Izindlela Zokusebenza Kahle Nendlela Yokuphatha kahle Ibhizinisi

(Isebenza kuzo zonke izigaba, izinhlangano, imikhankaso ehlangene, abahlinzeki, abaqondisi nabasebenzi be-Tsebo Solutions Group)

1. Isingeniso

I-Tsebo Solutions Group (Proprietary) Limited nesebenzisana nabo (uma behlangene bebizwa "Ngeqembu" kanye/noma"Inkampani") bazibophezele emazingeni aphezulu enhlalakahle nokusebenza kwebhizinisi. I-Tsebo inenqubomgomo engakubekezeleli nakancane ukweba, inkohlakalo nokugwaza.

Iqembu lizibhalise ngaphansi kwemigomo yokuziphatha kahle ehambisana nokulawulwa kahle komsebenzi njengoba kuvezwe ENkosini yesi-3 okuwukuzibophezela, ukukwazi ukuphendula, ukusebenza kahle nokuba sobala.

Iqembu nabaqondisi balo futhi balwela ukukhipha imisebenzi yabo ngokuba nonembeza, ikhono, ukuzibophezela nokuzimisela futhi ngendlela ebandakanya bonke ababambe iqhaza.

Bonke abaqondisi nabasebenzi Beqembu kanjalo nabahlinzeki, osonkontileka, abalingani bemikhankaso ehlangene kanye nababambe iqhaza kulindeleke ukuthi babhekelele futhi balandele le ndlela yokuziphatha kahle kanye nendlela yokuphathale ibhizinisi ("indlela yokuziphatha") uma benza umsebenzi neqembu noma bewenzela iqembu futhi iqembu liyazibophezela ukusebenzela endaweni evulelekile nengafihli lutho ekubesenzisaneni nabo bonke ababambe iqhaza. Laba bantu abangenhla akumele babambe iqhaza noma bavumele inkohlakalo, umkhonyovu, ukweba noma yibuphi obunye ubelelesi obumayelana nezomnotho.

Iqembu lizimisele ukusebenzisa izindlela ezinhle zokuqasha ezihlinzeka amathuba okuqashwa nokuthuthukiswa alinganayo endaweni yokusebenza futhi ezibhekelela impilo nokuphepha komunye umuntu.

2. Ukusebenzisana Nenqubomgomo Ephikisana Nomkhonyovu Nenkohlakalo

Indlela yokuziphatha ibeka imiqondo emazombezombe elawula indlela i-Tsebo eyenza ngayo umsebenzi futhi kumele ifundwe ihambisane Nenqubomgomo Ephikisana Nomkhonyovu Nenkohlakalo ebhekelele kakhulu ukuthi i-Tsebo ifisa kanjani ukubhekana nemikhonyovu nenkohlakalo engase yenzeke.

3. Indlela yokuziphatha kahle

Imisebenzi Yeqembu nabasebenzi balo ngaso sonke isikhathi:

- Iyoqedelwa ngokuhambisana Nomthethosisekelo WeRiphabhlikhi YaseNingizimu Afrika, uhlaka lwezomthetho olusebenzayo kanye namazinga obuchepheshe okuziphatha afanele;
- Iyokwazi ukumela ukuhlaziywa ngokugcwele yibo bonke ababambe iqhaza Eqenjini;
- Iyokhomba amazinga aphezulu kakhulu emigomo yokuphathwa kwenhlangano;
- Ukuzama ukuthola imiphumela yokuthi "kuphumelela ophumelelayo" nobudlelwane nabo bonke ababambe iqhaza;
- Ukusebenza kahle nokukwazi ukuziphendulela ngezenzo zabo; Kanye

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- Nokwamukela amalungelo nesithunzi sabanye abantu nokubalekela ukuhlukumeza nokusabisa kwanoma yiluphi uhlobo.

4. Imigomo Evamile

Bonke abaqondisi Beqembu, abasebenzi, abahlinzeki, abalingani bomkhankaso ohlangene kanye nabezinkontileka kudingeka:

- Benze imisebenzi yabo ngokwethembeka, ubuqotho, ukukwazi ukuziphendulela, ngaphandle kokuchema noma ukwesabisa kanye nokusebenza kahle ngendlela abangase bakwazi ngayo;
- Ukukhuluma ngokuvulelekile nangobuqotho nokukhombisa umuzwa wokuba nenhloso nokuzibophezela ukuthola imiphumela emihle kakhulu ngisho nangaphansi kwezimo ezinzima;
- Baphathe kahle abantu, ngokubanakekela nangokubazwela okunokuhlonipha amalungelo abo, nokuhlonipha ukwehlukana;
- Bamukele ukubophezeleka ngezenzo nezinqumo zabo;
- Bahambisane nenqubomgomo kanye nenqubo okusebenza ngayo izindlela zenkampani futhi nangendlela inkampani eyenza ngayo umsebenzi wayo;
- Sebenzise ulazi olutholakale enkampanini ngenjongo ebeyihlosiwe kuphela, okungukuthi umsebenzi wenkampani;
- Baphathe izinto nempahla yenkampani, abasebenzi bayo, amakhasimende kanye nabahlinzeka ngokokwenza umsebeni ngenhlonipho efanayo naleyo yokuthi uma bekungathiwa yimphahla yabo;
- Ukungamoshi izinsizakusebenza Zeqembu, kubandakanya nesikhathi;
- Baxoxe futhi baveze noma yiluphi ulwazi abanalo mayelana nokuchema, okungaba ngokomuntu noma Ngokweqembu ngokushesha uma lokho okungabangela ukuchema sekuqala kubonakala;
- Bangamukeli noma yisiphi isipho esingathathwa njengomzamo wokufaka umoya ongafanele noma ukuthola indlela yokusizwa futhi bahambisane Nenqubomgomo Yezipho Zeqembu; kanye
- Nokunika inselelo abanye uma bekholwa ukuthi baziphatha ngendlela engalungile futhi ephikisana nale nqubomgomo. Iqembu alivumeli noma yiluphi uhlobo lobulungiswa kulabo abazikhulumelayo.

5. Imibuzo Ewusizo

Uma ungaqinisekile ngezenzo zakho, phendula le mibuzo elandelayo uma uthatha isinqumo futhi uma impendulo yakho kuwu"Cha" akumele uqhubeke naleso senzo okade usenza:

1. Ngabe kuhambisana nomthethosisekelo?
2. Ngabe kusemthethweni?
3. Ngabe kuhambisana namazinga ezinhlangano zasemsebenzini okubhaliswe kuzo?
4. Ngabe ungamelana nezenzo zakho:
   - Ezigungwini Zokusebenza Nokulawula?

- Kubasebenzi bakho nosebenza nabo?
- Emphakathini wonke – kubandakanya umphakathi wakho?
- Emndenini wakho?

5. Ngabe isenzo sakho sihambisana nomoya wosikompilo "lwe-Tsebo Outsourcing Group"?

6. Ngabe sidala isimo sokuthi "kuphumelela ophumelelayo"?

7. Ngabe uke wawuqaphela umkhakha wokuziphatha kahle?

8. Ngabe uzama ukuthola indlela elungile yokwenza into engalungile?

9. Ngabe ukhona omunye umoya ongafanele othikameza indlela obuka ngayo izinto, okuwuku:

- Bhekelela inzuzo kuphela?
- Indlela yakho yokwenza umsebenzi?
- Ukuthobela ingcindezi evela kwabaphethe?
- Ukungalahlekelwa umsebenzi?

10. Ngabe kukhona ongazizuzela khona kolokhu kusebenzisana?

11. Ngabe ukhona omunye umsebenzi ovela kwenye inhlangano noma omunye umuntu ovela ngaphandle Kweqembu onganotha ngokwakhe ngalokhu kusebenzisana?

12. Ngabe kuhambisana nenqubo yebhizinisi eyemukelekile?

13. Ngabe kuyahambisana nenqubomgomo Yeqembu futhi ngabe kuyahambisana yini Nenqubomgomo Ephikisana Nomkhonyovu Nenkohlakalo?

14. Kungabonakala kanjani uma kungabikwa ekhasini lokuqala lephephandaba lakusasa?

6. Ezempilo, Ezokuphepha Nendawo

Ukuphepha kwabasebenzi nabanye abantu ezindaweni zethu kusemqoka kakhulu kithi. Ilungu ngalinye labasebenzi linelungelo nesibopho sokunika inselelo nokubika ngemibandela, indlela yokuziphatha kanye nezinqubo ezingaphephile.

Inkampani iyo:

- Ngendlela okungenzeka ngayo, iyokwenza iqinisekise indawo yokusebenza ephephile nenempilo ngokuhlinzeka ngokuqeqesha okufanele kanye nezinto zokusebenza ezidingekayo, amathuluzi kanye nenqubo kubasebenzi uma benza imisebenzi yabo; futhi
- Thatha izinyathelo ezifanele ukuqinisekisa ukuthi abasebenzi bayayeka ukusebenzisa izidakamizwa notshwala endaweni yokusebenza, okungathikameza indlela yabasebenzi yokwenza umsebenzi bese ngaleyo ndlela kufake engozini impilo nokuphepha kwabanye abasebenzi.

Inkampani izibophezele ukuhambisa ibhizinisi layo ngendlela ekahle kakhulu ukuze inciphise umthelela wayo endaweni kanye nokuqinisekisa inhlalakahle yababambe iqhaza kubandakanya indawo yonke, umphakathi oyizungezile kanye nabasebenzi.

Lokhu kuzibophezela kuyaqhubeka futhi kuyoqhubeka ukuthi kufezwe ngoku:

- Ukuhlanganisa ukubhekelelwa kwendawo ezinhlelweni zebhizinisi lethu kanye nokuthatha izinqumo;
- Ukuthola, ukuhlaziya nokulawula imikhakha yendawo emayelana nemisebenzi yethu ukuqeda noma ukunciphisa imithelela engase ibe nomphumela omubi endaweni, ngokwenza okungase kube yilokhu, isibonelo:
- Ukunciphisa okuphumela emkhathini;
- Ukunciphisa ukuphuma kokugobhozayo;
- Ukusebenzisa kahle izinsizakusebenza ngokuphinde kusetshenziswe noma kuguqulwe izinto esezisebenzile ukuthi ziphinde zisetshenziswe uma kufanele;
- Ukusetshenziswa kwezinto ezinezinga lemvelo futhi ezingesiyo ingozi endaweni; kanye
- Nokunciphisa ukusetshenziswa kwamandla ngokulawulwa kokusetshenziswa kwamandla okunomqondo ezakhiweni zethu nasezintweni zethu zokusebenza;
- Ukuqhubeka nokubheka indlela yokusebenza kwendawo yenkampani ngokusebenzisa izindlela nezinqubo zokubuyekeza kwabaphathi;
- Ukuhambisana nayo yonke imithetho esebenzayo nezidingo zomthetho zemithethonqubo njengoba kufanele endaweni ngayinye;
- Ukuqhubeka nokuthuthukisa izinhlelo zethu zenhlanzeko, ezifakazelwa ngabacwaningi mabhuku bangaphandle, nokubuyekeza minyaka yonke Uhlelo Lwethu, i-Star Grading Programme ukufaka phakathi eminye imikhakha yendawo esemqoka kakhulu;
- Ukukhuthaza ukuqashelwa kwendawo nokuqeqeshwa kwabo bonke abasebenzi ezindabeni ezimayelana nendawo eziqondene neqhaza labo;
- Ukukhuthaza bonke abaphakelayo ukuthi benze izinqubomgomo zendawo ezihambisana nenqubomgomo yethu kanye nokuzama ukuqinisekisa ukuthibahambisana nezidingo zendawo; kanye
- Nokubambisana nokuxoxisana ngokukhulululeka nomphakathi nomakhelwane abaqondene, nezikhulu zokulawula zikahulumeni nazo zonke izinhlangothi ezinomdlandla enjongweni efanayo yokuthuthukisa isidingo.

Lapho okudingeka khona ukuthi kwenziwe njalo, Inkampani iyozama ukusebenzisa kahle Indlela Yayo Yokulawula Indawo naleyo yamakhasimende ayo.

7. Ukuchema

Ukuchema yilezo zimo lapho abantu bethatha izinqumo zabo bebhekelele lokho abangase bakuzuze kunokuthi babheke lokho okungasiza Inkampani.

Ngisho ngabe umuntu akavumeli izifuno zakhe ukuthi zibe nomthelela esinqumeni sabo, ngenxa yokuthi kungase kwenzeke ukuthi kube nokuchema kungase kuqinisekise ukulimala kwesithombe senkampani futhi kungalimaza ukuzethemba kulabo ababambe iqhaza enkampanini.

Noma yikuphi ukuchema okuyikho nokungase kube khona kumele kubikwe kumphathi bese kugcwaliswa irejista namafomu okuchema. Irejista namafomu kuyatholakala online kwi-Sharepoint futhi nangamakhophi kumqondisi wokwazisa.

7.1 Ngaphandle kwezifuno zebhizinisi

Abasebenzi nabaqondisi benkampani angeke bakwenza lokhu:

- Ukusebenzisa izinsizakusebenza zenkampani ukwenza izinto zabo eziseceleni noma ukwenzela enye inhlangano umsebenzi;
- Ukudlulisela noma yimuphi umhlomulo kumlingani wasebhizinisini noma abancitisana nenkampani lapho umqashwa noma isihlobo sakhe bengase bahlomule; kanye
- Nokuzitholela ngokuqondile noma ngokungaqondile, noma yimuphi umhlomulo noma ithuba elingavela ngokusebenzisa ulwazi lwenkampani.

7.2 Ukubandakanya Abahlinzeki, amakhasimende, njll.

Abasebenzi nabaqondisi (kanye/noma yiliphi elinye ilunga lomndeni elisondelene nabo), kumele babalekele ukusondelana ngokwabo nabahlinzeki, usonkontileka, ikhasimende, abancitisana nabo, umlingani wenhlangano yomkhankaso, abahlinzeka ngemisebenzi noma ezinye izinhlangano ezibandakanyeka ekwenziweni kwebhizinisi nenkampani.

Izibonelo zokuzibandakanya ngokungeyikho zibandakanya:

- Ukutholakala kwenzuzo ethile enhlanganweni yebhizinisi ebhekene nenkampani;
- Ukubamba inzuzo yokusebenzisana noma ukwabelana ngenzuzo noma izinhlelo zesikhuthazo, ubudlelwane phakathi kwababolekisi nababoleki noma ukubandakanyeka kwezomnotho okuthi akufane nanoma yiyiphi inhlangano yebhizinisi elisebenzisana nenkampani;
- Ukubamba noma yisiphi isikhundla enhlanganweni yebhizinisi elisebenzisana nenkampani; noma
- Ukwamukela imalimboleko, umhomulo oyimali noma yimuphi omunye umhlomulo ongesiyo imali ovela kumhlinzeki, usonkontileka, ikhasimende noma enye inhlangano yebhizinisi, ngaphandle kwezimalimboleko ezivela emabhange noma ezinye izikhungo ezibolekisa ngemali.

7.3 Ukusetshenziswa kwemininingwane eyimfihlo noma enegunya lobunikazi

Abasebenzi kanye/noma amalungu asondelene nomndeni womqashwa kumele babalekele imisebenzi ebandakanya ukusetshenziswa noma kusebenzisa budedengu kanye/noma ukuveza imininingwane eyimfihlo noma enegunya lobunikazi emayelana neqembu noma ezinye izinkampani etholakale ngenxa yokuqshwa kwabo, kubandakanya ikakhulukazi lokhu okulandelayo:

- Ukuthenga noma ukudayisa okuvikelekile kwenkampani noma enye inkampani uma ephethe imininingwane ebucayi emayelana nentengiso ehlobene naleyo nhlangano ngisho ngabe kuhle noma kubi;
- Ukuveza obala noma yimiphi imininingwane engakavezwa emphakathini mayelana nenkampani noma enye inkampani ngaphandle kubantu abagunyaziwe ukuthi bathole leyo mininingwane futhi lapho lokho kuvezwa obala kuhambisana nemisebenzi nezibopho ezivamile zalowo mqashwa njengengxenye yomsebenzi wakhe;
- Ukuncoma nokuveza umbono ngokuthenga, ukudayisa noma ukugcina ukuvikeleka kwenkampani noma enye inkampani; Kanye

- Ukuqagela ngokuvikeleka kwenkampani noma enye inkampani noma ekukhetheni ukuthenga noma ukudayisa lokho kuvikeleka noma ezinye izinto ezinye zezezimali ezimayelana nanoma yikuphi okunye ukuvikeleka noma ukudayisa noma yikuphi kwalokho kuvikeleka kwenzuzo yesikhathi esifishane noma esijwayelekile.

7.4 Ukuzisebenzisela Imininingwane Yenkampani Namathuba Ezamabhizinini

Abaqondisi nabasebenzi kanye/noma amalungu omqashwa asondelene naye angeke asebenzisa isikhundla somqashwa noma umqondisi enkampanini ukuzizuzela yena noma ukuzuzela omunye umuntu, okufana:

- Noma yikuphi ukuxhashazwa kwemininingwane ixhashazwa umuntu lapho umqashwa engakwazi ukufinyelela kuyo ngesizathu sokuqashwa kwakhe yinkampani; kanye/noma
- Ukuzisebenzisela ngokwakho noma yiliphi "ithuba lezebhizinisi" lapho inkampani okungase kube kuyisifuno sayo.

7.5 Ukuxoxisana Nabamaphepha Nabezindaba

Igama lenkampani angeke lasetshenziswa ngaphandle kwemvume ebhalwe phansi evela kwi-CEO kunoma yimuphi umbhalo oshicilelwe noma njengengxenye yokuvela komqashwa kwabezindaba zomphakathi.

8. Ukunamathela Emthethweni

I-Tsebo izibophezele ukugcina imithetho yonke emazweni eyenza kuwo ibhizinisi, kubandakanya imithetho emayelana nokugwaza nenkohlakalo. Bonke abaqondisi nabasebenzi bayokwenza ngokuhambisana nomthetho olawula indlela inkampani eqhuba ngayo ibhizinisi yalo. Kuyaziwa ukuthi abasebenzi kwamanye amazwe babhekene nengcindezi engaphakathi ukuthi babandakanyeke ezenzweni ezingekho emthethweni.

Kodwa-ke, njengabamele inkampani, abasebenzi nabaqondisi kumele basebenzele inkampani futhi bayakhunjuzwa ukuthi izifuno zenkampani ziyofezeka kahle uma kubhekanwe ngemfanelo nengcindezi enjalo.

Uma uzithola ukulesi simo, into enhle kakhulu okumele uyenze ukutshela umphathi wakho noma umphathi wabo mayelana nalokho okukukhathazayo.

Ukwengeza lapho, emazweni lapho iminikelo yezinkampani zezombusazwe kusemthethweni, leyo minikelo ingenziwa kuphela ngemvume Yesigungu Senkampani futhi kumele kubonakale kahle nangokuyikho emabhukwini, amarekhodi nama-akhawunti enkampani.

9. Ukuthuthukiswa Kokuncitisana okuhle

Inkampani ikholelwa kakhulu emnothweni wokuhweba ngokukhululekile futhi ihambisana nokuncitisana okuhle. Ngalokho-ke, inkampani ibalekela zonke izenzo eziphikisana nokuncitisana noma eziphikisana nemithetho elawula izindlela ezingenakho ukuncitisana endaweni yokudayisa.

Inkampani:

- Ayingeni ezivumelwaneni noma isebenzise evimbela ukuthengisa okufana nokulungisa intengo, ukubamba iqhaza ekulawuleni intengiso, ukuhlanganisa kanye nama-"kick-backs"; noma
- Ukusebenzisa izindlela ezingekho emthethweni noma ezingalungile zokuthola imininingwane kwabancitisana nabo, kubandakanya:
- Ukugwaza noma izipho ukuze unikwe imininingwane; kanye
- Ukuvezwa kabi kwenkampani nesikhundla sayo ukuze kuphoqelelwe abanye abantu ukuthi baveze imininingwane enkampanini.

10. Ukuvikelwa Kwempahla Yenkampani

Bonke abaqondisi nabasebenzi benkampani banomsebenzi wokuphephisa impahla yayo ukuze kuvikeleke inhlalakahle yomnotho nobuhle bokuncitisana. Abaqondisi nabasebenzi ngakho-ke kulilndeleke ngokwabaphathi:

10.1 Izimali

- Basebenzise ubuqotho, ukuqaphelisisa nokubheka kahle ekwenzeni nasekugunyazeni izindleko zebhizinisi nokuqinisekisa ukuthi izindleko zebhizinisi zikahle futhi zenziwe kahle, ngokubhekelela futhi ngokudingeka nngokwezifuno zenkampani;
- Bathole igunya lakho konke ukuthengiselana nezindleko ezivele ngokuhambisana nenqubomgomo wenkampani isikhathi ngesikhathi;
- Bangafihleli abaphathi kanye/noma abacwaningi mabhuku noma yiziphi izimali noma yikuphi ukuthengiselana; kanye
- Bangangeni noma kukuphi ukuthengiselana ngenhloso yokubalekela ukukhokha intela noma yiyiphi enye imali ekhokhelwa izindleko zemisebenzi yombuso kuleyo mithetho inkampani eyisebenzisela ukwenza ibhizinisi okungenzelwa ukuthi kuhlomule inkampani noma omunye umuntu oseceleni.

10.2 Impahla

- Ukusebenzisa impahla yenkampani ngokucophelela nangokunakekela nangekhono; kanye
- Nokuthatha izinyathelo ezifanele ukuvikela impahla yenkampani ukuthi ingebiwa, ilahleke, ilimale futhi imosheke.

10.3 Imisebenzi Yenkampani

Inkampani iyohlala njalo ibonga abantu bayo ngomsebenzi owenziwe kahle, kanye nokubheka ukuthi imicimbi yangaphakathi isemqoka kukho kokubili ukwazana njengeqembu kanye nokwakha ubudlelwane beqembu. Kodwa-ke kulula ukuthi le misebenzi emihle ibonakale njengeyengeziwe, ikakhulukazi uma ukuyihambela kunemigomo, ukungayijabuleli kungase kulandele.

Ukulinganisa okuyikho kumele kwenzeke, futhi kuwumsebenzi womhleli ukuqinisekisa ukuthi ukuphathana kahle okuhlinzekiwe akukho ezingeni elikhulu kakhulu, nokuthi ukuyihambela kumele kuvuleleke kubo bonke abasebenzi abaqondene.

Abaqondisi nabasebenzi kulindeleke ukuthi basebenzise ukuzibamba uma bejabulela ukuphathwa kahle kwenkampani kanye nokungaxhaphazi lokho kuphathwa kahle ukuze kuzuze bona noma imindeni yabo noma omunye umuntu wesithathu.

10.4 Ukuvikeleka Kolwazi

- Ukuqaphela ukubalekela ukuphumela obala okungahleliwe, isib. ngokungaxoxi ngaleyo mininingwane kanye nokuqaphela ukudlulisa lolo lwazi ngefeksi noma nge-imeyli;
- Ukungena ezivumelwaneni zokubayimfihlo nanoma yiluphi olunye uhlangothi inkampani ebophezeleke ukuthi iveze kulo leyo mininingwane ukubalekela ukuphinda kuvezwe leyo mininingwane;
- Ukungavezi imininingwane ohlangothini lwesithathu ngaphandle kokugunyazwa okufanele;
- Ukusebenzisa kuphela isoftware yekhompyutha ebhaliswe kahle;
- Ukungaphindi kukhiqizwe, kusatshalaliswe noma kuguqulwe zonke izinto ezenziwe ngabanye ababhali ezifana namasoftware ekhompyutha, izincwadi, ama-audio, ama-videotapes, amajenali namaphephabhuku ngaphandle kwemvume yombhali wakho noma isisebenzi esigunyaziwe;
- Ukusebenzisa izindlela ezisebenza kahle zokwenza ucwaningo, ukuthuthukisa kanye nokufuna; kanye
- Nokuthembeka ekutholeni, ukuhumusha, ukusebenzisa kanye nokuveza obala ulwazi.

11. Ukubophezeleka Kwasemphakathini

Injongo enkulu yenkampani ukuletha ukubuyisela emuva kwababambe iqhaza esikhathini eside.

Kodwa-ke, lokhu kusho ukuthi indlela yebhizinisi lethu kumele isimame futhi yisidingo esisemqoka esiphethe ngaso ibhizinisi lethu ngendlela ekahle kakhulu emphakathini.

Inkampani izibophezele ukuqhubeka nokulwela ukuthuthukisa izinga lempilo kanye nokufaka isandla kwinhlalakahle yemiphakathi lapho esenza khona ibhizinisi lethu ngezinhlelo ezehlukene ezifana ne-Tsebo Foundation. Ngesikhathi lokhu kusekela kuyothatha izinhlobo ezehlukene emazweni nasemiphakathini eyehlukene, inkampani iyokwenza yonke imizamo ukwenza lokhu:

- Ukusekela izinhlelo zezempilo, ezemfundo nezendawo;
- Ukusekela nokusebenzisana nezinhlangano ezizinikele neziphanayo ezibhekene nezidingo zomphakathi;
- Ukubandakanyeka emphakathini ukuxazulula izinkinga zomphakathi;
- Ukukhuthaza bonke abasebenzi ukuthi bazinikele kumaphrojekthi omphakathi nokubasekela ekwenzeni kanjalo;
- Ukukhuthaza, ukusekela nokufuna ukubambisana nezinhlangano ezidinga usizo lwenkampani okungaba yizikole noma yizinhlangano zemisebenzi yomphakathi;

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- Ukubandakanya imiphakathi yendawo ezindabeni zokuthatha izinqumo ezibathintayo nokubasekela nokuthuthukisa amakhono nemisebenzi emiphakathini yendawo okusebenza kuyo inkampani;
- Ukubeka phambili abalingani kwezamabhizinisi abaphatha amabhizinisi abo ngendlela yamazinga okusebenza kahle ehambisana nawayo; kanye
- Nokudonsa emisebenzini yendawo kanye nalapho okubekelelwe khona amabhizinisi ngendlela okungafinyeleleka kuyo.

12. Amalungelo esintu

Inkampani ihlonipha ukuthi Usomqulu Wamalungelo ofakwe kuMthethosisekelo wethu yisisekelo senkululeko, ubulungiswa nokuthula eNingizimu Afrika futhi ihambisana ngendlela efanele nemigomo evezwe kuwo.

13. Ukubhekela Usikompilo

Njengabamele Inkampani, bonke abasebenzi kumele baqaphele, uma bebhekene nabalingani kwezebhizinisi ezweni lethu nakwamanye amazwe kanye/noma uma bevakashela amanye amazwe namalungu emindeni yabo ukuthi indlela yokuziphatha kwabo iyisibuko seNkampani futhi kumele bazijwayeze ngenqubo, imithetho nangosikompilo lwabantu abahlangana nab obese beyaluhlonipha.

14. Ukusetshenziswa kwezinhlelo zabezindaba zomphakathi

Ngesikhathi i-Tsebo ilihlonipha ilungelo lomuntu lokukhuluma ngokukhululeka, abasebenzi/abaqondisi/abahlinzeka ngemisebenzi/amakhasimende ayaxwayiswa uma esebenzisa izinhlelo zabezindaba zomphakathi ukubeka imibono kwi-Tsebo noma mayelana ne-Tsebo. Uma umbono, i-tweet noma i-blog noma okufana nakho kufakwe ezinhlelweni zokuxhumana komphakathi bese kulimaza ngokungesilo iqiniso igama kanye nesithunzi se-Tsebo, kuthathwa njengokwehliswa isithunzi kwe-Tsebo futhi kungabangela ukuthi i-Tsebo ithathele lowo muntu othintekayo izinyathelo zomthetho.

15. Ukuphumela obala

Isigungu sabaqondisi benkampani sinesibopho ekulawulweni kwendlela yokuziphatha kahle ekwenzeni umsebenzi njengoba kuvezwe kule dokhumenti futhi sibhaliswe emigomeni nasekuvikelweni okuvezwe Emthethweni Wokuphumela Obala Okuvikelekile.

Noma yimuphi umuntu owaziyo nganoma yikuphi ukwephulwa kwale ndlela yokuziphatha kahle okukhona noma okungase kwenzeke noma yiyiphi enye indlela yokuziphatha embi enokukhohlakala, ubelelesi noma engeyinhle uyamenywa ukuthi abike ngokusebenzisa inombolo yamahhala Yokubika Ngaphandle kokuzisho igama ethi 0800 003317 noma i-imeyli Tsebo@tip-offs.com noma akhulume nomphathi wakhe, Isikhulu Sezomthetho Seqembu noma Abacwaningi mabhuku bangaphakathi

Bonke abasebenzi bayacelwa ukuthi baxoxe nabaphathi babo nganoma yikuphi okungase kube akakuzwisisi mayelana nokusebenza kwale ndlela yokuziphatha, noma yikuphi okunye ukungahambisani nale ndlela yokuziphatha abakwaziyo.

16. Ukuqondiswa kwezigwegwe

Uma kwenzeka umuntu le ndlela yokuziphatha eqondene naye, ephikisana noma yiyiphi ingxenye yale ndlela yokuziphatha kahle, i-Tsebo inelungelo lokuqondisa izigwegwe noma imxoshe lowo muntu noma iqede noma yisiphi isivumelwano noma inkontileka enayo nalowo muntu. Bonke abantu eqondene nabo le ndlela yokuziphatha bayaqinisekisa futhi ababeki inkampani engozini nganoma yisiphi isenzo esingenziwa yinkampani kumuntu ophambana nale ndlela yokuziphatha futhi nanoma yikuphi ukubuyiswa kokulimele, izindleko, ukufakwa kwezicelo zemali noma ukulahlekelwa okwenzeke ngenxa yalokhu.

I-Tsebo ingaphinde ibophezeleke ngokomthetho ukuthi noma ingakhetha ngokuzithandela ukubika ngalokhu kuphambana nale ndlela yokuziphatha oPhikweni Lwezemisebenzi Yamaphoyisa AseNingizimu Afrika, futhi uhlangothi olwephule umthetho luyawavuma la malungelo nezibopho futhi aluyibeki icala inkampani nganoma yikuphi ukubuyiswa kokulimele, izindleko, ukufakwa kwezicelo zemali noma ukulahlekelwa okwenzeke ngenxa yalokhu.