

VESUVIUS plc

Inqubomgomo Elwisana Nokugwaza kanye Nenohlakalo

INDLELA YOKUZIPHATHA EBHIZINISINI UKUZE KUVIKELWE UKUGWAZA NOKUKHWABANISA

Inqubomgomo:	Ukulwisana Nokugwaza kanye Nenohlakalo (i-ABC)
Umthwalo Wenkampani:	Ummeli Jikelele
Ihumusho:	2.1
Ukubukezwa kokugcina:	Okthoba 2017

Le Nqubo kumele ichtshiyelwe ngaphandle kokugunyaza kwehhovisi Lommeli Jikelele kanye Nonobhala Wenkampani i-Vesuvius plc.

Isingeniso

Le nqubomgomo ihlinzeka ngezululeko zezinkambisonhle zebhizinisi kanye nezimiso ezibhalwe eMgomweni Wokuziphatha we-Vesuvius oveza ukuthi zonke izinhloko ze-Vesuvius zisebenza ngokufanele, ngokuvulelekile nangobuqotho.

Inhloso yale Nqubomgomo ukwenza okulandelayo:

- ukwendlala imithwalo yabo bonke abaqondisi, izikhulu kanye nabasebenzi be-Vesuvius, kanye nalabo abasisebenzelayo, kwezokuqapha nokugcina isikhundla sethu sokungahambisani nokugwaza kanye nenohlakalo; kanye
- ukuhlinzeka ngolwazi nezululeko kulabo abasisebenzelayo mayelana nokuthi sikubona kanjani futhi sibhekana kanjani nezimo zokugwaza nenohlakalo.

I-Vesuvius izomeseka ngokugcwele umuntu owenqaba ukukhokha imali yokugwaza noma ngabe uzobhekana nayiphi inkinga, ukulahlekelwa umsebenzi webhizinisi noma izindleko ezengeziwe eziphathelele ne-Vesuvius. Nokho, kuzo zonke izimo, kumele uthathe isinyathelo esingase sikufake wena noma omunye umuntu engozini.

Ukungahlonishwa kweNqubomgomo kuwukwaphula umthetho okukhulu, futhi kungase kuholele ophenyweni nasekuqondisweni kwezigwegwe kwangaphakathi, okuyoholela ekuxoshweni emsebenzini. Umphumela wokuphula le nqubomgomo ku-Vesuvius nakumuntu ngamunye ungaba mubi kakhulu futhi ungahelela ezinhlawulweni kanye/noma ekuboshweni.

Uma usola ukuthi kunomqondisi, isikhulu noma umsebenzi we-Vesuvius, noma omunye umuntu omele noma egameni le-Vesuvius, okungenzeka ukuthi uphule uMgomo Wokuziphatha noma le Nqubomgomo kumele lokhu ukubikele iNkampani ngokuphazima kweso. Akekho umsebenzi oyojeziswa noma alimale ngokubika ngezinsolo zokuphulwa komgomo.

Uhlelo

Le Nqubomgomo isebenza:

- kubo bonke abaqondisi, izikhulu kanye nabasebenzi be-Vesuvius, kanye nalapho okufanele khona, abangahlangene ngqo abenza imisebenzi egameni le-Vesuvius;

- kulo lonke iqembu le-Vesuvius, okubandakanya i-Vesuvius plc kanye nabasebenzisana nayo ("Vesuvius"), noma ngabe kweliphi izwe lapho ibhizinisi liqhutshwa khona kanye/noma uphiko lwebhizinisi oluzinze khona.

Imigomo equkethwe kule Nqubomgomo kumele isetshenziswe kuwo wonke amazwe, noma ngabe iqine ngaphezu komthetho wasendaweni. Lapho imithetho yasendaweni iqine ngaphezu kwale Nqubomgomo, leyo mithetho yasendaweni kumele ilandelwe.

Akwamukelekile nhlobo ukusebenzisa izimali zomuntu ngqo ukwenza obekungeke kuvumeleke ngaphansi kweMigomo Yokuziphatha ye-Vesuvius noma le Nqubomgomo.

1. Isitatimende seNqubomgomo

- 1.1 I-Vesuvius angeke izamukele izenzo zenkohlakalo nhlobo uma kuqhutshwa umsebenzi wayo.
- 1.2 Akekho umuntu ozozibandakanya kunoma oluphi uhlobo lokugwaza e-Vesuvius - njengokuthi akumele nhlobo sethembise ukunika umuntu noma Umsebenzi Kahulumeni imali, ukumenzelela noma inzuzo ngenhloso yokushintsha indlela yokwenza noma ukuthatha isinqumo kwakhe.¹
- 1.3 Ngakho, akekho umqondisi, isikhulu noma umsebenzi we-Vesuvius noma Umuntu Ongahlangene Ngqo osebenzela i-Vesuvius ozokwenza okulandelayo:²
 - Ukugwazisa noma ubani;
 - Ukwamukela ugwazelwa inoma ubani; kanye/noma
 - Ukuzibandakanya kunoma oluphi uhlobo lokugwazisa noma ukugwazelwa umuntu ongahlangene ngqo ngokungaqondile.
- 1.4 Wonke umuntu ose-Vesuvius kumele abonakalise ukuthi wonke umsebenzi wethu siwenza ngokulandela imigomo emikhulu kakhulu futhi ahambisane nale Nqubomgomo kanye nayo yonke imithetho elwisana nokugwaza kanye nenkohlakalo.

Ubungozi Ngokugwaza Nenkohlakalo

2. Abangahlangene Ngqo

Iseluleko: I-Vesuvius ingathweswa umthwalo ngezendo zokugwaza ezenziwe Abangahlangene Ngqo. Ngakho, i-Vesuvius ilangazelela ukuqhuba ibhizinisi Nabangahlangene Ngqo ukuze kubonakaliswe imigomo yezinkambisonhle njengeye-Vesuvius.³

- 2.1 Bonke Abangahlangene Ngqo abasebenza egameni le-Vesuvius kumele balandele imithetho elwisana nokugwaza kanye nenkohlakalo. Phezu kwalokho, kumele baziswe ngale Ngubomgomo, ukuze kugququzelwe imigomo ephakeme yendlela yokuqhuba izinkambisonhle jikelele.
- 2.2 Abangahlangene Ngqo kumele bangasetshenziselwa ukwenza imisebenzi egameni le-Vesuvius okungase kulimaze le Nqubomgomo noma imithetho elwisana nokugwaza kanye nenkohlakalo.
- 2.3 Ama-ejenti, Abamambisi bempahla kanye nabo bonke abanye abangahlangene ngqo kumele baqokwe ngokuhambisana neNqubomgomo Yokuqokwa Kwama-ejenti kanye Nabangahlangene

¹ Bheka Izincazelo

² Bheka Izincazelo

³ Bheka Izincazelo

ngqo okubandakanya ukwenza imisebenzi efanele ngenxa yokuhlolwa komsebenzi okwenziwa ngokufanele.

3. Izipho, Ukuphathwa kahle kanye Nokuzijabulisa (i-GH&E)

Uzelo: Ukuphathwa kakhulu, ukuphathwa kwahle noma ezokuzijabulisa ziyindlela ejwayelekile yokuphathwa kahle uma kuqhutshwa ibhizinisi emazweni amaningi. Uma kungenziwanga ngokweqile, kubalulekile ukuze kwakhiwe futhi kugcinwe ubudlelwano. Uma kwenziwa ngokweqile, noma ngokungafanele, kungathathwa ngokuthi kuwukugwaza. Uma isipho, ukuzijabulisa noma ukuphathwa kahle kuhloswe ngakho, noma kungachazwa ngokuthi, umklomelo noma okokukhuthaza ukwenzelwa umusa noma ukuphathwa ngendlela ekhethekile, okwenza kungamukeleki ngaphansi kwale Nqubomgomo.

3.1 I-Vesuvius ayizukuzisebenzisa izipho, ukuphathwa kahle kanye nokuzijabulisa ukuze:

- Yenzekwe umusa ekuqhutshweni kwebhizinisi kube kungafanele;
- Ibe nesandla ekuthathweni kwesinqumo sokuqhutshwa kwebhizinisi ngokungafanele;
- Ukushintsha indlela abathatha ngayo izinqumo kwezamabhizinisi; noma
- Ukwenze kube nokuphoqa ukuthi i-Vesuvius iphathwe ngendlela ekhethekile.

3.2 Izipho kumele kunekezelwe ngazo ngokuvulelekile, ngaphandle kwemibandela, kumele zingambi eqolo. Ukuphathwa kahle kanye nokuzijabulisa kumele kube ngokufanele ukuqhutshwa kwebhizinisi, futhi kuphakanyiswe kuphinde kwamukelwe uma kungokwezinhloso esifanele nezisezingeni elifanele izinga nobudala balabo ababandakanyekayo.

3.3 Zonke izipho, ukuphathwa kahle kanye nokuzijabulisa kumele kuhambisane futhi kubhalwe ngokweziNqubo ze-Vesuvius GH&E. Noma okuphi ukuchezuka kule Nqubomgomo noma Izinqubo ze-GH&E kumele zigunyazwe ngaphambilini ngokubhaliwe Abaphathi Abakhulu ngokuhambisana nenqubomgomo elawulayo.

3.4 Izipho, ukuphathwa kahle noma ukuzijabulisa kungenziwa Kubasebenzi Bahulumeni noma Abasebenzi Bahulumeni kanye nezinhloso ngokuhambisana Nezinqubo ze-GH&E.

4. Iminikelo Noxhaso

Uzelo: I-Vesuvius ingabamba iqhaza elikhulu emphakathini nasekwesekeni imiphakathi esebenza phakathi kwayo - ngokweseka izinhlangano eziqhuba imisebenzi ngeminikelo endaweni kanye nezinhlelo, kanye nokuxhasa imisebenzi yezamabhizinisi esemthethweni. Nokho, iminikelo kanye noxhaso kungasetshenziselwa ukugwaza.

4.1 Lapho i-Vesuvius yeseka izindawo ezinikelwayo, ikakhulukazi lezo ezisemiphakathini yasendaweni, lokhu akumele kwenziwe ngoba kucele amakhasimende kanye/noma nalabo ababambisene nabo ebhizinisini, ngaphandle kwalapho kugunyazwe Abaphathi Abakhulu ngaphambilini ngokubhaliwe.

4.2 Yonke iminikelo okungabe ikhokhwe ngokheshi noma ngeminikelo emicimbini yezinhlangano eziqhuba imisebenzi ngeminikelo, okushicilelwe noma izinhlelo zokuqoqa iminikelo kumele kugunyazwe Abaphathi Abakhulu ngaphambilini.

4.3 Ukuxhashwa kwemisebenzi noma imicimbi ethile, okwenziwe emphakathini ngenhloso yokuthola okuthile ngenxa yolokho kuxhasa, lapho lokhu kuzobonakala emphakathini futhi kwenzele i-Vesuvius inzuzo kwebhizinisi noma emphakathini ngenxa yokuzibandakanya njengomxhasi. Kumele Abaphathi Abakhulu bagunyaze ngaphambilini.

4.4 I-Vesuvius iphikisana ngokugcwele neziphona noma iminikelo eqondiswe emaqenjini eze-politiki.

5. Ukulawula Ukukhokha

Iseluleko: Ukulawulwa Kokukhokha (okubuye kwaziwe ngokuthi i-grease noma i-speed payments) kumayelana nezimali ezincane ezikhokhelwa abasebenzi bahulumeni ukuze banxenxe abantu ukuthi benze imisebenzi yabo noma basheshise inqubo abebengase bayenze. Ukukhokha okunjalo, empeleni, kuwukugwaza futhi akukho emthethweni ngaphansi koMthetho Wokugwaza wase-UK.⁴

5.1 Ukulawula Ukukhokha akuvunyelwe ile Nqubomgomo.

5.2 Lapho umuntu ephoqelekile ukuthi akhokhe ngaleyo ndlela, isibonelo lapho ephoqelekile ngenxa yokusatshiswa noma lapho besatshiswe ngokulinyazwa emzimbeni noma ngokusatshiswa ngesicelo Sokulawulwa Kokukhokha, kumele bangazibeki engcupheni futhi bangakwazi ukukhokha.

5.3 Lapho ukulawula ukukhokha kwenziwa (ngenxa yezimo ezibhalwe kundima 5.2), kumele ubikele uMqondisi Wezimali ngokuphazima kweso ukuze kuqinisekise ukuthi ukukhokha kubhalwe phansi ngokucacile kumarekhodi ezezimali. **Error! Reference source not found.**

6. Ukubhekana Nabasebenzi Bahulumeni

Iseluleko: I-Vesuvius kudingeka ixhumane nohulumeni, abaphethe ezokulawula, ama-ajensi kahulumeni, kanye nabasebenzi bahulumeni ukuze kuqhutshwe lomsebenzi webhizinisi - ezimweni ezinjengeziMvume, ikheli le-IP kanye nezimo zezemvelo. Lokhu kuxhumana kumele kube ngokuvulelekile futhi kwenziwe ngobuqotho, kube kunabasebenzi abasebenza ngemigomo ecacile.

6.1 Akekho umqondisi we-Vesuvius, isikhulu noma umsebenzi, noma Ongahlangene Ngqo osebenza egameni le-Vesuvius, ovumeleke ukuba nesandla ekutheni Umsebenzi Kahulumeni enze imisebenzi yakhe ngokungafanele.

6.2 Iziphona, ukuphathwa kahle noma ukuzijabulisa kungenziwa Kubasebenzi Bakahulumeni noma Abasebenzi Bahulumeni kanye nezinhlobo ngokuhambisana Nezinqubo ze-GH&E.

6.3 Kunezimo lapho i-Vesuvius okumele ngokomthetho obhalwe phansi ikhokhele imisebenzi Yabasebenzi Bahulumeni isib. ukugunywa kokungena noma ukuphuma kwempahla ezweni noma ukuvakashelwa abalawuli bezemvelo. Silindele ukuthi labo basebenzi bafeze umsebenzi wabo ngokomthetho nowokulawula nokuthi noma eliphi inani elikhokhwayo linesisekelo somthetho. Lapho kungenzeka, ubufakazi obubhaliwe balokhu kukhokha okudingekayo kumele kutholakale ngaphambi kokuba kube nokunjalo okukhokhwayo kanjalo nerisidi. Laba basebenzi akumele bakhokhelwe enye imali yokwengezela noma baphiwe iziphona.⁵

7. Imisebenzi Yezokwazisa

Iseluleko: Ezokwazisa ziyingxenywe ebaluleke kakhulu ebhizinisini, futhi uma kwenziwa ngendlela eyiyi kuyithuluzi elibalulekile lokweseka nokuthuthukisa ibhizinisi. Nokho, ezokwazisa akumele nhlobo zibe ezohlolo, noma zihambisane nokuphatha kahle noma ukuzijabulisa, kuze kuthathwe ngokuthi kuhloswe ngakho ukuba nesandla emphumeleni wokuqhutshwa kwebhizinisi ngokungafanele.

⁴ Bheka Izincacelo

⁵ Hhayi ngokwenqubo noma ngokuvame ukwenziwa

7.1 Lapho i-Vesuvius ihlela:

- ukuvakashela indawo kwamakhasimende alindelekile; noma
- izimo zokwazisa ngemikhiqizo yayo noma ezemfundo mayelana nokusetshenziswa kwayo,

lokhu kumele kube yiyo kuphela inhloso yokuxoxisana ngezobuchwepheshe kanye nokushintshana ngolwazi lwezibhizinisi. Esimweni ngasinye, noma okuphi ukuphathwa kahle noma ukujabulisa kumele kube ngokufanele ibhizinisi, okulingene futhi okuhambisana nale Nqubomgomo kanye nezinqubo ze-GH&E.

8. Ukubhida Nokufakela Ithenda

Iseluleko: Ukufakela ithenda noma ukubhidela izinkontileka ezinkulu - ikakhulukazi ezinhlanganweni zikahulumeni - kuveza ubungozi obukhulu ekulandelweni kwemithetho ngenxa yesilinganiso sezimali esihambisana nalezo zinkontileka.

- 8.1 Lapho Kunokusolisayo, noma okukhathazayo ngokuvuleleka noma inqubo yezinkambisonhle ngenqubo yokufakelwa kwethenda okungaxazululeki noma okungasombululeki, i-Vesuvius izohoxa enqubweni yokufakela ithenda.⁶

9. Ukufinyelela Ezimakethe (Ukuthenga kanye Nemisebenzi Ehlanganyelwe)

Iseluleko: I-Vesuvius ithwala umthwalo ngalokho okwenziwa umqondisi, izikhulu kanye nabasebenzi benkampani ebaqashayo, futhi ingase ibe nomthwalo ngezenzo zangaphambilini zezinkampani ezithengayo kanye nemisebenzi eyenziwe ngokuhlanyela.

- 9.1 Konke ukuthenga okuphakanyisiwe kanye nohwebo lwemisebenzi ehlanganyelwe, noma amanye amasu okungena ezimakethe, kumele alandele imigomo efanele yezinkambisonhle ngaphambi kokuba kube nezivumelwano ezigcwele ngokwezinkontileka esisayindiwe.
- 9.2 Ukubukezwa kokulandelwa kwemithetho kwezinkampani ezitholakele, okubandakanya ubudlelwano nabangahlangene ngqo, kumele kwenziwe lapho kuqedwa uhwebo, zingakapheli izinyanga eziyisithupha emuva kosuku lokuthenga.

10. Intshisekelo Yangaphandle

Iseluleko: Intshisekelo Yangaphandle kanye nokuxhumana Nabasebenzi Bahulumeni kukodwa akuyidali inkinga. Izinkinga zivela lapho ubudlelwano bungavulelekile futhi kunokunxenxa okungafanele okusetshenziswayo noma okukholakala ukuthi kusetshenzisiwe. Ukuxhumana ngqo nomsebenzi kahulumeni kungaholela ekungqubuzaneni kwezintshisekelo ecaleni lalowo msebenzi uma ethatha isinqumo esithinta i-Vesuvius, okungase kugcine sekubukeka njengokugwaza. Intshisekelo Yangaphandle ingase iveze ukushayisana uma iba nomthelela eqhazeni nasemajokeni e-Vesuvius.

- 10.1 Abasebenzi be-Vesuvius kanye nabanye abantu abasebenzela i-Vesuvius abavumelekile ukusebenzisa isikhundla sabo ukuzihlomulisa ngokwabo.
- 10.2 Abasebenzi be-Vesuvius kanye nabanye abantu abasebenzela i-Vesuvius kumele badalule ku-Vesuvius, ngokulandela inqubo Yentshisekelo Yangaphandle esebenzayo:

⁶ Bheka Izincazelo

- noma eyiphi Intshisekelo Yangaphandle abanayo; kanye ⁷
- nabo bonke Abasebenzi Bahulumeni abaxhumene nabo

ukuze noma okuphi ukushayisana kuqondakale futhi kulawulwe.

Ukulandela Izimiso Nokugapha

Abaphathi Bophiko Lwebhizinisi ngalunye noma Umsebenzi Womhlaba Jikelele yibo abanomthwalo wokuqalisa le Nqubomgomo futhi baphoqebele okudingekayo kuyo okumayelana nabasebenzi ngaphansi kwejoka labo.

Ukugunyaza ukukhokha, izipho kanye nezindleko kumele kuhambisane Nezinqubo ze-GH&E. Uphiko Locwaningomabhuku Lwagaphakathi luzoqalisa iNqubomgomo Nezinqubo ze-GH&E futhi bazohlola ukulandelwa kwezimiso. UMnyango Wezomthetho Weqembu unanomsebenzi wokuphendula noma emiphi imibuzo.

Ukuphulwa noma okungase kube ukuphulwa kwale Nqubomgomo

Bonke abasebenzi kudingeka babe nomthwalo ngokwabo wokuqhuba umsebenzi webhizinisi ngokwezimiso zezinkambisonhle ze-Vesuvius futhi kulandelwe imithetho esebenzayo okubandakanya ukubika ngokukhathazayo noma okusolisayo okuqondene nokuphulwa kwanoma eziphi izimiso. Okukhathazayo kungabikwa kumphathi oqondene nawe, ithimba lezomthetho noma ngasese ngokusebenzisa Inombolo Yokuhlaba Umkhosi Yabasebenzi (iSpeak up).

Eminye imininingwane iqukethwe kuNqubomgomo i-Vesuvius Speak Up.

Ukuqeqesha/okunye ukwelulekwa

Abasebenzi abakhethiwe kuzodingeka ukuthi baye koqeqeshwa bachazelwe ngeNqubomgomo kanye nohlelo lokulawula (oluvezwe ngezibonelo) nokusebenzisa uhlelo lokuqeqesha oluqhutshwa nge-inthanethi ukuze kulekelelwe ulwazi olukule Nqubomgomo. Uma ungakhethwanga kodwa ufisa ukuqeqeshwa, sicela uxhumane noMphathi Wezimali wakho noma elinye ilungu loMnyango Wezomthetho.

Imibuzo

Uma kukhona umbuzo onawo mayelana nale Nqubomgomo, sicela uxhumane nomphathi wakho, Inhloko-hhovi Yezwe noma ilungu loMnyango Wezomthetho.

⁷ Bheka Izincazelo

Isithasiselo 1 - Izincazelo

Ukugwaza kusho:

- noma okuphi ukubekwa ethubeni elingcono, ngezezimali noma ngenye indlela....
- eyethenjisiwe, ephakanyisiwe noma enikwe umuntu....
- ukubanxena.....
- ukwenza umsebenzi ngendlela engafanele.....
- esikhundleni somsebenzi....
- ngenhloso yokuthola noma yokuqhuba ibhizinisi.....
- noma ukubaklomelisa ngokwenza njalo.

Ukugwaza akudingeki ukuthi kube yimali. Noma yini ebeka ozozuza ethubeni elingcono ingukugwaza - isib. ukujatshuliswa ngezinto eziphambili, ukuqasha indodana noma indodakazi yekhasimende, ukunikela enhlanganweni eyintandokazi yomsebenzi kahulumeni. Ukubekwa ethubeni elingcono akudingeki ukuthi kwenzeke ngokushintshisana ngokuthile - ukwenza isiphakamiso noma ukwethembisa kwanele.

Umsebenzi kahulumeni umuntu:

- onesikhundla sokushaya umthetho, sokuphatha noma sokwahlulela, ongabe uqokiwe noma ukhethiwe, noma
- owenza umsebenzi kahulumeni ngqo egameni lezwe noma likahulumeni (noma uphiko lwezwe noma indawo ethile), noma ngokungaqondile ngokusebenzisa i- ejensi noma inkampani kahulumeni walelo zwe noma indawo (noma uphiko), noma
- umsebenzi noma i- ejenti yenhlangano yamazwe ngamazwe ethinta umphakathi. (isib. i-UN), noma
- ibhizinisi lomsebenzi kahulumeni (isib. umsebenzi wenkampani kaHulumeni), noma
- iqembu lezopolitiki, isikhulu seqembu lezopolitiki, kanye nanoma ubani ogaqele isikhundla sokuba isikhulu ehhovisi lezopolitiki; noma
- isihlobo Somsebenzi Kahulumeni.

Ongahlangene Ngqo: ongahlangene ngqo uchazwa ngokuthi inoma ubani, abantu noma inhlangano eyenzela i-Vesuvius umsebenzi noma egameni le-Vesuvius. Kubandakanya i- ejenti edayisayo, abathuthi bempahla, ochwepheshe/abeluleki kanye nabanye okuxhunyanwa nabo, osonkontileka, kanye nosonkontileka abancane (futhi kungabandakanya uhulumeni kanye namaphiko kahulumeni).

Ukulawula ukukhokha kuwukukhokha okwenziwa ukuze kutholakale futhi kusheshiswe ukwenziwa komsebenzi ngokohlelo wumsebenzi kahulumeni noma i- ejensi (isib. ukukhipha amalaysense noma izimvume, ukuqhuba impahla ehhovisini lokungena nokuphuma kwempahla ezweni). Kubuye kwaziwe ngokuthi ukukhokha "nge-grease" noma "nge-speed".

Intshisekelo Yangaphandle: Intshisekelo yesikhulu noma umsebenzi we-Vesuvius eqonde naye ngqo, yangasese, yebhizinisi, yokunikela noma yentshisekelo yezopolitiki (noma ilungu lomndeni elisondele noma okubanjisenwe naye ebhizinisini) abanomsebenzi okumele bewenzile e-Vesuvius. Isibonelo:

- Ubunika/ukuba umqondisi webhizinisi noma inkampani
- Ukusebenzela/ukweseka inhlangano eqhuba imisebenzi ngeminikelo ethile, inhlangano yezopolitiki noma okusetshenzisanwa nabo ebhizinisini
- Ubudlelwano noma ukwazana nesikhulu sikahulumeni esithile.