all times to all members of the legislative community, both on and off the capitol campus. *See also HCR 4401 (2019).*

### VIOLATIONS

The Senate will address any complaints of violations in a manner that is apolitical, impartial, transparent, prompt, thorough, and respectful. Reported violations will be investigated in accordance with the rules, policies, and procedures instituted by the Senate. No person will be granted special privilege or immunity from consequences of violations on the basis of their status or position in the legislative community. Retaliation or threat of retaliation against any person who complains of or reports violations will not be tolerated. The Senate may take disciplinary action against a person who retaliates or threatens retaliatory action in accordance with its Policy on Appropriate Workplace Conduct.

### ACKNOWLEDGMENT

I affirm that I have read the Senate Code of Conduct. I understand the conduct and behavior expected of me as a member of the legislative community.

*Signature*

*Print Name*

*Date Signed*

For more information, including definitions, examples of and how to report violations of the code of conduct:

- *Senate Policy on Appropriate Workplace Conduct:*  
<http://leg.wa.gov/Senate/Administration/Documents/AppropriateWorkplaceConductPolicyFINAL.pdf>

## RESOURCES

For questions or concerns, contact:

- Brad Hendrickson, Secretary of the Senate  
(360) 786-7550
- Sarah Bannister, Deputy Secretary of the Senate  
(360) 786-7338
- Jeannie Gorrell, Senate Counsel  
(360) 786-7514
- Victoria Cantore, Senate Counsel  
(360) 786-7687
- Alison Hellberg, Human Resource Officer  
(360) 786-7583

Additional resources:

- *Employee Assistance Program*  
<https://des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap>
- *Equal Employment Opportunity Commission*  
<https://www.eeoc.gov/employees/index.cfm>
- *Human Rights Commission*  
<https://www.hum.wa.gov/employment>
- *Dispute Resolution Center of Thurston County*  
<http://www.mediatethurston.org>
- *SafePlace*  
<https://www.safeplaceolympia.org>
- *Washington Coalition of Sexual Assault Programs*  
<http://www.wcsap.org>
- *Rape, Abuse & Incest National Network (RAINN)*  
<https://www.rainn.org>