

# Brambles

## Inqubomgomo Yezipho Nokubungaza

**Brambles Limited**

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## INQUBOMGOMO YEZIPHO NOKUBUNGAZA

Izenzo nobuhlobo be-Brambles kufanele bubonise ukuzibophezela kwethu okuqhubekayo ekulondolozeni izinga eliphezulu lebhizinisi nesimilo nokuthobela umthetho njengoba kuchazwe eMithethweni yethu Yokuziphatha.

Siyazi ukuthi ukubungaza kungadlala indima ebalulekile ekwakheni nasekulondolozeni ubuhlobo namakhasimende ethu nezinye izinkampani zangaphandle. Ngokufanayo, kunezikhathi lapho kungase kufanele ukunikeza noma ukwamukela isipho esingeqisi. Kodwa-ke, kubalulekile njalo ukukhumbula ukuthi ukwamukela noma ukuthatha izipho nokubungazwa kungasetshenziswa kabi, okungadala ingcuphe engadingekile ebhizinisini lethu. INqubomgomo Yezipho Nokubungaza ihloselwe ukusisiza ukuba sigweme lezi zingcuphe, ezifaka ukufumbathisa, inkohlakalo, ukuthonya ngokungafanele nokugwazela futhi ibonisa ukuzibophezela kwethu ekwenzeni okufanele nsuku zonke.

### 1. Izinga elihlanganiswayo

Inqubomgomo Yezipho Nokubungaza isebenza e-Brambles naseziNkampanini Zeqembu (zonke ezibikwa nge-**Brambles**) nakuzo zonke izikhulu, abaqondisi nezisebenzi (Bonke abbizwa ngokuthi **yizisebenzi**). Izisebenzi akufanele nje zazi futhi zithobele le Nqubomgomo kodwa nanoma imuphi umthetho wakuleli noma inqubomgomo yakuleli enqunywe isigungu sebhizinisi sendawo. Uma kukhona ukungavumelani noma ukungqubuzana phakathi kwale Nqubomgomo Yezipho Nokubungaza nanoma imuphi umthetho wendawo noma inqubomgomo, izibopho eziqinile yizona ezizosebenza.

**2. Izincazelo.** Amatemu angezansi azoba nencazelo elandelayo ngokwenjongo yale Nqubomgomo:

- a. **Izipho** yizinto eziyigugu ezamukelwa noma ezinikezwa Abantu Bangaphandle yi-Brambles noma omunye wezisebenzi zayo. Izipho zingahlanganisa kodwa azigcini nje ngokuthengiwe, njengobhasikidi bezipho, iwayini, izingubo zokugqoka, izinkomishi, amapeni, izikhwama eziqoqwayo nezokubungaza, namathikithi okuya mathupha noma nge-inthanethi ezehlakalweni zezemidlalo, zomculo noma zamasiko lapho wena kanye nebhizinisi (kungaba i-Brambles noma Umuntu Wangaphandle) enikhipha amathikithi ningayi khona kuleso sehlakalo ndawonye.
- b. **Isikhulu sikaHulumeni** sinencazelo echazwe kuNqubomgomo Yokunqanda Ukufumbathisa yase-Brambles futhi sihlanganisa, kodwa asigcini nje, nganoma isiphi isigungu esingaphansi kombuso.
- c. **Ukubungaza** ngokuvamile kushiwo ukudla nokuzijabulisa futhi kungahlanganisa:
  - Ukudla okuvula inhliziyo, ukudla okulula, iziphuzo, uphudingi, nokunye ukudla neziphuzo noma izidlo; kanye
  - Namathikithi okuya mathupha noma ku-inthanethi ezehlakalweni zezemidlalo, zomculo noma zamasiko lapho wena nalelo bhizinisi (kungaba i-Brambles noma Umuntu Wangaphandle) elikhipha amathikithi niya khona ndawonye.
- d. **Umuntu Wangaphandle** kushiwo noma isiphi isisebenzi esingasebenzeli i-Brambles, kuhlanganise amakhasimende, abantu abangase babe amakhasimende, abaphakeli, abangase babe abaphakeli, abahlinzeki bezinsizakalo, abangase babe abahlinzeki bezinsizakalo nanoma imuphi umuntu i-Brambles eyenza noma engase yenze naye ibhizinisi.

**3. Umhlahlandlela Wezikhombo**

Inqobo nje uma zonke ezinye izimfuneko ezichazwe kule nqubomgomo Yezipho Nokubungaza zifinyelelwa, umhlahlandlela olandelayo wezikhombo uchaza izigunyazo ezidingekayo:

| <b>Uhlobo Lwesipho noma Ukubungaza Okunikezwa noma Okwamukelwa Umuntu Wangaphandle</b> | <b>Isipho noma Ukubungaza noma Kokubili</b> | <b>Inani Lentengo (US\$) Lesipho Noma Ukubungaza</b> | <b>Ukuvama</b>  | <b>Izigunyazo Ezifunekayo</b>  |
|--|---|--|---|--|
| Isikhulu SikaHulumeni noma Ilungu Lomndeni leSikhulu SikaHulumeni                      | Kokubili                                    | Noma iliphi inani                                    | Nganoma isiphi isikhathi, kungakhathalekile ukuvama   | Kuphela ngesigunyazo sangaphambilini seQembu Lezesimilo Lase-Brambles  |
| Umuntu wangaphandle ongeyena okahulumeni   | Ukubungaza                                  | Esifanele, uma kubhekwa izimo                        | Kanye noma ngokungavamile   | Asikho izigunyazo ezifunekayo  |
| Umuntu wangaphandle ongeyena okahulumeni   | Izipho                                      | Ezifinyelela ku-US\$75.00                            | Kanye noma ngokungavamile (uma kuyizipho eziningi onyakeni owodwa, inani lezipho kufanele lihlanganiswe ukuze kunqunywe ukuthi zifanele yini) | Asikho izigunyazo ezifunekayo  |
| Umuntu wangaphandle ongeyena okahulumeni   | Izipho                                      | Phakathi kuka-US\$75.00 no-US\$250.00                | Kanye noma ngokungavamile (uma kuyizipho eziningi onyakeni owodwa, inani lezipho kufanele lihlanganiswe ukuze kunqunywe ukuthi zifanele yini) | Kuphela ngesigunyazo sangaphambilini somphathi womnyango   |
| Umuntu wangaphandle ongeyena okahulumeni   | Izipho                                      | Ngaphezu kuka-US\$250.00                             | Kanye noma ngokungavamile (uma kuyizipho eziningi onyakeni owodwa, inani lezipho kufanele lihlanganiswe ukuze kunqunywe ukuthi zifanele yini) | Kuphela ngesigunyazo sangaphambilini somphathi womnyango<br>+<br>Isigunyazo sangaphambilini seQembu Lezesimilo Lase-Brambles |

### 4. Ukusingatha Ukubungazwa Nezipho

#### a) Izipho

Ngaphandle uma kunomthetho othile wendawo noma eminye imigoqo echazwe kule Nqubomgomo Yezipho Nokubungaza, izipho zinganikezwa noma zamukelwe Kumuntu Wangaphandle uma zingeyona imvamisa, ngenjongo nje yokweseka noma yokuthuthukisa ubuhlobo bebhizinisi futhi akufanele zibe ngaphezu kwenani elihlangene lika-US\$75.00 kunoma imuphi unyaka wezimali. Ngaphambi kokunikeza noma kokwamukela izipho, izisebenzi zase-Brambles kufanele ziqiniseke ukuthi:

- Kunesizathu esifanele sebhizinisi sokunikeza noma sokwamukela isipho;
- Inani lesipho liphansi futhi aleqi imali engu-US\$75.00;
- Asikhankaselwanga noma sacelwa noma sanikezwa njengesifumbathiso, inkokhelo, ukugwazela noma ukubonga okungafanele;
- Asiyona imvamisa futhi sihlala sinjalo;
- Asikho esikhathini esingaphambi nje noma esihambisana nenqubo yamathenda noma yezingxoxo zenkontileka;
- Asenzi kubonakale (noma kuzwakale kunesibopho) sokuphathwa ngokuchema; futhi
- Sivunyelwe yizinqubomgomo zalowo Muntu Wangaphandle.

Uma kwenzeka ufisa ukunikeza noma ukwamukela isipho esingaphezu kuka-US\$75.00, noma izipho eziningi onyakeni owodwa ezivela Kumuntu Wangaphandle ofanayo ezingaphezu kuka-US\$75.00 uma zihlangene, kufanele uthole isigunyazo esibhaliwe esivela kumphathi wakho womnyango. Uma kwenzeka ufisa ukunikeza noma ukwamukela isipho esingaphezu kuka-US\$250.00, noma izipho eziningi onyakeni owodwa ezivela Kumuntu Wangaphandle ofanayo ezingaphezu kuka-US\$250.00 uma zihlangene, kufanele uthole isigunyazo esibhaliwe esivela kumphathi wakho womnyango kanye neQembu Lezesimilo Lase-Brambles. Ezimweni ezithile iQembu Lezesimilo Lase-Brambles lingase lifuneukuthi ubuyisele isipho esisodwa noma ngaphezulu uma linquma ukuthi lezo zipho (ngesibalo noma ngenani lazo) ezivela Kumuntu Wangaphandle ziyeqisa noma zidala ukungqubuzana kwezindima okungokoqobo, okungaba khona noma okucatshangelwayo.

#### b) Ukubala Inani Lezipho

Ukuze unqume inani lesipho noma lokubungazwa, sebenzisa intengo yokuthenga ehlawumbiselayo. Ngokwesibonelo, intengo yethikithi lekhonsathi noma lezemidlalo kuyoba yinani elishiwo kulelo thikithi.

#### c) Ukubungaza

Ngokufanayo, ngaphandle uma kunomthetho othile wendawo noma eminye imigoqo echazwa kule Nqubomgomo Yezipho Nokubungaza, izisebenzi ngokuvamile zinganikeza noma zamukele ukubungazwa uma nje kufanele, kulingene ubuhlobo bebhizinisi futhi buvumelana nezinqubomgomo ze-Brambles, kuhlanganise izinqubomgomo Zase-Brambles Zokunqanda Ukufumbathinsa Nokugwema Ukungqubuzana Kwezindima.

Uma zinikeza noma zamukela ukubungaza, izisebenzi zase-Brambles kufanele ziqiniseke ukuthi:

- Kunesizathu esifanele sebhizinisi sokunikeza noma sokwamukela ukubungazwa;
- Inani lokubungazwa lifanele futhi aleqi imikhawulo yemali yendawo esebenzayo, enqunye umthetho wendawo noma inqubomgomo wendawo;

**IZISEBENZI KUFANELE ZICOPHELELE  
UMA ZISINGATHA IZIPHO  
NEZOKUZIJABULISA, ZICABANGELA  
IZINGCUPHE ZOKUFUMBATHISWA  
NENKOHAKALO KANYE  
NAMATHUBA OKUNGQUBUZANA  
KWEZINDIMA**

Zicabanga ngalokhu, izisebenzi akufanele:

- Zidingige, zithembise noma zamukele noma iziphi izipho noma ukubungazwa okuhlangene neSikhulu sikaHulumeni noma amalungu aso omndeni ngaphandle kokuqale zithole imvume ebhaliwe yeQembu Lezesimilo Lase-Brambles;
- Zithembise noma zamukele izipho noma ukubungazwa, nanoma imuphi umusa endaweni ohloselwe noma ongase ubhekwe njengokuthonya izinqumo sebhizinisi noma ukwakha isibopho sokwenza okuthile;
- Zithembise noma zamukele noma iziphi izipho noma ukubungazwa ngesikhathi esingaphambi nje noma esihambisana nenqubo yamathenda noma yezingxoxo zenkontileka;
- Zithembise noma zamukele noma yiziphi izipho eziyimali noma ezilingana nemali, njengamathikithi e-lottery, izitifiketi zezipho, amavawusha, izimali-mboleko, iziqinisekiso nanoma ikuphi ukunikezwa kwesikweletu, amasheya noma amabhondi; noma
- Zithembise noma zamukele noma iziphi izipho noma ukubungazwa okungahambisani neNqubomgomo Yomhlaba Wonke Yesithunzi

- Abukhankaselwanga noma bacelwa noma banikezwa njengesifumbathiso, inkokhelo, ukugwazela noma ukubonga okungafanele;
- Abuyona imvamsa futhi buhlala sinjalo;
- Asikho esikhathini esingaphambi nje noma esihambisana nenqubo yamathenda noma yezingxoxo zenkontileka;
- Abenzi kubonakale (noma kuzwakale kunesibopho) sokuphathwa ngokuchema;
- Bufanele, buhambisana nezinye izinqubomgomo zethu futhi benzeka endaweni efanele ibhizinisi;
- Bufanele futhi bamukelekile kuleso sehlakalo sebhizinisi nezikhundla ezifanele zabathintekayo; futhi
- Buvunyelwe yizinqubomgomo zalowo Muntu Wangaphandle.

Uma ummeleli Womuntu Wangaphandle engayi ekudleni noma ekuzijabuliseni nesisebenzi sase-Brambles, lokho kudla noma ukuzijabulisa kubhekwa njengesipho futhi buhlanganiswa yimihlahlandlela yezipho.

### 5. Ukunikeza Izikhulu ZikaHulumeni Izipho Nokubungaza

Ngaphambi kokunikeza noma kokwamukela izipho noma ukubungazwa kwanoma imuphi Umuntu Wangaphandle, kubalulekile ukwazi ukuthi ingabe uyiSikhulu SikaHulumeni, njengoba kuchazwa lelo temu kuNqubomgomo Yase-Brambles Yokunqanda Ukufumbathisa, noma ilungu lomndeni leSikhulu sikaHulumeni. Ngokuvamile iZikhulu ZikaHulumeni zingaphansi kweminye imigoqo nokunqatshelwa. Ngaphambi kokunikeza noma kokwamukela noma iziphi izipho noma ukubungazwa (kungakhathalekile inani) kunoma isiphi iSikhulu sikaHulumeni noma ilungu lomndeni waso, kufanele uxhumane futhi uthole isigunyazo seQembu Lezesimilo Lase-Brambles.

### 6. Ukurekhoda Ngendlela Efanele

Izisebenzi kufanele zigcine amarekhodi azo ezipho nokubungazwa ukuze ahlolwe futhi ziqiniseke ukuthi noma iziphi izindleko ezihambisana nanoma iziphi izipho nokubungazwa okunikezwayo, noma okwenzelwa i-Brambles kugunyazwe kusetshenziswa uhlelo lwe-Brambles lokucubungula nokugunyaza izindleko.

### 7. Izipho Eziye Kwezinye Izisebenzi Zase-Brambles

Izisebenzi zingapha ozakwabo izipho uma izipho zivunyelwe, zamukeleka, zifanele futhi zingabonakali zidala ukungqubuzana kwezindima. Izipho zomuntu siqu kufanele zikhokhelwe yizisebenzi zingabi yizindleko ze-Brambles.

Izipho zomuntu siqu (ezihlanganisa amakhadi ezipho) eziya ezisebenzini akufanele zinikezwe njengemiklomelo yomsebenzi. Imiklomelo yomsebenzi kufanele inikezwe izisebenzi ngaphansi kwezinhlelo ezigunyaziwe ze-Brambles kusetshenziswa uhlelo lwendawo lokucubungula nokugunyaza izindleko.

### 8. Ukuthobela Le Nqubomgomo

Zonke izisebenzi kufanele zizinike isikhathi sokufunda nokuqonda le Nqubomgomo Yezipho Nokubungaza. Ukuhluleka ukulandela le Nqubomgomo kungaholela ekuthathelweni izinyathelo zokuqondiswa kwezigwegwe, kuphethe ngokuxoshwa emsebenzini.

### 9. Isibopho Sokuphumelelisa Le Nqubomgomo

Ibhodi Labaqondisi Lase-Brambles linesibopho esiphelele sale Nqubomgomo Yezipho Nokubungaza. Isikhulu Esiyinhloko Sokuthotshelwa Komthetho sinesibopho somsebenzi sansuku zonke ngale Nqubomgomo futhi kufanele siqiniseke ukuthi zonke izisebenzi zithola ukuqeqeshwa kwasikhathi sonke futhi okufanele.

Isikhulu Sezomthetho Esiyinhloko, sibambisene neBhodi Labaqondisi Lase-Brambles, sizobuyekeza le nqubomgomo kubhekwa ezomthetho nezomsebenzi ngaso sonke isikhathi. Le Nqubomgomo ngeke ibe yingxenyeyenkontileka yabasebenzi, noma ibe yisisekelo sayo, futhi ingase ichitshiyelwe ngezikhathi ezithile. Abasebenzi bamenywa ukuba baveze uvo ngale Nqubomgomo futhi baphakamise izindlela engathuthukiswa ngazo. Amazwana noma iziphakamiso kufanele zithunyelwe eSikhulwini Sokuthotshelwa Komthetho.

### 10. Ukubika Ukukhathazeka Noma Izenzo Ezingafanele Ngaphansi KweNqubomgomo Yase-Brambles Ye-Speak Up

Ukungafihli izinto kuyingxenyeyosiko lwase-Brambles; indawo yomsebenzi ekhululekile nenokwethembeka isisiza ukuba sinakekelane futhi sizivikele singangeni ezimweni ezinzima. Uma unanoma imiphi imibuzo mayelana nale Nqubomgomo Yezipho Nokubungaza, noma ungathanda ukubika ukuphulwa kwayo okusolisayo, sicela uxoxe nomphathi wakho womnyango, uMmeli Wezindaba Zabasebenzi, noma iliphi ilungu leThimba leZomthetho,

Lezesimilo Lomhlaba Wonke Nokuthotshelwa Komthetho noma Lokuhlolwa Kwamabhuku Langaphakathi, nanoma imuphi omunye umuntu ogunyaziwe ukuba amukele izikhalazo njengoba kuchazwe kuNqubomgomo Ye-Speak Up Yase-Brambles. Futhi ungabika izinsolo zokuphulwa kwale Nqubomgomo nangoCingo lwe-Brambles Speak Up Hotline ngokuvakashela iwebhusayithi ku-[www.brambles.ethicspoint.com](http://www.brambles.ethicspoint.com) noma ngokushayela inombolo yocingo efanele endaweni yakini, engatholakala kumaphosta e-Speak Up kuyo yonke indawo yenu yomsebenzi.

Ngokuvumelana neNqubomgomo Ye-Speak Up yase-Brambles, akukho ukujeziswa noma ukugwethshwa kwanoma yisiphi isisebenzi okuzokwenzeka ngenxa yokuveza ukukhathazeka ngaphansi kwale Nqubomgomo Yezipho Nokubungaza. I-Brambles izibophezele ukuphenya, ukulungisa, nokunakekela izikhalazo zabasebenzi nokuthatha izinyathelo ezifanele zokulungisa isimo uma kukhona ukwephulwa kwemithetho.