



tsebo

African Expertise
Global Standards

UMgaqo wokuziPhatha ngokuseSikweni neMisebenzi eFanelekileyo yoShishino

(Usebenza kwiintlobo zentengo zizonke, amacandelo, abancedisi, abasebenzi, abalawuli, abanikezeli nakwiindibaniselwano ngomsebenzi wase-Tsebo Solutions Group)

1. Intshayelelo

I-Tsebo Solutions Group (Proprietary) Limited kunye nabo bancedisayo (abaziwa ngokudibeneyo njenge-"Group" kunye/okanye i-"Company") bazibophelele kwimigangatho ephezulu kwimisebenzi yasentlalweni noshishino. I-Tsebo inomgaqo-nkqubo ongabunyamezeli konke-konke ubusela, ubuqhetseba nokulukuhlwa.

IQumrhu livumelana nemithetho-siseko esesikweni exhasa ulawulo olufanelekileyo lwamashishini njengoko kuchaziwe kwi-King 3 oko kukuthi, uxanduva, intatho-xanduva, ubulungisa nokungabinakhethe.

IQumrhu nabalawuli balo bakwazama ukwenza umsebenzi wabo ngenkathalo, ngokuzithemba, ukuzibophelela nenkuthazo kwakunye nobuchule obugqibeleleyo kuwo onke amaqela achaphazelekayo.

Bonke abalawuli nabasebenzi beQumrhu kwakunye nabanikezeli, abangene kwizivumelwano, oomahlulelane kwindibaniselwano ngomsebenzi kunye namaqela achaphazelekayo kulindeleke ukuba aqonde aphinde aqwalasele lo Mgaqo wokuziPhatha ngokuseSikweni neMisebenzi eFanelekileyo yoShishino ("the Code") xa kusenziwa ushishino kunye okanye lusenzelwa okanye egameni leQela futhi iQela lithembisa ukusebenza kwindawo evulekileyo nengenakhethe kwimisebenzi yalo kunye namaqela ewonke athatha inxaxheba. Aba bantu bangasentla akufunekanga bathathe inxaxheba okanye baxolele urhwiphilizo, ubuqhetseba, ubusela okanye naluphina ulwaphulo-mthetho olunxulumene nozoqoqosho.

IQumrhu lithembisa ukwamkela imisebenzi enobulungisa kwezengqesho nenikezela amathuba alinganayo nophuhliso kwindawo yokusebenzela efanelekileyo empilweni nakukhuseleko lwabantu.

2. Intsebenziswano noMgaqo-nkqubo oChasene nokuNyoba nobuQhetseba

Umgaqo useka ingqiqo eyenze uphahla nelawula indlela i-Tsebo esebenza ngayo futhi kufuneka ufundwe kunye noMgaqo-nkqubo oChasene nokuNyoba nobuQhetseba ojongene ngokukodwa nendlela i-Tsebo enqwenela ngayo ukujongana neemeko zokunyoba nobuqhetseba obukhoyo.

3. UMgaqo wokuziPhatha ngokuseSikweni

Imisebenzi yeQumrhu kunye nabasebenzi balo iyakuthi, ngamaxesha onke:

- Iququnjelwe ngokuhambelana noMgaqo-siseko weRiphabliki yoMzantsi Afrika, inkqubo-sikhokelo esebenzayo yezomthetho kwakunye nemigangatho esisigxina efanelekileyo yendlela yokuziphatha;
- Ikwazi ukuphakama ekubeni iphononongwe ngokupheleleyo ngawo onke amaqela achaphazelekayo eQumrhu;
- Ibonisa eyona iphezulu imithetho-siseko yolawulo lwamashishini; .

- Izama ukufezekisa iziphumo “eziyimpumelelo macala” nolwalamano kunye namaqela achaphazelekayo;
- Iyakusebenza ngoxanduva futhi ithathele kuyo onke amanyathelo ayo; kwaye
- Ivuma amalungelo nesidima sobuntu kwabanye nokuthintela ukuxhatshazwa nezoyikiso zalo naluphina uhlobo.

4. IMithetho-siseko Jikelele

Bonke abalawuli beQumrhu, abasebenzi, abanikezeli, oomahlulelane kwindibaniselwano ngomsebenzi nabo banezivumelwano kufuneka:

- Benze imisebenzi yabo ngokuthembekileyo, ubulungisa, intatho-xanduva, ngaphandle kokukhetha obathandayo okanye izoyikiso kwakunye ukwenza okungcono kakhulu koko banokwenza;
- Bathethe ngokuphandle nangokuthembekileyo futhi babonise injongo nokuzibophelela ekufezekiseni iziphumo ezihle kakhulu, naphantsi kweemeko ezimbi;
- Baphathe abantu ngobulungisa, intlonelo nobuthathaka kwimiba enxulumene namalungelo, futhi bahloniphe ukuba ziintlobo ngeentlobo okanye ukungafani;
- Bamkele uxanduva lwezenzo zabo nezigqibo;
- Bathobelane nemigaqo-nkqubo neenkqubo ezisebenza kwinkampani nangendlela inkampani ewuqhuba ngayo umsebenzi wayo;
- Basebenzise ulwazi abalufumene kwinkampani kuphela kwiinjongo ezijoliselwe oko, oko kukuthi, umsebenzi wenkampani;
- Baphathe ii-aseti nepropati yenkampani, abasebenzi bayo, abaxhasi, abathengi nabanikezeli ngentlonipho efanayo nanjengokuba bebeyipropati eyeyabo uqobo;
- Akukho nkciitho koovimba beQumrhu, ukubandakanya nexesha;
- Babelane futhi bachaze naluphina ulwazi abanalo olunxulumene nongquzulwano lwezinto umntu achaphazeleka kuzo okanye anomdla kuzo, nokuba zezakhe uqobo okanye ngokunxulumene neQumrhu ngokukhawuleza xa olu ngquzulwano luye lwacaca;
- Bangamkeli nasiphina isipho esinokubonwa njengenzame yokusebenzisa impembelelo engafunekiyo okanye ekufumaneni unzelelelo nokuthobelana noMgaqo-siseko weZipho weQumrhu;
- Bacele umngeni kwabanye ukuba bakholelwa ekubeni basebenza ngendlela engekho sikweni futhi nengquzulana nalo mgaqo-nkqubo. IQumrhu alikhuthazi nayiphina indlela yempindezelo ngokuchasene nabo bathethayo, bangathuli.

5. IMibuzo eluNcedo

Xa uthandabuza amanyathelo akho, phendula le mibuzo ilandelayo xa usenza isigqibo, ukuba impendulo yakho ngu-“Hayi”, akufunekanga uqhubekeke nenyathelo lakho lokuqala obulithabathile:

1. Ingaba kuyavunywa oku phantsi komgaqo-siseko?
2. Ingaba kusemthethweni?

3. Ingaba ixhasa imigangatho yamaqela eengcali esisebenzisana nazo?
4. Ungakwazi ukuthethelela amanyathelo akho:
 - KwiiBhodi zoShishino noLawulo?
 - Kubasebenzi bakho nabo usebenza nabo?
 - Kuluntu jikelele – ukuquka noluntu lwendawo yakho?
 - Kusapho lwakho?
5. Ingaba inyathelo lakho lixhasa umoya wentsebenziswano kwinkcubeko ye-“Tsebo Outsourcing Group”?
6. Ingaba iyila imeko “eyimpumelelo macala”?
7. Ukhe wacinga ngemiba yokulungileyo?
8. Ingaba uzama ukufumana indlela elungileyo yokwenza into engalunganga?
9. Ingaba ikhona impembelelo engafanelekanga efake lo moya kwingqiqo yakho, oko kuku:
 - Uqwalasele inzuzo kuphela?
 - Indlela eyeyakho yokusebenza?
 - Ukuthobela uxinzelelo olusuka kwabaphezulu?
 - Ukhuseleko lomsebenzi wakho?
10. Ingaba unomdla nje ongowakho kule ntengiselwano?
11. Ingaba ukhona omnye uMsebenzi womnye umbutho okanye omnye umntu ngaphandle kweQumrhu oyakuthi atyetyiswe yile ntengiselwano?
12. Ingaba oku kukwimigangatho eyamekekileyo okanye imisebenzi yeshishini?
13. Ingaba iyathobelana nemigaqo-nkqubo yeQumrhu futhi ingaba iyathobelana noMgaqo-nkqubo oChasene nokuNyoba nobuQhetseba?
14. Ingabonakala njani ukuba xa ichazwe kwiphepha lokuqala lephephandaba langomso?

6. IMpilo, uKhuseleko nokusiNgqongileyo

Ukhuseleko lwabasebenzi kunye nabanye abantu kwiziza zethu yeyona nto iphambili kuthi. UMsebenzi ngamnye unelungelo nemfanelo yokuphikisa futhi agqithise ingxelo malunga neemeko ezingakhuselekanga, indlela yokuziphatha neenkqubo.

INkampani iya-:

- Kuyila futhi igcine, kangangoko inako, indawo yokusebenzela ekhuselekileyo nenempilo kumalungiselelo afanelekileyo oqeqesho kunye nezixhobo ezifunekayo nezomsebenzi kunye neenkqubo kubasebenzi xa besenza imisebenzi yabo;
- Kwenza imilinganiselo efanelekileyo ukuqinisekisa ukuba abasebenzi bayohlukana nokusebenzisa iziyobisi notywala emsebenzini, nokuthi kuchaphazele indlela abo basebenzi abasebenza ngayo kuze oko kuvelise ingozi kwimpilo nakukhuseleko lwabanye abasebenzi.

INkampani izibophelele ekuqhubeni ishishini lalo ngendlela enoxanduva ukuze ikwazi ukunciphisa impembelelo yayo kokusingqongileyo kwakunye nokuqinisekisa ngempilo-ntle kuwo onke amaqela achaphazelekayo ukuquka okusingqongileyo kukonke, uluntu kwimimandla yasekuhlaleni kwakunye nabasebenzi.

Oku kuzibophelela kuya kuqhubeka ekubeni kufezekiswe ngoku-:

- Hlanganisa okufuneka kuqwalaselwe kokusingqongileyo kunye nesicwangciso soshishino nokwenziwa kwezigqibo;
- Phawula, ukuvavanya nokulawula imiba yokusingqongileyo ehambelana nemisebenzi yethu okanye ukunciphisa ubukho bempembelelo engentlanga kokusingqongileyo, umzekelo:
- Ukunciphisa ukuphuma kongcoliseko luye emoyeni;
- Ukunciphisa ukukhutshwa kwamanzi angawogutyulo;
- Ukuphucula usetyenziso loovimba ngokuphinda basetyenziswe kwakhona nokubuyisela izinto esezisetyenzisiwe ekubeni ziphinde zisetyenziswe kwakhona ekwenzeni into entsha (recycle), apho kufaneleke khona;
- Ukusebenzisa iimateriyali nezinto ezithile ezinokuphinda zisetyenziswe kwakhona kwaye zingenabungozi kokusingqongileyo;
- Nokunciphisa ukusetyenziswa kombane ngolawulo olunentsingiselo lombane kwi zzakhiwo zethu nezixhobo;
- Ngokubeka iliso rhoqo ekusebenzeni kweNkampani kokusingqongileyo ngokusebenzisa iinkqubo zohlelo ngokutsha lolawulo kunye neenkqubo;
- Ngokuthobelana nalo lulonke uviso-mthetho neemfuno zemimiselo esemthethweni njengoko kufuneka njalo kummandla wengingqi nganye;
- Ngokuphucula rhoqo inkqubo yethu yococeko, engqinisiswa ngabaphicothi-zincwadi bangaphandle nohlelo ngokutsha lwenkqubo yethu i-Star Grading Programme rhoqo ngonyaka ukuba ibandakanye neminye imiba engeminye kwindalo esingqongileyo okubaluleke kakhulu;
- Ngokunyusa umgangatho wokuqonda ngokusingqongileyo noqeqesho kubo bonke abasebenzi kwimiba yokusingqongileyo efanelekileyo kwimisebenzi yabo;
- Ngokukhuthaza bonke abanikezeli benkonzo ekubeni baphuhlise imigaqo-nkqubo yokusingqongileyo ehambelana nalo Mgaqo-nkqubo wethu nokuzama ukuqinisekisa ukuba bayathobelana neemfuno zokusingqongileyo;
- Ngokusebenzisana noqhagamshelwano olungeyomfihlo noluntu jikelele kunye nabamelwane abafanelekileyo, iziphatha-mandla zikarhulumente nawo onke amaqela angamanye anomdla ekusebenzisaneni kwinjongo ekwabelwana ngayo yokuphucula iimfuno.

Apho kufuneka khona, iNkampani iya kuzama ukungqinelanisa iNkqubo yayo yoLawulo lokusiNgqongileyo kunye nezo zabaxhasi bayo.

7. Ungquzulwano lwezinto umntu achaphazeleka kuzo okanye anomdla kuzo

Ungquzulwano lwezinto umntu achaphazeleka kuzo zimeko apho umntu ngamnye esenza izigqibo zakhe ezisekelwe kwinzuzo eyeyakhe, ingenguwo umdla omkhulu weNkampani.

Nokuba umntu akawuvumeli umdla ongowakhe uqobo ekuphembeleni izigqibo zakhe, ingqiqo yokuba kungakho ungquzulwano kungaqinisekisa umonakalo omkhulu kwimbonakalo yeNkampani futhi kungadodobalisa ukuthembeka kumaqela achaphazelekayo eNkampani.

Naluphina ungquzulwano lwenene okanye olucingelwayo lomdla kufuneka wazise umanejala wakho futhi kugcwaliswe irejista neefomu zolu ngquzulwano. Irejista nefomu ziyafumaneka ekhompuytheni ku-Sharepoint neziprintiweyo ziyafumaneka kumlawuli wezorhwebo.

7.1 Umdla woShishino wangaPhandle

Abasebenzi beNkampani nabalawuli akufunekanga:

- Basebenzise oovimba beNkampani ekuqhubeni amashishini abucala okanye benze umsebenzi womnye umbutho;
- Banikezele nayiphina inzuzo kumahlulelane woshishino okanye umntu abakhuphisana naye weNkampani apho uMsebenzi onjalo okanye isizalwane sakhe sifumana umdla wenzuzo;
- Bafumane noba ngokuthe ngqo okanye ngokungathanga ngqo, nayiphina inzuzo okanye ithuba elinokucela ngokusetyenziswa ipropati yengqiqo yeNkampani.

7.2 Ukubandakanywa kwaBanikezeli, aBathengi, njl-njl.

Abasebenzi kunye nabalawuli (kunye/okanye naliphina ilungu lakho losapho), akufunekanga nizidibanise nomnikezeli weenkonzo, umntu owenze isivumelwano naye, umthengi, umntu okhuphisana naye, umahlulelane kwindibaniselwano ngomsebenzi, umnikezeli weenkonzo okanye nasiphina isibonelelo esingesinye ekuthatheni inxaxheba kwizivumelwano zoshishino neNkampani.

Imizekelo engafanelekanga yokuthatha inxaxheba koku iquka:

- Ukufumana umdla othile kwisibonelelo seshishini elisebenzisana neNkampani;
- Ukubamba umdla wobuhlulelane okanye ukwabelana ngenzala okanye amalungiselelo enkuthazo, ulwalamano lomntu onetyala nonikezela ityala okanye ukuthatha inxaxheba kwimiba enjalo yezoqoqosho kunye nasiphina isibonelelo soshishino esisebenzisana neNkampani;
- Ukusebenza nakwesiphina isikhundla kwisibonelelo soshishino esisebenzisana neNkampani; okanye
- Ukwamkela imali-mboleko, imali oyifumana kwangaphambili okanye inzuzo engenye engeyoyamali esuka kumnikezeli, umntu onesivumelwano naye, umthengi, okanye isibonelelo esingesinye soshishino, ngaphandle kweemali-mboleko eziqhelekileyo okanye imali oyifumana kwangaphambili ebhankini okanye iziko elingelinye elibolekisa ngemali.

7.3 Ukusetyenziswa koLwazi oluyiMfihlo okanye oluKhuselwe ngoMthetho

Abasebenzi kunye/okanye amalungu osapho loMsebenzi kufuneka alumkele imisebenzi ebandakanya ukusetyenziswa okanye ukusetyenziswa ngendlela engafanelekanga kunye/okanye ugqithiso lolwazi oluyimfihlo okanye olukhuselwe ngomthetho olumalunga neQumrhu okanye ezinye iinkampani olufunyenwe ngenxa yokuba besebenza kwiqumrhu, ukuquka ngokukodwa oku kulandelayo:

- Ukuthenga okanye ukuthengisa ukhuselo lweNkampani okanye inkampani engenye xa unolwazi olukhulu ngexabiso elinxulumene neso sibonelelo nokuba senzelelelwe okanye asenzelelwanga;
- Ukuchaza naluphina ulwazi olungethonyelwa kuluntu jikelele olunxulumene neNkampani okanye inkampani engenye ngaphandle kwabantu abagunyazisiweyo ukuba balufumane olo lwazi nalapho inkcazelo enjalo ingexesha eliqhelekileyo loMsebenzi lokwenza imisebenzi yakhe noxanduva oluyinxenye yengqesho yakhe;
- Ukunika isindululo okanye ukunikezela uluvo malunga nokuthenga, ukuthengisa okanye ukhuselo lweNkampani okanye inkampani engenye; kwakunye
- Ukuthelekelela ukhuselo lweNkampani okanye inkampani engenye okanye ekukhetheni ukuthenga okanye ukuthengisa ukhuselo olunjalo okanye izixhobo ezingezinye ezinjalo zezemali ezinxulumene nokhuselo olunjalo okanye ukuthengisa ukhuselo olunjalo ngokungephi okanye urhwebo jikelele kukhuselo olunjalo ngenzuzo yexeshana.

7.4 Ukuzisebenzisela uLwazi lweNkampani namaThuba oShishino

Abalawuli nabasebenzi kunye/okanye amalungu osapho loMsebenzi akufunekanga asebenzise isikhundla soMsebenzi okanye soMlawuli weNkampani ukuze afumane okuthile okukokwakhe okanye njengenzuzo kwiqela elingelinye, njengoku kulandelayo:

- Ukuzisebenzisela ngokunokwakho ulwazi nalapho uMsebenzi akwaziyo ukufikelela ngenxa yesizathu sengqesho kwiNkampani; kunye/okanye
- Ukuzisebenzisela nawaphina "amathuba oshishino" apho iNkampani inomdla okanye isenokuba nomdla khona.

7.5 Intsebenziswano nokuShicilelwayo kunye namaJelo eeNdaba

Igama leNkampani alisayi kusetyenziswa ngaphandle kwemvume yangaphambili ye-CEO kulo naliphina inqaku elipapashiweyo okanye njengenxenye yembonakalo yoMsebenzi kuluntu jikelele kumajelo eendaba.

8. UkuThobelana noMthetho

I-Tsebo izimisele ekuxhaseni yonke imithetho kumazwe eyenza ushishino kuwo, ukuquka imithetho enxulumene nokunyoba kunye nobuqhetseba. Bonke abalawuli nabasebenzi baya kusebenza ngokuhambelana nomthetho wobulungisa apho iNkampani isebenzisana khona. Kuyaqondwa ukuba abasebenzi kumanye amazwe banganoxinzelelo olukhulu olusuka kwimimandla yabo ekubeni bathathe inxaxheba kwizinto ezingekho mthethweni.

Kodwa ke, njengabameli beNkampani, abasebenzi nabalawuli banemfanelo kwimisebenzi yabo kwiNkampani futhi bayakhunjuzwa ukuba umdla weNkampani nguwo oya kubekwa phambili ukuba uxinzelelo olunjalo kuchasenwe nalo.

Ukuba uzifumana ukule meko, inyathelo lakho elingcono kukuxelela umanejala wakho okanye umanejala wabo malunga nokuxhalaba kwakho.

Ngaphezulu, kumazwe apho unikezelo lopolitiko kwezoshishino lusemthethweni, unikezelo olunjalo lungenziwa kuphela xa lwamkelwe yiBhodi yeNkampani kwaye kufuneka

lubonakale ngokuchanekileyo nangendlela efanelekileyo njengoko lunjalo kwiincwadi zeNkampani, iingxelo kunye nee-akhawunti.

9. UkuNyuswa koMgangatho woKhuphiswano olunoBulungisa

INkampani ikholelwa ngamandla kuqoqosho lorhwebo lwamahala futhi iyalwamkela ukhuphiswano olunobulungisa. Ngako oko, iNkampani ithintela onke amanyathelo angakhuphisaniyo okanye achasane nemithetho elawula imisebenzi ukungakhuphisani kwiindawo zorhwebo.

INkampani ayi-:

- Ngeni kwizivumelwano okanye isebenzise imisebenzi enqanda urhwebo olunjengotshintsho lwamaxabiso, ukuhluzisa amaxabiso ethenda, amayelenge kunye nee-“kick-backs”; okanye
- Qeshi ngokungekho mthethweni okanye iindlela ezingafanelekanga ukuze ifumane ulwazi olusuka kwabo ikhuphisana nabo, ukuquka:
- Unikezelo lwezinyobo okanye iizipho ngokutshintshisana ngolwazi;
- Ukungameli ngendlela eyiyo inkampani okanye isikhundla sayo ngenjongo yokukhohlisa amaqela angamanye ekubeni akhuphe ulwazi lulonke kwiNkampani.

10. UKhuselo lwee-Aseti zeNkampani

Bonke abalawuli nabasebenzi beNkampani banomsebenzi wokukhusela ii-aseti ukuze bakhusele ukukhula kwayo kwezoqoqosho noncedo kukhuphiswano. Abalawuli nabasebenzi kengoko kulindeleke ukuba, ngokunxulumene nolawulo:

10.1 Ngxowa-mali

- Basebenzise ubulungisa, ubulumko nengqiqo efanelekileyo ekufumaneni nasekwamkeleni iindleko zeshishini futhi baqinisekise ukuba iindleko zeshishini zifumaneke ngokufanelekileyo nangokupheleleyo, ngokukodwa nangendlela eyiyo engumdla ongcono weNkampani;
- Bafumana igunya lwazo zonke iintengiselwano neendleko ezikhoyo ngokuhambelana nomgaqo-nkqubo weNkampani kumaxesha ngamaxesha;
- Bangaqhusheki nayiphina imali okanye intengiselwano kubaphathi kunye/okanye abaphicothi-zincwadi;
- Bangangeni kwiintengiselwano ngeenjongo zokuphepha ngokungekho mthethweni intlawulo yerhafu, umsebenzi okanye irhafu engenye eveliswe ngurhulumente kwezo ndawo apho iNkampani iqhuba ushishino kuzo nokuba njengenzuzo kwiNkampani okanye kumaqela angamanye.

10.2 Ii-Aseti

- Ukusebenzisa ii-aseti zeNkampani ngobulumko nenkathalo enkulu nempatho;
- Ukuthatha amanyathelo afanelekileyo okukhusela ii-aseti zeNkampani zingabiwa, zingalahleki, zonakaliswe okanye zisetyenziswe ngaphandle kwenkathalo.

10.3 AmaTheko eNkampani

INkampani iya kuhlala njalo ibabulela abantu bayo ngomsebenzi omhle abawenzileyo, futhi isazi ukuba amatheko olonwabo angaphakathi ayinxenye ebalulekileyo ekuvuzweni kwabanye abasebenzi beQumrhu nolwakhiwo lwamaqela omsebenzi. Kodwa ke, kulula kule misebenzi ifanelekileyo ukuba ubonwe ugqithisile, ngakumbi ukuba ukuzimasa oku kuthintelwe, kuze okulandelayo kuvele ingqumbo okanye ingcaphukelo enkulu.

Uzinzio oluchanekileyo kufuneka luqaliswe, kwaye luxanduva lomququzeleli woko ukuqinisekisa ukuba ulwamkelo olunikezelweyo aluvimbi kakhulu, futhi nokuza kwitheko elinjalo akukhethi mntu, kuvulekile kubo bonke abasebenzi.

Abalawuli nabasebenzi bakwalindeleke ukuba banqandeke xa bonwabele ubumnandi ababunikwa yiNkampani bangasebenzisi noba kukanjani olu lwamkelo njengenzuzo kubo okanye iintsapho zabo okanye amaqela angamanye.

10.4 IPropati yeNgqiqo (IP)

- Ukuthatha amanyathelo kwangaphambili okuthintela udizo olungenanyameko umz. ngokungaxoxi ngolwazi olunjalo namaqela angamanye nokuba nenkathalelo ekugqithiseni ulwazi olunjalo ngefeksi okanye nge-imeyile;
- Ukungena kwizivumelwano eziyimfihlo nawaphina amaqela apho iNkampani kufuneka ichaze ulwazi olunjalo noluthintela udizo olungolunye;
- Ukungagqithisi ulwazi kumaqela angamanye ngaphandle kogunyaziso loko kawngaphambili;
- Ukusebenzisa kuphela isoftwe yekhompuyutha enamaphepha-mvume afanelekileyo;
- Ukungavelisi ngokutsha, usasaze okanye utshintshe amaxwebhu anelungelo lobunini anjengesofwe yekhompuyutha, iincwadi, i-odiyo, iiteyipi zevidiyo, iijenali neemagazini ngaphandle kwemvume yomnini onelungelo okanye i-arhente egunyazisiweyo;
- Ukusebenzisa iindlela ezisesikweni zokuqhuba uphando, uphuhliso nophononongo;
- Ukuthembeka ekufumaneni, ekutolikeni, ekusebenziseni nokuvelisa ulwazi.

11. UXanduva lweNtlalo

Injongo ephambili yeNkampani kukunikezela imali kubathathi-nxaxheba kwixesha elide.

Kodwa ke, oku kuthetha ukuba imodeli yethu yoshishino kufuneka ibe yegcinekileyo kengoko kuyimfuno esisiseko ukuba siqhube ushishino lwethu ngendlela enoxanduva lwasentlalweni.

INkampani izibophelele ngokuhlala njalo izama ukuphucula umgangatho wobomi ikwanegalelo kwiindlela zokuphila zabantu kwimimandla apho siqhube khona ushishino lwethu kumanyathelo amaninzi anjenge-Tsebo Foundation. Ngexa le nkxaso isebenza ngeendlela ezohlukeneyo kumazwe awohlukeneyo nemimandla, iNkampani iya kuzama kangangoko ekubeni:

- Ixhase amanyathelo amatsha ezempilo, emfundo kunye nokusingqongileyo;
- Ixhase futhi isebenzisane nemibuto ezigqatsileyo neyesisa ephendulana neemfuno zoluntu kwimimandla;

- Ithathe inxaxheba noluntu kwimimandla ekusombululeni iingxaki zoluntu;
- Ikhuthaze bonke abasebenzi ekuzigqatseni kwiiiprosjekthi zoluntu kwimimandla ize ibaxhase ekwenzeni oko;
- Ikhuthaze, ixhase futhi ifune oomahlulelane kunye nemibutho efuna uncedo lweNkampani nokuba zizikolo okanye imibutho yeenkonzo zasekuhlaleni;
- Ibandakanye imimandla yoluntu kwimiba ebachaphazelayo yokwenziwa kwezigqibo ize ixhase iphinde iphuhlise izakhono nophuhliso lwamashishini amancinci kwimimandla yoluntu apho iNkampani isebenzisana khona;
- Inikeze ikhethe koomahlulelane boshishino abaqhuba amashishini abo ngokuhambelana nemigangatho esesikweni engaguqukiyo kweyayo;
- Iqeshe kangangoko kubasebenzi bengingqi nabo bamashishini amancinci.

12. AmaLungelo oLuntu

INkampani iyazi ukuba uMthetho wamaLungelo oqukwe nguMgaqo-siseko wethu sisiseko senkululeko, ubulungisa noxolo eMzantsi Afrika kwaye ngokunjalo izibophelela kwimithetho-siseko emiswe kuwo.

13. UButhathaka kwiNkcubeko

Njengabameli beNkampani, bonke abasebenzi kufuneka baqonde ukuba xa besebenzisana noomahlulelane bezoshishino kwilizwe lethu nakwamanye amazwe kunye/okanye xa betyelele kumanye amazwe namalungu osapho, ukuba indlela abaziphethe ngayo ibonisa ubunjani beNkampani kengoko kulindeleke ukuba baziqhelanise nemigangatho, imithetho namasiko abantu abadibana nabo futhi bawathobeke.

14. UkuSetyenziswa kwamaJelo eeNdaba aseNtlalweni

Ngexa i-Tsebo ilazi ilungelo lomntu ngamnye kwinkululeko yokuthetha nantonina, abasebenzi/abalawuli/abanikezeli/abathengi bayalumkiswa xa besebenzisa amajelo eendaba asentlalweni bephosa izimvo zabo okanye malunga ne-Tsebo. Ukuba uluvo olunjalo, i-tweet okanye i-blog okanye okunjalo kufakwe kumajelo eendaba asentlalweni futhi yonakalise ngobuxoki igama nesidima se-Tsebo, oko kuya kuthathwa njengesonakaliso kwi-Tsebo futhi oko kungabeka umntu oveze oko phantsi kwenyathelo lasemthethweni elisuka kwi-Tsebo.

15. UDizo (disclosure)

Ibhodi yabalawuli beNkampani inoxanduva lolawulo loMgaqo oseSikweni woShishino weNkampani njengoko kubonisiwe kolu xwebhu futhi izibophelele kwimithetho-siseko nokhuseleko olumiswe kumthetho i-Protected Disclosure Act.

Nawuphina umntu oye aqonde ngalo naluphina ulwaphulo olukhoyo okanye olunokubakho lwalo Mgaqo okanye enye indlela enorhwaphilizo, ulwaphulo-mthetho okanye ongenabulungisa nendlela yokuziphatha engafaniyo uyamenywa ukuba asebenzise i-Tip-Offs Anonymous hotline 0800 003317 okanye i-imeyile: Tsebo@tip-offs.com okanye athethe nomanejala wakhe, iGosa lezoMthetho kwiQumrhu okanye abaPhicothi-zincwadi zangaPhakathi.

Bonke abasebenzi bayacelwa ukuba bancede baxoxe ngako nakuphina ukungaqiniseki abanako ngokunxulumene nokusetyenziswa koMgaqo, okanye naluphina uphambuko kulo Mgaqo abanalo kunye noomanejala babo.

16. Ululeko

Xa ethe umntu apho lo Mgaqo wokuziPhatha ngokuseSikweni usebenza kuye, ophule lo Mgaqo wokuziPhatha ngokuseSikweni, i-Tsebo inelungelo lokululeka okanye iphelise ingqesho kuye nawuphina umntu onjalo okanye iphelise olo rhwebo okanye iikhontrakthi okanye izivumelwano ebinazo kunye nelo qela lichasana noku. Bonke abantu apho lo Mgaqo wokuziPhatha ngokuseSikweni usebenza kubo kengoko bakhusela baze bafumanise iNkampani ingenatyala kulo naliphina inyathelo elinokuthathwa yiNkampani ngokuchasene neqela elo futhi nawuphina umonakalo ovelayo, iindleko, amabango okanye ilahleko evela ngenxa yoko.

I-Tsebo ikwabophelelekile ngokusemthethweni ekubeni ikhethe ngokuzithandela kwayo ukuzisa ngaphambili ulwaphulo okanye ukuchasana nalo Mgaqo wokuziPhatha ngokuseSikweni kwiiNkonzo zamaPolisa oMzantsi Afrika kwaye iqela elichasene noku lamkele la malungelo neemfanelo futhi lifumanise iNkampani ingenatyala kuwo nawuphina umonakalo ovelayo, iindleko okanye ilahleko evela ngenxa yoko.