

# Brambles

**INqubomgomo Yesithunzi-Jikelele Emsebenzini**

**Brambles Limited**

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Uhlelo 2.0

### Isifingqo

Abakwa-Brambles bazinikele ekwakheni indawo yokusebenzela engenako ukuhlukumeza, ukuqinelana nokwenziwa izisulu kanye nokuqinisekisa ukuthi bonke abasebenzi baphathwa, baphatha abanye, ngesithunzi nangenhlonipho.

Ukuhlukumeza nokuqinela kungaba nomthelela omubi kakhulu empilweni yomuntu kanye nenhlalakahle, ukusebenza kahle futhi kungenza abanye abantu bawushiye nalowo msebenzi.

Imithelela eNkampanini ibandakanya ukuphelelwa umdlandla, ukusebenza okungekuhle, ukunyuka kwezindleko nokuthathelwa izinyathelo zenkantolo kanye nokulimala kwesithunzi, nakho akukuncane neze. Ukuqinelana, ukuhlukunyezwa nokwenziwa izisulu kuthathwa kwa-Brambles njengezenzo ezingalungil futhi kungaholela nasekuqondisweni kwezigwegwe, ezimweni ezibucayi, isifingqo sokuxoshwa ngokuziphatha okungemukelekile, kuncike emithethweni yasendaweni.

“Inhloso yale nqubomgomo ukukhuthaza indlela Inkampani ebuka ngayo izinto ngokuphathelene nokuhlompheka emsebenzini futhi ibheke ukuqinisekisa ukuthi wonke umuntu osebenza kwa-Brambles uphathwa ngesizotha nenhlonipho.”

### Isikophu, Ukubukezwa Nesibopho

Le nqubomgomo ikhava bonke abantu abasebenzela abakwa-Brambles kubandakanya abasebenzi, osozinkontileka kanye nabasebenzi bama-ajenti. Le nqubomgomo ikhava ukuhlukumeza noma ukuqinela okwenzeka emsebenzini kanye nangaphandle kwendawo yokusebenzela, njengohambo lomsebenzi noma imicimbi ehlobene nomsebenzi. Inqubomgomo iphinde ikhulume ngokuhlunyezwa noma ukuqinelwa kwengxenywe eseceleni/yingxenywe eseceleni, kubandakanya amakhasimende, abahlinzeki noma abavakashi beze emagcekeni akwa-Brambles. Le nqubomgomo iyolokhu ibukezwa futhi ingase ilungiswe futhi ichtshiyelwe ngokubona kweNkampani. Ngenkathi abasebenzi nalabo abasebenzela abakwa-Brambles bebophezelekile ukulandela amazinga aqukethwe kunqubomgomo, inqubomgomo uqobo lwayo akuhlosiwe ukuba kube nemiphumela yenkontileka.

Abasebenzi bayamenywa ukuba baphawule ngale nqubomgomo futhi baphakamise izindlela engaphuculwa ngazo ngokuthinta ithimba lezoBudlelwane Babasebenzi, i-Employee Relations.

Abakwa-Brambles banesibopho sokuqaliswa ukusebenza kwale nqubomgomo nokuqinisekisa ukuthi labo abasebenzela iNkampani bayavikelwa ekuhlukunyezweni nasekuqinelweni. Izimenenja zinesibopho esicacile sokusebenza ngaphakathi kwemingcele yale nqubomgomo kanye nokugqugquzela ukusebenza kwayo ngokuqinisekisa ukuthi abasebenzi bayaqonda amazinga okuziphatha alindeleke kubona futhi nangokuhlonza nokusukumela ukuziphatha okungena ngaphansi kwalawa mazinga.

Abasebenzi banomsebenzi ofanayo wokuqinisekisa ukuthi bazinikeza isikhathi befunda futhi balandele inqubomgomo kanye nokuphatha ozakwabo ngesizotha nangenhlonipho ngaso sonke isikhathi.

### **Yini ukuhlukumeza, ukuqinelana nokwenziwa izisulu?**

**Ukuhlukunyezwa** yinoma yikuphi ukuziphatha ngokomzimba, ngokwamazwi noma okungekona okwamazwi okunenhloso noma umthelela wokwehlisa isithunzi somuntu noma ukwenza indawo akuyo ibe ngeyesabisayo enobutha futhi eyehlisa isithunzi, ephoxayo noma ecasulayo. Isehlakalo esisodwa singagcina sesithathwa njengokuhlumeza.

Ukuhlukunyezwa kungabandakanya ukuziphatha okuphathelene nezocansi (ukuhlukunyezwa ngokocansi), noma kungaba mayelana neminyaka yobudala, ukukhubazeka, ukushintsha ubulili, isimo somshado noma esomlingane osemthethweni, ukukhulelwa noma ukuthola izingane, ubuhlanga, ibala, ubuzwe, imvelaphi ngokobuhlanga noma ubuzwe, inkolo noma okholelwa kukho, ubulili noma izinkanuko zobulili noma yisiphi esinye isigaba njengoba kuchazwe umthetho wezwe. Ukuhlukunyezwa akwamukelekile ngisho noma kungangeni ngaphansi kwanoma yisiphi

**Ukuxhashazwa** ukuziphatha ngendlela yokungahloniphi ecasulayo, esabisayo, enonya noma ukusebenzisa amandla ngokungafanele, okunenhloso noma umthelela wokwenza umuntu azizwe esebungozini, ephatheke kabi, ehliswe isithunzi, ebukelwa phansi noma esatshiswa. Ukuba namandla akuhlali kusho ukuba sesikhundleni sokuphatha kodwa kungabandakanya amandla omuntu siqu namandla okuphoqa ngokwesaba noma ukwesabisa.

### **Izinhlolo ezahlukene zokuhlunyezwa nokuqinelwa**

Ngokufanayo kunemigudu eminingi ukuhlukunyezwa nokuqinelwa okungenzeka ngazo kubandakanya izinkundla zezokuxhumana, i-imeyli, imiqhafazo kanye nokusetshenziswa kwamanye amadivayisi olwazi lwezobuchwepheshe/ezokuxhumana (njengomakhalekhukhwini) asetshenziswa yiNkampani nabasebenzi bayo. Asikho isikhathi lapho abasebenzi bengasebenzisa khona amadivayisi nezinsiza ezinjengalezi ukubhala, ukudawuniloda, ukulondoloza noma ukusabalalisa (ngaphakathi noma kwenye indawo) noma yiluphi uhlobo lombhalo, isithombe noma ngaluphi uhlobo, okungathathwa njengokucasulayo noma kudale ukwesabisa, udlame, ukwehlisa isithunzi noma ukuphoxa kulowo okuthunyelwa kuyena.

Yize noma kungenakwenzeka ukulawula ukuhamba kolwazi olunjengalolu ngaso sonke isikhathi kungena ngaphakathi kuvela kwabanye abasebenzisi, iNkampani ngeke ikubekezelele ukugcinwa, ukusabalaliswa noma ukudawunilodwa kolwazi olunjengalolu. Ukuziphatha okunjalo kungathathwa yiNkampani njengokuziphatha okubi futhi kuholele abasebenzi ekuqondisweni kwezigwegwe kubandakanya noma nokuxoshwa, kuncike emithethweni yasendaweni.

**Ukuhlushwa** kungachazwa ngokuphathwa okungekuhle ngoba umuntu ngokuyiqiniso, efake izinsolo zokuhlukunyezwa noma ukuxhashazwa, exhase umuntu ofake lesi sikhhalazo noma enike ubufakazi obuphathelene naleso sikhhalazo.

### **Izibonelo zokuhlukunyezwa nokuqinelwa**

#### **Ukuhlukunyezwa**

Ukuhlukunyezwa kungabandakanya, isibonelo nje:

- ukuthinta umuntu emzimbeni engathandi noma "ukumdlalisa", okubandakanya ukuthinta, ukuncinza, ukududula nokugxavuna;
- ukuqhubeka nokucela ukuhlangana nomuntu ngisho noma eseshilo ngokucacile ukuthi akathandi;
- ukuthumela noma ukubonisa izinto zocansi ezingcolile noma abanye abantu abangase bakuthathe njengokuhlambalazayo (kubandakanya ama-imeyli, imiyalezo yemiqhafazo, imiyalezo yokubhalelana, iziqeshana zamavidiyo nezithombe ezithunyelwe ngomakhalekhukhwini noma eziposwe kwi-inthanethi);
- ukuqhubeka nokushela noma ukukhombisa ukukhanukela ukuya ocansini nomuntu (lowo okwenzayo akubona kumsulwa);
- ukucwasana ngokobuhlanga, ngokobulili, nangamahlanya obushokobezi noma obudala, noma amazwi ahlambalazayo noma ahlekisayo ngohlanga oluthile noma iqembu lenkolo noma ubulili;
- ukudalula noma ukwesabisa ukudalula umuntu njengowe-LGBT+;
- ama-imeyli ahlambalazayo, imiyalezo ebhalwayo kamakhalekhukhwini noma okubhalwe ezinkundleni zezokuxhumana;
- ukubhinqa, ukulinganisa noma ukugxeka ukukhubazeka komuntu;
- ukuphoqelelwa noma ukucindezelwa ukunikeza ngocansi (isb. ukuze uthole umsebenzi noma ukukhushulwa esikhundleni) nengcindezi yokuzibandakanya emaqenjini ezezipolitiki, ezenkolo noma kumaqembu ezinyunyana, njll.
- ukuhlukaniswa noma ukungabambisani nokukhishwa ezintweni ezenziwayo nabanye; noma
- ukuphazamisa, njengokulandela, ukubangela isicefe, ukuhlola, njll

Lezi zibonelo aziphelele futhi kukhona okunye ukuziphatha okungathathwa njengokuhlukumeza.

#### **Ukuqinelana**

Ukuqinelana kungathatha uhlobo lokushaya, ukusebenzisa amagama nezenzo ezingaphimiseli ngomlomo. Ukuqinelana kungabandakanya, isibonelo nje:

- ukwesabisa ukushaya nangokwengqondo;
- ukuphatha okunengayo nokwesabisa;
- amagama ahlambalazayo ngomsebenzi womunye umuntu;

Lezi zibonelo aziphelele futhi kukhona okunye ukuziphatha okungathathwa njengokuqinelana. Ukuqinelana akubandakanyi ukugxekwa okufanelekile kokusebenza noma kokuziphatha.

#### **Inqubo yokukhalaza**

##### **Okujwayelekile**

Zonke izikhalazi mayelana nokuqinelwa nokuhlukunyezwa kufanele zilethwe ngokushesha ukuze kubhekwane nazo. Izikhalazo kuzobhekanwa nazo ngokuhambisana nenqubomgomo yasendaweni. Ukwelulekwa ngokuyimfihlo nokusizakala kungacelwa kwa-HR mayelana nodaba lwesithunzi emsebenzini noma nini.

### **Kufanele wenzenjani uma uxhashazwa noma uhlukunyezwa?**

Zonke izikhalazo mayelana nokuxhashazwa nokuhlukunyezwa kufanele zilethwe ngokushesha kumphathi wakho oqondile, kwa-HR noma umholi osesikhundleni esiphezulu ukuze kubhekwane nazo. Izikhalazo kuzobhekanwa nazo ngokuhambisana nenqubomgomo yasendaweni, etholakala Esizindeneni Sabasebenzi. Ukwelulekwa ngokuyimfihlo nokusizakala kungacelwa kwa-HR mayelana nodaba lwesithunzi emsebenzini noma nini. Uma kungenjalo, uma kungenzeka uzizwe ungakwazi ukuzwakalisa ukukhathazeka kwakho ngale ndlela, kucelwa ubheke imininingwane yenombolo ye 'Khuluma Sikuzwe', engatholakala esizindeneni sabasebenzi noma amabhodini ezaziso afanele.

### **Ubumfihlo**

Ukugcinwa kwezinto eziyimfihlo yingxenye ebalulekile yezinqubo ezihlinzekwa ngaphansi kwale nqubomgomo. Imininingwane yophenyo kanye namagama omuntu ofaka isikhalazo kanjalo nomuntu osolwayo kufanele kudalulwe kuphela ngaphansi kwezimo "zokudingeka kolwazi". Ukwaphulwa kobumfihlo kungaholela ekuqondisweni kwezigwegwe, kuncike emithethweni yasendaweni.

### **Kufanele wenzenjani uma usolwa ngokuxhaphaza noma ukuhlukumeza?**

Uma umuntu eza kuwe ngendlela enobungani ngokuziphatha kwakho, musa ukuphebeza isikhalazo ngokunganaki ngoba ubuzidlalela noma ucabanga ukuthi okhalazayo uzwela kakhulu. Khumbula ukuthi abantu abehlukene bathola izinto ezehlukene zamukelekile futhi wonke umuntu unelungelo lokuthatha isinqumo sokuthi yikuphi ukuziphatha okwamukelekile kuyena nokuthi imizwa yakhe ihlonishwe abanye. Kungenzeka ukuthi ucasule umuntu ngokungeyona inhloso yakho. Uma kunjalo umuntu othintekayo kufanele aneliseke ngencazelo nokuxolisa kwakho nokuqinisekiswa ukuthi uzoqaphela ngesikhathi esizayo ukungaziphathi ngendlela owaziyo ukuthi ingacasula abantu. Inqobo nje uma ungakuphindi lokho kuziphatha, okucasule omunye umuntu, lokho kungaba ukuphela kwendaba.

Uma kufakwe isikhalazo ngokusemthethweni mayelana nokuziphatha kwakho, lokhu kuyophenywa ngokuhambisana nemithetho yendawo.