



# INqubo YokuziPhatha



VESUVIUS

Umyalezo ophuma  
kwiSikhulu esiPhezulu



Le Nqubo  
igcizelela  
ukuzibophelela  
kwethu  
endleleni  
yokuziphatha  
efanele  
nokulandela  
izimiso

Bozakwethu

INqubo yokuziPhatha yase-Vesuvius yendlala okuyigugu kwi-Vesuvius kanye nemigomo yokuziphatha elindelekile kubo bonke abantu abasebenzela i-Vesuvius kuyo yonke imisebenzi eyenzayo emhlabeni jikelele, ngaphandle kokuchema.

Le Nqubo igcizelela ukuzibophelela kwethu endleleni yokuziphatha efanele nokulandela izimiso zomthetho, futhi wendlala imigomo yezomthetho edingekayo kanye nokuziphatha ngendlela efanele uma kwenziwa umsebenzi wethu. Wonke umuntu ongaphakathi e-Vesuvius unejoka lokugcina izimiso. Impumelelo yebhizinisi yesikhathi eside ayikalwa ngendlela esiqhuba ngayo kwezezimali kuphela, kepha ikalwa ngendlela esiphatha ngayo amakhasimende ethu, esibambisene nabo kwezamabhizinisi, nabasebenzi, nabatshalmali kanye nemiphakathi yasendaweni.

Ibhizinisi lethu siliqhuba ngendlela ehambisana nemigomo yeNqubo ngazo zonke izinkathi. Ezikhathini eziningi lokhu kuzophoqelela ukuthi kucatshangiswe, futhi kumele ubonisane nosuphavayiza wakho noma omaziphathe benye ingxenye yeNkampani uma unokungabaza ngencazelo yeNqubo noma ongakwenza. Kumele ungabi nokungabaza ngokubikela abaphathi nganoma ikuphi ukwahluleka ukwenza okungenhla futhi ugcine iNqubo. Uma ungenaso isiqiniseko ngokumele ukwenze esimweni esithile noma uma ukhathazekile ngokuphulwa kweNqubo, unejoka lokukhuluma. Awusoze wajeziwa noma walinyazwa ngokubika ngalokho okukhathazayo okwenza ngokweqiniso. Ukuziphindiselela kulabo abazokhuluma akuzukwamukeleka.

Le Nqubo ichaza ukuthi lokhu kwenziwa kanjani, futhi ibandakanya imininingwane yeNombolo yokuSiza abasebenzi ngeziKhalo egcina imfihlo yamahora angama-24 kanye nendawo yokubika ngewebhu eyimfihlo. Indlela yokuziphatha efanele kanye nemigomo yokuziphatha ngendlela ephuma phambili kumqoka kakhulu kwezamabhizinisi alesi sikhathi, kanye negama le-Vesuvius lokugcina imigomo ephuma phambili kwezokuqhutshwa kwebhizinisi okuyigugu elingelinganiseke. Ngakho le Nqubo yokuziPhatha kumele ibe umongo wendlela esiqhuba ibhizinisi ngayo.

Ukusetshenziswa kwemigomo ewujikelele yendlela yokuziphatha yomuntu kanye neyeqoqo kuwo wonke amabhizinisi ethu emhlabeni jikelele kuzoqinisekisa ukuthi i-Vesuvius iba ibhizinisi esingaziqhenya ngalo.

**François Wanecq**

IMigomo Yethu



I-Vesuvius inemigomo yenkampani emihlanu emqoka ephathelene nendlela esisebenza ngayo nsukuzonke. Ilawula ukuziphatha ngendlela emiyo, ivera indlela yokuphatha ewujikelele yenkampani, igqugquzela igama elihle le nkampani kubantu esisebenzisana nabo bangaphandle, futhi iyisisekelo sesithembiso somsebenzi esiwuhlinzeka kumakhasimende ethu.

Imigomo yethu iyalandela:

**Ubuciko:** Ukuzibophelela kwethu kwezobuchwepheshe kanye neqophelo kuyisisekelo sethuba esinalo kwezokuncintisana. Ubuciko benza sikwazi ukusungula izisombululo ezintsha kanye nokuqhubeka nentuthuko eletha ingeniso ngokusimamisa umsebenzi esiwenzayo.

**Ukusebenzisana:** Ukugqugquzela ukusebenzisana kwangaphakathi nokwangaphandle kuyindlela yokuziphatha esenza sikwazi ukusungula izisombululo ezihlukile nozakwethu. Ngokusebenzisana, umsebenzi wase-Vesuvius ngamunye uzinikele kwimpumelelo yomphakathi wangakubo nozakwabo kanye namakhasimende.

**Ukwethembeka:** Izisombululo zethu zisibandakanya ezintweni ezimqoka eziphathelene nenqubo yokukhiqizela amakhasimende ethu. Ukuzibophelela kwethu ekuhlinzekeni ngemikhiqizo emiyo kanye nemisebenzi kwenza asetthembe.

**Ubuqotho:** Isisekelo sesithembiso sethu ukwethembeka kwabo bonke abasebenzi be-Vesuvius ngezenzo zabo kanye namazwi abo. Ukwethembeka nokuvulekela kumqoka kukho konke ukuhweba kwethu.

**Ukwamukela ukwahlukahlukana:** I-Vesuvius iyinkampani esemhlabeni jikelele eyakhelwe phezu kwesisekelo sokuhlonipha imithetho yasendaweni kanye nesipiliyoni. Siyazisa futhi samukela amathuba okuveza ubuciko obuqubuka ngokuphilisana nabantu bamasiko anhlobonhlobo.

## Izihloko Ezimqoka eziyi-8

Inqubo yokuziphatha yethu ibandakanya izihloko ezimqoka eziyi-8:



**01** Ezempilo, Ezokuphepha kanye Nendawo



**02** Ukuhweba, Amakhasimende, Imikhiqizo kanye Nemisebenzi



**03** Ukulwisana Nokugwazisa kanye Nenkolakalo



**04** Abasebenzi kanye Namalungelo Abantu



**05** Ukudalula kanye Nabatshalimali



**06** Uhulumeni, Umphakathi kanye Nemiphakathi Yasendaweni



**07** Ukuphambana Kwemibono



**08** Izimbangi

# 01

## Ezempilo, Ezokuphepha kanye Nendawo



Ezempilo, ezokuphepha kanye nezindaba zendawo ziwumthwalo wabaphathi. Sizovikela ezempilo nezokuphepha kwabasebenzi bethu, nabathengi, nabahlinzeki, nosonkontileka, nezivakashi, nomphakathi uwonkana kanye nabantu abathintekayo emsebenzini wethu. Izikhalo zomphakathi ngezempilo, ezokuphepha nezendawo emisebenzini yethu kumele zidingidwe ngokufanele.

Sizokwenza okulandelayo:

- Sizohlinzeka ngezempilo, ezokuphepha nezimo zokusebenza eziphephile kubo bonke abasebenzi.
- Sizohlinzeka ngezinsiza ezifanele zabantu nezempahla kanye nokuqeqeshela ukubhekana nezibopho kanye nemajoka ethu ezempilo, ezokuphepha kanye nawendawo.
- Sizobheka umthelela wezemvelo ongase ube khona ngenxa yemikhiqizo yethu emisha kanye nezinqubo sisawuqala emsebenzi.
- Sizonciphisa, senze kuphephe noma, uma kungenzeka, sigweme ukukhishwa kwemikhiqizo engase ilimaze impilo yabantu noma yemvelo.
- Sizonciphisa imfucuzo ngokusebenzisa izinsiza, nokuhlinzeka ngamandla, kanye nezinye izinsiza futhi kwandiswe amathuba okuvuselela izinsiza.
- Sizohlinzeka ngendawo yokusebenza ekhululekile engenabo ubungozi obuhambisana notshwala kanye nokusetshenziswa kwezidakamizwa.

### + More Information

Le migomo yesekwa iziNqubomigomo zezokuPhepha, ezeMpilo nezeNdawo ze-Vesuvius, okumele bonke abantu abasebenzela i-Vesuvius bayilandele.

## 02



## Ukuhweba, Amakhasimende, Imikhiqizo kanye Nemisebenzi

Kumqoka ukwakha ubudlelwano besikhathi eside obuhle namakhasimende ukuze sikwazi ukuze izimpokophelo zethu. Kumele sisebenzisane namakhasimende nalabo abangase babe amakhasimende ethu, nama-ejenti, nabahwebi, nabahlinzeki kanye nabanye esisebenzisana nabo ebhizinisini ngendlela eqikelela ubuqotho, baphathwe ngokufanele, baphathwe ngendlela emiyo futhi banikwe inhlonipho nokwethenjwa ngokulinganayo.

Sizokwenza okulandelayo:

- Sizohlinzeka ngemikhiqizo yeqophelo eliphezulu emiyo okungathenjwa kuyo, ephaphile nengahlangabezana nezidingo zamakhasimende ethu.
- Sizohlinzeka ngemisebenzi elandela ukudayisa eseqophelweni eliphezulu, okungathenjwa kuyo.
- Sizohlinzeka ngolwazi olucacile, olufingqiwe nolubalulekile nge-Vesuvius futhi sigweme ukukhuluma okungasilo iqiniso nokulahlekisayo ngemikhiqizo nemisebenzi yethu.
- Sizokhuba yonke imisebenzi yethu ngaphandle kokusondelana kakhulu okubandakanya ukugcina izinqubomigomo zeNkampani eziphathelele nokuphambana kwemibono, neziphona kanye nokugwaza.
- Sizovikela ulwazi oluyimfihlo lwabanye abantu futhi lolo lwazi sizolusebenzisela umsebenzi okumele wenziwe ngalo kuphela, kungabi ukwenza imisebenzi engafanele noma ukuze sihlomule ngokwethu.

## 03



## Ukulwisana Nokugwazisa kanye Nenkohlakalo

Asizukwamukela izezo zenkohlakalo ngisho kungaba ezoluphi uhlobo uma siqhuba ibhizinisi lethu.

Ukuze sikwazi ukuphumelela sizokwenza okulandelayo:

- Akekho umsebenzi noma nomunye umuntu osebenzela, noma omele i-Vesuvius, okubandakanya ama-ejenti, nabahlinzeki, nozakwethu esibambisene nabo nanoma abanye, ngokuqondile noma ngokungaqondile, abazothembisa ukukhokhela noma ukudlulisela okuyigugu kunoma ubani, okubandakanya abahlinzeki noma abantu abamele uHulumeni, okuzobe kwenziwa ngenhloso yokugwaza noma ukubathambisa ukuze bahlomule ngokungafanele kwezamabhizinisi.
- Asizukukhokha imali yokwenzela, ngaphandle kwesimo lapho thina, noma omunye umuntu kubonakala ukuthi usengozini kwezokuphepha.
- Ukuzibandakanya kwethu kwezokuzijabulisa nokwenabela ezibhedlela kuyohlala kuyingxenywe yomsebenzi wethu ojwayelekile, kubonakala kumqoka ngaso sonke isikhathi, kungachemile futhi kufanele, futhi kungayidali inkohlakalo.

### + More Information

Le migomo yesekwa iziNqubomigomo zokuLwisana nokuGwaza kanye neNkohlakalo zethu kanye nemisebenzi yokulandela izimiso zeNkampani iyonke.

## 04



## Abasebenzi kanye Namalungelo Abantu

Abasebenzi kumele baphathwe ngokwethembeka futhi kuhlonishwe isithunzi somuntu ngamunye. I-Vesuvius iyayazisa imigomo yamalungelo abantu asemhlabeni jikelele lapho isebenza khona futhi ayizukwamukela ukuqashwa kwezingane noma ukusebenzisa abantu ngempopo kuyo yonke imisebenzi yayo.

Sizokwenza okulandelayo:

- Sizovula indlebe silalele abasebenzi bethu futhi sibabandakanye emisebenzini yokuthuthukisa ukwenziwa komsebenzi, iqophelo lomsebenzi kanye nemibandela yokusebenza
- Sizogqinisekisa ukuthi ukuqasha, nokuqeqesha, nokunyuswa esikhundleni, nokuthuthukiswa emsebenzini, nokuxoshwa kanye nezinkinga ezifana nalezo ziqhutshwa ngendlela efanele, evulelekile futhi zisuselwe kwisimo somuntu ngamunye, impumelelo, isipiliyoni futhi kwenziwe ngaphandle kokubheka ubuhlanga, nebala, nobuzwe, namasiko, nemvelaphi, nezenkolo, nobulili, nohlobo lobulili umuntu akhetha ukuthandana lalo, neminyaka, nokuphila nokukhubazeka kanye nanoma esiphi esinye isizathu esingaphathelene nokwenziwa komsebenzi noma esiphambene nomthetho osebenzayo
- Ukungakwamukeli ukucwasa nokuhlukumeza
- Sizohlizeka ngendawo yokusebenza engenawo umthelela ongemuhle kubasebenzi bethu emzimbeni noma ngokwengqondo
- Sizoholela abasebenzi ngendlela ehambisana namakhono kanye nesipiliyoni sabo futhi, uma kungenzeka, ukuze kuphumelele ibhizinisi
- Sizocina abasebenzi bethu bazi ngentuthuko ebalulekile ephathelene nabo kanye nombono, impokophelo nezinhlelo zeNkampani
- Sizoxoxisana nabasebenzi ngendlela evulelekile, enobuqiniso nenenhlonipho
- Sizocina izindlela zokuxazulula ukuphambana kwemibono emsebenzini ngendlela enempumelelo
- Sizocina amarekhodi abasebenzi eyimfihlo futhi siqoqe, sisebenzise siphinde sidalule ulwazi oluyimfihlo ukuze kwenziwe imisebenzi yebhizinisi esemthethweni kuphela

### + More Information

Le migomo yesekwa iziNqubomgomo zokuQasha kanye neNqubomgomo yamaLungelo aBantu yethu.

## 05



## Ukudalula kanye Nabatshalimali

I-Vesuvius ingeyabaninimasheya bayo. Sizoghuba ibhizinisi lethu ngokuqikelela, silangazelele ukukhula ngendlela eqhubekayo nengenisa inzuzo futhi sihlomulise abaninimasheya. Kuzoqikelelwa kakhulu ukuze kugcinwe futhi kuvikelwe impahla yeNkampani ngokusebenzisa izinsiza ezinobuhlakani neziletha impumelelo.

Sizokwenza okulandelayo:

- Sizocina amabhuku namarekhodi ayiwonawona futhi aveza ukuthengiselana okwenzekile ngendlela efanele kanye nesimo sezezimali sebhizinisi, ngokwesekwa izindlela zokulawula eziqinile
- Sizohlizeka abatshalimali, njalo nangesikhathi esibekiwe, ngemininingwane yezezimali kanye nokuhlaziywa kwesimo seNkampani esilingene eqondakala kalula
- Sizoghuba ibhizinisi ngendlela efanele nephuma phambili
- Sizophendula imibuzo yabatshalimali ngokucacile ngodaba lokuphatha noma lokusebenza kweNkampani
- Sizophatha bonke abatshalimali ngendlela emiyo nelinganayo futhi sigweme ukuhlomulisa umtshalimali othile, noma uhlobo lwabatshalimali, sibe silimaza omunye
- Sizokwethembeka, sibe neqiniso futhi senze imisebenzi yethu ngendlela eseqophelweni eliphakeme; kwezokuxoxisana nabeluleki kanye nabacwaningi bethu; nalapho sixoxisana nabatshalimali
- Sizocina lonke ulwazi lwangaphakathi luyimfihlo kuze kufike isikhathi sokumemezela futhi singalusebenzisele nhlobo ukuhweba kwizabelo ze-Vesuvius noma sivumele abanye abantu ukuthi balusebenzisele lokho

### + More Information

Le migomo yesekwa iziNqubomgomo zokuBusa, iziNqubomgomo zokuBika ngezeZimali kanye neNqubomgomo yokuBhekana nezokuVikela iNkampani kanye noLwazi lwangaPhakathi.

## 06



## Uhulumeni, Umphakathi kanye Nemiphakathi Yasendaweni

Siphokophele ekuqhubeni ibhizinisi ngendlela efanele ngazo zonke izinkathi uma siqhuba ibhizinisi. Sizohlonipha yonke imithetho kazwelonke neyasendaweni, ama-odinensi kanye nemithethonqubo, okubandakanya naleyo ephathelene nemisebenzi yezokubusa neyokukhokha intela.

Sizokwenza okulandelayo:

- Sizohlala sinolwazi ngendlela okuqhutshwa ngayo endaweni, sigqugquzele ukubonisana ngesihlangabezana nakho eNkampanini iyonkana futhi sihambisane nesimo sendawo, sibe nemibono emisha futhi siqikelele indlela esisebenzisana nemiphakathi yasendaweni yayo.
- Sizohlonipha futhi sibheke izikhalo zasesifundeni nezasendaweni, imithetho kanye nenqubo.
- Sizoziphatha ngendlela efanele kuyo yonke imisebenzi esiyenza emphakathini, ngokuhambisana nemithetho yasendaweni kanye nemithethonqubo, okubandakanya imigomo elwisana nokuGwazisa nenkohlakala ehlongozwe kule Nqubo.

### + More Information

Le migomo yesekwa iNqubomgomo yamaLungelo aBantu.

## 07



## Ukushayisana Kwemibono

Abasebenzi, izikhulu nabaqondisi banomsebenzi wokwenza okuhlomulisa iNkampani, futhi bangesebenzise izikhundla zabo ukuze bazihlomulise ngokwabo noma abanye abantu, noma benze okuphambene nokungahlomulisa iNkampani. Ukuzibhekelela okungaba, noma okungase kubonakale, kushayisana nezimfuno zeNkampani noma okungase kube nomthelela ongemuhle ekwenziweni kwemisebenzi yethu kumele kugwemwe. Kungenzeka ngezinye izinkathi kungabi lula ukugwema ukushayisana kwemibono ngakho lapho ukuzibhekelela komsebenzi, noma kwamalungu omndeni wakhe kanye nabantu abasondelene naye kushayisana nokweNkampani noma uma kubonakala kungase kube nengozi enkulu ngenxa yalokho, umsebenzi kumele adalule lokho kushayisana noma ukushayisana okungase kube khona kumphathi wakhe ngqo ngaleso sikhathi.

Abasebenzi abasoze:

- Bazibandakanya ngokuqondile noma ngokungaqondile ebhizinisini, kwezezimali noma obunye ubudlelwane egameni leNkampani ngenhloso yokwenza noma ngokuqhuba ibhizinisi, noma yokuncintisana, neNkampani ngaphandle kokugunyazwa abaphathi ngokuthi bangaba kulobo budlelwane.
- Bamela iNkampani kunoma okuphi ukuthengiselana lapho bona noma omunye osondelene nabo engase ahlomule ngaphandle kokuqala bagunyazwe abaphathi.
- Basebenzisa ulwazi oluyimfihlo lweNkampani noma abasebenzisana nayo kwezamabhizinisi ngokungafanele noma ngenye indlela.
- Bancintisana, noma basiza abanye abantu ukuze bancintisane, neNkampani.
- Basebenza ebhodini langaphandle lenkampani ethile ngaphandle uma lobu bulungu bebhodi bugunyazwe abaphathi beNkampani futhi kutholakele ukuthi abushayisani nentshisekelo yeNkampani.
- Babiza noma bamukela imali kubantu okusetshenziswana nabo ebhizinisi noma kwizimbangi ukuze bahlomule ngokwabo.
- Bamukela isipho esingasiyo imali, imisebenzi nanoma yini enye into kunoma abaphi abantu okusetshenziswana nabo ebhizinisini noma kwimbangi uma, noma uma kubonakala ukuthi ingase, ibe nomthelela ezinqumweni zabo ngokungafanele.

## 08

## Izimbangi



Sizoncintisana ngokuzimisela okukhulu, kepha kube ngokwethembeka futhi singazami ukuhlula esibangisana nabo ngokusebenzisa izindlela eziphambene nomthetho.

Sizokwenza okulandelayo:

- Sizongaludlulisi ulwazi lwezamabhezini olubucayi (okubandakanya amanani, amakhono, umkhiqizo, ubuningi bokudayiswayo, amasheya asezimakethe, isu lezamabhezini noma intengo) kwizimbangi zethu.
- Sizogwema ukuthungatha ulwazi olumayelana nezimbangi ngezindlela ezingafanele.
- Sizongazibandakanyi emisebenzini yokuhweba enezithiyo noma enokwakhiwa kwamatulo noma ukusetshenziswa isikhundla kwezimakethe.
- Sizogwema ukuzibandakanya ekuncintisaneni okungafanele, okubandakanya ukuphawula ngokungafanele nokulahlekisayo noma ukusho okungafanele ngezimbangi zethu noma imikhiqizo yethu.

## + More Information

Le migomo yesekwa iziNqubomigomo zokuNcintisana nokungalwisana nokungaThembani zethu.

## Ukukhuluma



Abasebenzi bagqugquzelwa ukuthi babonise nabaphathi ngazo zonke izikhalo ezimayelana nokuziphatha noma izinqumo eziphambene nokungenhla noma isimo sale Nqubo, umthetho noma ezinye izinqubomgomo. Sicela udlulise zonke izikhalo zakho kumphathi wakho, umphathi omkhulu ezweni lakho noma ilungu lomnyango wezomthetho. Zonke izikhalo ezibikwe ngomlomo ziyogcinwa ziyimfihlo.

Inkampani ihlinzeka ngeNombolo yokuSiza abasebenzi ngezikhalo egcina imfihlo yamahora angama-24, kanye nendawo yokubika ngwebhu eyimfihlo abasebenzi abangabika izikhalo zabo kuyo.

**Akekho umsebenzi oyojiziswa noma oyolimala ngokubika ngalokho okumkhatzayo ebe enza lokho ngokweqiniso. Ukuziphindiselela kulabo abazokhuluma akuzukwamukeleka.**

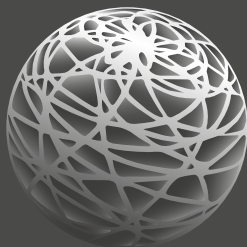
## Ukuqinisekisa ukuthi iyasebenza

Ibhizinisi lethu siliqhuba ngendlela ehambisana nemigomo yeNqubo ngazo zonke izinkathi. Ezikhathini eziningi lokhu kuzophoqelela ukuthi kucatshangiswe, futhi kumele ubonise nosuphavayiza wakho noma amaziphathe benye ingxenye yeNkampani uma unokungabaza ngencazelo yeNqubo noma ongakwenza. Imiphumela yokungayilandeli iNqubo ingaba nobungozi obukhulu, kwi-Vesuvius kanjalo nakubasebenzi ngokuhlululwa, ukujiziswa, ukulimala kwesithunzi nokujiziswa emthethweni. Uma kusolwa ukuthi kukhona ukwaphulwa kwale Nqubo noma uma kubonakele ukwaphulwa kwayo, kuzokwenziwa uphenyo olufanele. Lapho kunesidingo, kuzothathwa isinyathelo esifanele, okubandakanya ukuqondiswa kwezigwegwe, okuholela futhi okubandakanya ukuxoshwa.

Le Nqubo izobuyekwezwa ngezikhathi ezithile ezibekiwe. Sizogapha nendlela elandelwa ngayo. Zonke izimvo ngale Nqubo kumele zithunyelwe kuMkhandlu lweNkampani Jikelele.

## Ngingayitholaphi eminye iminingwane?

Ukuze uthole eminye iminingwane, okubandakanya amakhophi ezinqubomigomo eziyisekelo, sicela ivakashele inthranethi ye-Vesuvius, noma ubonise nelungu lalapho ukhona lomnyango wezomthetho. Ikhophi kagesi yeNqubo itholakala ku-[www.vesuvius.com](http://www.vesuvius.com).



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