

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT

**DATE:** January 12, 2026

**TO:** Mayor and Council

**FROM:** Kari Laing, Director of Human Resources

**SUBJECT:** Respectful Workplace Policy and Employee Code of Conduct Policy – Proposed Amendments

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**RECOMMENDATIONS**

THAT Council:

1. Receive the corporate report dated January 12, 2026, from the Director of Human Resources, titled “Respectful Workplace Policy and Employee Code of Conduct Policy– Proposed Amendments;”
  2. Endorse Respectful Workplace Policy No. 405, attached as Appendix A;
  3. Endorse Employee Code of Conduct Policy No. 404, attached at Appendix B.
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**EXECUTIVE SUMMARY**

Staff are bringing forward potential amendments to the Respectful Workplace Policy (RWP) and the Employee Code of Conduct Policy and the Council Code of Conduct Bylaw to make changes with respect to surreptitious recording, as well as to update the policies to reflect changes to *Workers Compensation Act* and the *British Columbia Human Rights Code*.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2020-576 November 23, 2020	THAT Council endorse the following Human Resource policy as circulated: a. Policy 405 - Respectful Workplace <p style="text-align:right">Carried</p>

**INTRODUCTION/BACKGROUND**

The RWP was introduced and formally endorsed by Council in 2012. Since its adoption, the policy has undergone several amendments to ensure it continues to reflect the evolving needs and priorities of the organization and changing legislation.

The RWP amendments reflect new sections of the *Workers Compensation Act* as well as updates to the protected characteristics under the *British Columbia Human Rights Code*. The

amendments also have been made to expand on relevant terms, examples, and improve readability.

The Code of Conduct Policy amendments have been made to prohibit employees from surreptitious recordings of any kind in the workplace to protect confidentiality, privacy and sensitive information from being collected without other parties' knowledge.

### **LEGAL IMPLICATIONS**

Failure to update the RWP would result in misalignment with legislative requirements the City is bound to uphold and increase risk of potential claims against the city.

### **OPTIONS / RISKS / ALTERNATIVES**

The following options are available for Council's consideration:

1. Provide additional amendments to Human Resources Policy 405 – Respectful Workplace Policy
2. Provide additional amendments to Human Resources Policy 404 – Code of Conduct
3. Not approve/endorse the proposed amendments to the Respectful Workplace Policy and/or the Council Code of Conduct Bylaw.

### **CONCLUSION**

This corporate report is presented to Council's for endorsement of the Employee Code of Conduct Policy 404 and the Respectful Workplace Policy No. 405 as attached.

Respectfully submitted,



Kari Laing  
Director of Human Resources

### **Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Respectful Workplace Policy No. 405  
Appendix B: Employee Code of Conduct Policy No. 404