Brambles

INqubomgomo Engujikelele Yokugcinwa Kwamarekhodi

Brambles Limited

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Uhlelo 2.0

INqubomgomo Engujikelele Yokugcinwa Kwamarekhodi

1 <u>Isitatimende Senqubomgomo</u>

Inhloso yale Nqubomgomo Yokugcinwa Kwamarekhodi ("**iNqubomgomo**") ukubeka ngokucacile ukuthi amarekhodi ebhizinisi enziwa bese egcinwa kanjani ngabakwa-Brambles azogcinwa futhi ashabalaliswe, ngokuhambisana nemithetho efanele nezinkambiso ezinhle zokulondolozwa kwamarekhodi. Le Nqubomgomo isebenza kubo bonke abaqondisi, izikhulu, nabasebenzi bakwa-Brambles nezinkampani ngazinye ezingaphansi kwabo, abasebenzisanayo nalabo ababambisene nabo kanye nososesheni bebhizinisi abalawulwa ngempumelelo abakwa-Brambles, ngabe ngokuqondile noma ngokungaqondile, kubandakanya abasabalalisi, ama-ejenti kanye ngokunjalo nezinye izingxenye eziseceleni ezisebenzisa le Nqubomgomo ngenkontileka noma ngokucelwa ngabakwa-Brambles, kubandakanya osonkontileka, ama-ejenti, nabahlinzeki ngezinsizakalo ezivela ngaphandle ngaphansi kwalapho kusebenzela khona abakwa-Brambles ("**Abantu Abakhaviwe**" noma "**Abasebenzi Abakhaviwe**").

Ukulandelwa kwale Nqubomgomo kuzovumela abakwa-Brambles bakwazi ukulandela izimfuno ezifanele zomthetho zokugcina nokukhiqiza (isib. ukufakwa kwamacala, ucwaningomabhuku nophenyo lukahulumeni/lokulawula), ngenkathi beqinisekisa ukuqhubeka kwebhizinisi, beqinisekisa ukuchayeka kwezomthetho, nokunciphisa izindleko zebhizinisi ezihlobene nokugcinwa nokukhiqizwa kwamarekhodi (isib. ukulondolozwa, ukuhlonza, ukukhipha, ukuhlanganisa, ukufometha nokuhambisa).

Ngokuvamile, abakwa-Brambles balondoloza amarekhodi kuphela izinkathi ezinqunyiwe ezibakwe kuShedula Yokugcina ephanyekiwe ("**IShedula Yokugcina**", ebekwe ngokucacile kuShedula 1), noma izinkathi ezinde ngokwesidingo samarekhodi adingekela izimfuno zezomthetho noma zebhizinisi kwa-Brambles ngokuhambisana nemithetho esebenzayo. Ngenkathi le Nqubomgomo ichaza izinqubomgomo zokulondolozwa kwamarekhodi ezijwayelekile nezinqubo, ayikhulumi ngazo zonke izindaba noma izimo ezingase ziqhamuke. Noma yimuphi umuntu onemibuzo mayelana nale Nqubomgomo kufanele abonisane neThimba LezoMthetho Nokulandelwa Kwmeithetho ngaphambi kokugcina noma ukushabalalisa irekhodi elithile. Akukho lutho kule Nqubomgomo okuhloswe ngalo ukuba kushintshe noma iyiphi imfuno yenkontileka noma yomthetho abakwa-Brambles kungenjalo abasebenzi babo kungadingeka bagcine, babuyise noma bashabalalise amarekhodi ahlinzekwe abakwa-Brambles noma kumsebenzi onjalo.

Kuyisibopho soMuntu ngamunye Okhavice ukuqinisekisa ukuthi onke amarekhodi awakhayo noma awasebenzisayo ngokuhlobene nemisebenzi yebhizinisi lakwa-Brambles ayagcinwa ngokuhambisana nale Nqubomgomo neShedula Lokugcina. Amayunithi ebhizinisi asendaweni anesibopho sokuqinisekisa ukulandelwa kwemibandela yale Nqubomgomo nokuthi Abasebenzi babo Abakhaviwe bayazi futhi baqeqeshiwe kuShedula Yokulondoloza (ukubandakanya noma yimiphi Imibandela Engabalwa Yamazwe Country Exceptions, njengoba ibaluliwe kuShedula Lokugcina). Ngenkathi iThimba Elingujikelele le-IT lingasebenzisa amasethingi ajwayelekile okulondoloza ngokuhambisana nale Nqubomgomo, kungenzeka kungahambisani nezimfuno ezithile zokulondoloza idatha, ikakhulukazi lapho ama-Country Exceptions omthetho ongujikelele wokulondoloza esebenza.

Onke amalungelo asungulwe noma asetshenziswe ngokuhlobene nemisebenzi yebhizinisi lakwa-Brambles ayimpahla yakwa-Brambles futhi kufanele alondolozwe kanye/noma ashabalaliswe ngokuhambisana nezinqubo ezibekiwe kule Nqubomgomo. Noma yikuphi ukuchezuka kule Nqubomgomo kufanele kugunyazwe ngokuqondile yiThimba LezoMthetho Nokulandelwa Komthetho.

2 Amareferensi

Le Nqubomgomo kufanele ifundwe kanyekanye neNqubomgomo Engujikelele Yokuhlelwa Ngononina Nokuphathwa Kwedatha.

3 Isikophu

Le Nqubomgomo ibuswa ukulondolozwa nokushabalaliswa kwawo onke amarekhodi akwa-Brambles, izinkampani ezingaphansi kwayo, nezihlobene nabo (kubandakanya lawo marekhodi asezandleni zengxenye yesithathu) kungakhathalekile ifomethi, imidiya, indawo, indawo yokusebenzela, izinhlelo zohleloxhumano lwekhompyutha namadivayisi okuxhumana, kubandakanya, kodwa kungakhawulekile, kumadivayisi aphathekayo naphathwa ngesandla, ubuchwepheshe obungenantambo, ama-hard drive angaphandle/ama-USB drive nokulondolozwa kwemidiya okukhishwayo nokuphathekayo.

Kule Nqubomgomo, itemu elithi "**amarekhodi**" lisetshenziswa ngokubanzi kungakhathaleki ukuthi linjani noma imidiya enjani futhi lihambelana nanoma iyiphi insizakusebenza eyakhiwe noma eyamukelwe abakwa-Brambles ngokuhlobene nokusebenzisana ebhizinisini, kubandakanya, kodwa kungakhawulekile, kumadokhumenti aphrintiwe, amadokhumenti abhalwe ngesandla, ama-blueprints, izithombe, amavidiyo, amarekhodingi akukhompyutha noma adijithali, imikhiqizo yemiklamo, ezokukhangisa kwimidiya, izimpahla zokuphromotha, imiyalezo yama-imeyli, imiyalezo kamakhalekhukhwini nemiqhafazo, umyalezo oshiyiwe wezwi, amakhasi ewebhu, amafayelana adijithali nezithombe, ama-computer programs namanye amadokhumenti alondolozwe kukhompyutha nedatha, izivumelwano, ama-invoyisi, ukubhalelana kwangaphakathi nokwangaphandle namamemorandamu, izinkulumo ezethulwayo, ukuhlaziya nemibiko eyakhiwe egameni lakwa-Brambles.

Bonke abasebenzi Abakhaviwe kudingeka bazejwayezanise nale Nqubomgomo, kanye nokuthatha izinyathelo zokuyithobela.

4 Ukulondolozwa Kwamarekhodi - Ishedula Yokulondoloza

I**Shedula Lokulondoloza** iphanyekiwe kule Nqubomgomo futhi ikhombisa amaqoqo amarekhodi ngokwemisebenzi yakhona kanjalo nencazelo yohlobo lwerekhodi kanye nezinkathi zokulondoloza ezisebenzayo. Umsebenzi webhizinisi ohlonzwe kuShedula Yokulondoloza ubhekise ezihlokweni zomsebenzi wokwenziwa ebhizinisini ngokokubuka kokwenganyelwa kwamarekhodi, njengoba kwaziswe yizimfuno zezomthetho ezisebenzayo. Akuhlosiwe ngawo ukubonisa uhlakal lokuma kwenhlangano yakwa-Brambles. Amaqembu eShedula Yokulondoloza anamarekhodi ngokuma kwemisebenzi elandelayo yebhizinisi:

1. Ukubalwa Kwezimali, Izimali Nentela
2. Ukuhlelwa Kwenhlangano, EzoMthetho Nokulandelwa KoMthetho
3. IMvelo, EzeMpilo Nezokuphepha
4. Ezakwandabazabantu
5. Izinsizakalo Zangaphakathi Nokuphathwa
6. Ezokukhangisa, Ukudayisa Nezinsizakalo Zamakhasimende
7. Ubungozi Nomshuwalensi
8. EzokuThutha Nokuhlelwa Kwezinto

IShedula Yokulondoloza ihlinzeka imiThetho Yokulondoloza mayelana nokulondolozwa kwamarekhodi. ImiThetho Yokulondoloza ebaluliwe kuShedula Yokulondoloza yizikhathi ezisemthethweni zokulondolozwa kwamarekhodi kwa-Brambles. Abasebenzi Abakhaviwe abasungula baphinde bengamele amarekhodi kufanele bawagcinele izikhathi zokulondoloza ezihlonziwe kuShedula Yokulondoloza (kuncike kumibandela edingidiwe kuSigaba 5 sale Nqubomgomo) bese bewashabalalisa ngokuhambisana neSigaba 16 sale Nqubomgomo. Ngaphandle uma kubaluliwe kuShedula Yokulondoloza, onke amarekhodi ezinkathi zokulondoloza kufanele aqale ngosuku lokugcina lwekhalenda lonyaka lapho amarekhodi aphothulwa, aphethwa noma aqala ukungasebenzi.

Akuwona wonke amarekhodi angafakwa ohlwini ngokucace bha kuShedula Yokulondoloza, ukuze Abasebenzi Abakhaviwe bakwazi ukusebenzisa ingqondo, isipiliyoni, kanye nokwahlulela ekuhlonzeni iqoqo lamarekhodi elifanelekile ukuze kugcinwe amarekhodi okulondoloza. Lapho irekhodi lingangena eqoqweni elingaphezu kwelilodwa, Abasebenzi Abakhaviwe kufanele baholwe umsebenzi webhizinisi ofanele (noma umnyango) futhi ngokuvamile bafanele bakhethe uhlobo olunesikhathi sokulondoloza eside kunazo zonke. Le nkathi yokulondoloza izosebenza ngaphansi kwanoma yimiphi imibandela yasendaweni ngokusekelwe emibonweni yokugcinwa ngobumfihlo wedatha nokunganquma izinkathi zokulondoloza eziphezulu ezinqunyiwe (MAX). (Lokhu kukhombisa isimiso esijwayelekile sokuthi amarekhodi aqukethe ulwazi lomuntu siqu akufanele agcinwe isikhathi eside kunokufanele ukuze kuthotshelwe umthetho ofanelekile noma ukufeza inhloso yebhizinisi ulwazi lolo olwalukolekelwe futhi lugcinelwe yona. Buka iSigaba 14.)

Uma kwenzeka ukuthi ukulandelwa komthetho nanoma yisiphi isigaba sale Nqubomgomo (kubandakanya iShedula Yokulondoloza) kungaphula noma iyiphi imfuno yomthetho esebenza endaweni, Abasebenzi Abakhaviwe kudingeka bazise ngokushesha iThimba LezoMthetho Nokulandelwa Komthetho mayelana nokushayisana phakathi kwale Nqubomgomo (kubandakanya iShedula Yokulondoloza) nomthetho osebenzayo endaweni, Abasebenzi Abakhaviwe, kuncike kumyalelo obhaliwe ohlinzekwe yiThimba LezoMthetho Nokulandelwa koMthetho, odingekayo ukuze kuthotshelwe isidingo somthetho endaweni, ngisho nalapho sehlukile ezimfunweni ezibekwe ngokucacile kule Nqubomgomo (kubandakanya iShedula Yokulondoloza). Ithimba lezoMthetho Nokulandelwa KoMthethi lizoqinisekisa isidingo kanye, uma kunesidingo, nokuvuselela le Nqubomgomo (kubandakanya iShedula Yokulondoloza) ngokufanelekile.

5 <u>Ukulondolozwa Kwamrekhodi - Okungabandakanyiwe</u>

I-Legal Hold

I-legal hola yisidingo esiphoqiwe sokulondoloza nokugcina amarekhodi uma kwenzeka kuba nesicelo sezomthetho esisilele, ekwesatshiswa ngaso noma esibonakala sizoba khona esikhathini esingekude, ukubhekana necala, ucwaningomabhuku olulawulwayo, uphenyo lukahulumeni noma uphenyo, noma izinqubo noma izenzo ezifanayo, njengaoba kunqunywe iThimba LezoMthetho.

Uma kwenzekaukuthi amarekhodi athile abhekene ne-legal hold, uzokwaziswa yilungu leThimba LezoMthetho futhi unikezwe imiyalelo mayelana nokulondolozwa kwamarekhodi lawo athile. Esimweni esinjengaleso, akukho Basebenzi Abakhaviwe abazofihla, bashabalalise noma bashintshe amarekhodi anjalo (kubandakanya amarekhodi akukhompyutha). Ukoshabalaliswa kwamarekhodi anjalo kungenzeka kuphela ngesigunyazo esicacile esibhaliwe seThimba LezoMthetho noma abeluleki bezomthetho bangaphandle kwakwa-Brambles kube yibo ababhekana nodaba.

Izimfuno Zebhizinisi

Lapho Abasebenzi Abakhaviwe behlonza bese bebika isidingo sebhizinisi esiyiqiniso ukuze bathole irekhodi eselidlulile esikhathini esibekiwe sokulondolozwa kuShedula Yokulondoloza, bangangaletha isicelo kuThimba LezoMthetho Nokulandelwa Komthetho. Irekhodi lingagcinwa kuze kudlule inkathi yokugcinwa kwalo kuphela uma iThimba LezoMthetho Nokulandelwa Komthetho linikeza imvume. Amarekhodi abekelwe izinjongo ezinjengalezi azobukezwa njalo ngonyaka ukuze kubonakale ukuthi sisekhona na isidingo esiqhubekayo sokuwagcina.

Izibopho Zezinkontileka

Uma abakwa-Brambles bengene esivumelwaneni sokwelula imikhawulo womthetho wenkampani noma inkathi yokugcinwa kwamarekhodi athile, lapho-ke izinkathi ezisethiwe kuShedula Yokulondoloza kufanele zelulelwe isikhathi esifanayo nokwelulwa. Noma yikuphi ukwelulwa kwenkathi yokugcinwa kufanele kugunyazwe yiThimba LezoMthetho Nokulandelwa Komthetho. Uma inkontileka ibeka indlela nesikhathi okufanele kube sekukolekiwe, kwagcinwa kanye/noma kwashabalaliswa amarekhodi athile, kuthintwe iThimba LezoMthetho Nokulandelwa Komthetho ukuze kubonakale noma le Nqubomgomo noma inkontileka iyasebenza kulokho.

Ukuzuzwa Kwenkampani

Lapho abakwa-Brambles bezuza enye inkampani, amarekhodi enkampani ezuziwe nawo angena ngaphansi kokusebenza kwale Nqubomgomo, ngaphandle uma imigomo yokuzuzwa kwenkampani ibeka okunye. Ngaphandle uma ubaluliwe, noma yimaphi ama-legal hold abekhona ngaphambilini kokuzuzwa kwenkampani noma izibopho zenkontileka, kanjalo nawo wonke ama-legal hold akwa-Brambles nezibopho zezinkontileka, kuzosebenza. Uma kunokuthandabuza, bonisana neThimba LezoMthetho Nokulandelwa Komthetho.

6 <u>Imidiya / Ifomethi Yamarekhodi</u>

Ukuze kulondolozwe ubuqotho berekhodi, amarekhodi kufanele alondolozwe ngefomethi egcwalisa izinqubo zakwa-Brambles futhi okuhambisana nemithetho nezimiso ezisebenzayo. Abasebenzi Abakhaviwe kufanele bathinte iThimba LezoMthetho Nokulandelwa Komthetho ukuze bathole olunye ulwazi.

7 <u>Ukusikena Nokulondolozwa Kwamarekhodi Oqobo Aphathekayo</u>

Amarekhodi angasikenwa futhi alondolozwe ngohlelo lwekhompyutha. Imifanekiso esikeniwe kufanele icace, ifundeke, futhi iphelele. Umnikazi werekhodi kufanele akwazi ukubonisa ubuqotho berekhodi (isib. konke okuqukethwe kwerekhodi kuyagcinwa) nerekhodi elisikeniwe kufanele lifinyeleleke kalula ukuze litholakale kahle esikhathini esizayo.

Ngokuvamile, uma irekhodi selisikeniwe irekhodi lokuqala selingashabalaliswa. Nokho, izinhlobo zamadokhumenti ezilandelayo**akufanele zishabalaliswe**ngisho noma esesikeniwe:

- Izincwadi zokuqala zenkampani namadokhumenti, kubandakanya:
    - ama-athikhili enhlangano, izitifiketi zokubhaliswa kwebhizinisi namanye amadokhumenti angokomthethosisekelo;

  - izivumelwano zamalungu;
  - izitatimende zonyaka neminye imibiko yebhizinisi esemthethweni;
  - izincwadi zamaminithi, kubandakanya amaminithi emihlangano yamalungu, abaqondisi, abaphethe izitifiketi zemalimboleko yenkampani, abacwaningimabhuku noma amakomidi amabhizinisi;
  - imibiko, izimvume namandla abancwaningimabhuku, izimenenja, amakomidi amabhodi, izingqapheli zamabhodi, kanye nanoma yimuphi umuntu olawula noma owengamele inkampani;
  - amarejista/amarejistri ezintshisekelo zobulungu, izimenenja; kanye
  - nanoma iyiphi enye idokhumenti ehlobene nezinqumo namandla amabhizinisi;
- Izivumelwano zemihlaba namabhilidi, izivumelwano zobunikazi bomhlaba, izahlulelo, ama-asayimenti, amabhondi ezindlu, noma izinhlawulo zezomthetho ezihlobene nomhlaba;
- Amadokhumenti asemthethweni akhishwe yinkantolo noma iphaneli yokuxolelanisa;
- Izivumelwano noma izinkontileka eziqukethe amasiginesha asekuqaleni ngaphandle (i) uma engabalulekile kangako, noma (ii) imvume ebhaliwe evela kuThimba Lezomthetho Nokulandelwa Komthetho seyitholakele;
- Amarekhodi amalayisensi, izimvume, noma izitifiketi;
- Izincwadi zefa, amaphepha obunikazi bomhlaba, amandla okumela omunye kwezomthetho, amadokhumenti adinga isitembu, amadokhumenti anesiginesha, imibandela kahulumeni yesibonelelo; nezincwadi zokuqashiswa zikahulumeni;
- Ukufunga nama-afidavithi, izitatimende zomthetho, izahlulelo, amawaranti enkantolo;
- Izinsiza zezivikelo ezixoxisayo;
- Ama-afidavithi noma ezinye izincwadi ezifungelwe; kanye
- Nanoma iyiphi idokhumenti engadingeka mlungana nezinqubo ezikhona noma ezilindelekile zezomthetho.

8 <u>Ukugcinwa Nokuphepha Kwamarekhodi</u>

Abasebenzi Abakhaviwe kufanele bahambisane nezinqubomgomo zokuvikela ezisebenzayo futhi bathathe zonke izinyathelo ezinokwenzeka ukuqinsiekisa ubuqotho, ubumfihlo, nokutholakala kwamarekhodi abawakhayo nabawalondolozayo. Amarekhodi mawalondolozwe ngendlela evumela ukufinyeleleka kuphela kulabo bantu abanegunya lokwenza njalo futhi baqikelele izinga lokuvikeleka elihambisana nezinga lobucayi balawo marekhodi. Ukulondolozwa kwamarekhodi a-elekthronikhi kufanele abe sendaweni egunyazwe yi-Global IT Team. Abasebenzi Abakhaviwe kufanele bathinte iThimba Le-Global IT ukuze bathole olunye ulwazi.

Onke amaphepha amarekhodi adingekayo alondolozwe ngokwendlela afike ngayo kufanele alondolozwe endaweni lapho ayakhiwe noma afikele khona. Izincwadi zokuqala zenkampani namadokhumenti makugcinwe ekhelini elibhalisiwe lenkampani.

9 Amarekhodi Ayisipele

Abakwa-Brambles bagcina amarekhodi ayisipele ngezinhloso zokuwathola ngezinhlekelele kuphela. Amarekhodi ayisipele akufanele**nhlobo** kuthenjelwe kuwona Abasebenzi Abakhaviwe njengethuluzi noma indlela yokulondoloza kungobo yolwazi amarekhodi adinga ukugcinwa ngaphansi kwale Nqubomgomo. Kwamanye amabhizinisi ethu, amarekhodi ayisipele ayagcinwa futhi alondolozwe esikhungweni esingekho kusayithi esiphethwe yingxenye yesithathu eseceleni omsebenzi wayo ukugcina nokulondoloza amarekhodi ayisipele. Abathengisi Abakhaviwe kufanele baqikelele ukuthi amarekhodi athunyelwe kunoma yisiphi isikhungo esingekho kusayithi ayaqoqwa, apakishwe, bese elebulwa ngendlela ezokwenza lula ukuhlonzwa, ukukhishwa, kanye ekugcineni nokushabalaliswa.

10 Okusalungiswa Namakhophi

Uma amakhophi erekhodi ekhona, abakwa-Brambles bangajuba ikhophi eyodwa njengerekhodi elisemthethweni ngezinhloso zokulandela izimfundo zokulondoloza ezibekwe kuShedula Yokulondoloza. Onke amanye amakhophi erekhodi elisemthethweni angashabalaliswa. Ikhophi ifana ncamashi nerekhodi lokuqala. Amadokhumenti okusalungiswa kwangaphambilini, izibukezo, noma awoqobo anamanothi abhalwe ngesandla noma olunye uhlobo lokubhalwa kwamanothi awathathwa njengamakhophi erekhodi lokuqala. Akukho zimo lapho ikhophi yerekhodi iyogcinwa isikhathi esingaphezu kwerekhodi lokuqala elisemthethweni.

Ngaphambi kokushabalaliswa kwekhophi, umuntu ofisa ukushabalalisa ikhophi kufanele aqinisekise nomuntu okungumsebenzi wakhe ukulondoloza irekhodi (isib. Isikhulu esifanele sezezimali uma kumayelana nerekhodi lezezimali, noma ummeli uma kumayelana namarekhodi ezebhizinisi) ukuthi ikhophi ifana ncamashi nerekhodi lokuqala kanye nokuthi irekhodi lokuqala ligcinwe ngokuhambisana nemihlinzekelo yale Nqubomgomo.

Izivumelwano zokusalungiswa noma amadokhumenti (ngohlobo olu-elekthronikhi noma oluphathekayo) kufanele zishabalaliswe emva kokuphothulwa kwezivumelwano ezinjalo noma amadokhumenti, noma ukuqedelwa noma ukuyekwa kwethransekshini okukhulunywe ngayo kumadokhumenti. Nokho, abeluleki bezomthetho ababandakanywe kuthransekshini bangase bagcine obekusalungiswa kuze kudlule lesi sikhathi uma kunesidingo sezimfuno zebhizinisi lakwa-Brambles futhi uma kugunyazwe yiThimba LezoMthetho Nokulandelwa Komthetho njengokusho kweSigaba 5 sale Nqubomgomo.

Abantu abathola ikhophi yephepha noma irekhodi e-elekthronikhi (njengokuthi "cc" noma "bcc") abanasibopho sokugcina ukubhalelana lokho ngaphansi kwale Nqubomgomo uma um(aba)bhali noma um(abe)emukeli engaphansi kwale Nqubomgomo. Kulesi simo, abantu abanjalo bangathatha ngokuthi um(aba)bhali noma ume(abe)mukeli abaqavile bazogcina irekhodi ngokuhambisana nale Nqubomgomo. Uma um(aba)bhali kanye naye ume(abe)mukeli bengaphansi kwale Nqubomgomo, lapho-ke amakhophi erekhodi ayogcinwa ngokuhambisana nezinkathi zokulondoloza ezibalulwe kuSheduli Yokulondoloza.

11 Amarekhodi e-Imeyli Nokunye Oku-elekthronikh

Amarekhodi ama-imeyli[1] namanye akukhompyutha kubandakanya, kodwa kungakhawulelekile, eposini lamazwi aqoshiwe, amafeksi, imiyalezo esheshayo, imiyalezo yomakhalekhukhwini, kuthathwa njengamafomethi amarekhodi kunezinhlobo zamarekhodi. Okuqukethwe ku-imeyli noma okunye uhlobo lwerekhodi elikukhompyutha kuzokhomba uhlobo lwerekhodi nenkathi yokulondoloza efanele.

Ama-imeyli nokubhalelana okukukhompyutha okufanayo kwethula udaba lokugcinwa kwamarekhodi kwekhethekelo ngoba ukuxhumana okufana naloko kungase kube nezinanyatheliswa. Uma kubukwa okuqukethwe noma umongo we-imeyli ngezizathu zokulondoloza, i-imeyli kufanele ibukwe njengephelele, kubandakanya noma izinanyatheliswa yiziphi ezikhona. Uma isikhathi sokulondolozwa esisodwa sisebenza ku-imeyli kanti isikhathi sokulondolozwa esahlukile sisebenza kusinanyatheliswa se-imeyli, i-imeyli nesinanyatheliswa sayo kufanele kugcinwe isikhathi esingaphezu kwezinkathi zokulondoloza ezimbili.

Amakhophi alondolozwe ngohlobo lwakukhompyutha akufanele agcinwe uma ikhophi ephathekayo ilondolozwe ngendlela ukuze kuvikelwe ubuqotho nobuqiniso bayo.

12 Amarekhodi Asendleleni

Amarekhodi asendleleni amarekhodi esikhashsna angakhaviwe eqoqweni lamarekhodi kuShedula Yokulondoloza. Izibonelo zingabandakanya izinsizakalo zamareferensi namanothi, izimpendulo zabangekho ehhovisi, imiyalezi yohlelo lwenjwayelo namafayela amalogi, ukubhalelana, ama-imeyli, nama-voicemail angenagugu ebhizinisini (uma engakhaviwe yiShedula Yokulondoloza). La marekhodi kufanele agcinwe isikhathi eside kangangoba edingeka ngezizathu zokusetshenziswa ngokushesha noma edingekela ukwenza isidingo sebhizinisi. Uma engasadingeki, la marekhodi kufanele ashabalaliswe. Amarekhodi asendleleni akufanele athathwe njengamarekhodi angaphakathi kwesikophu sale Nqubomgomo, ngaphandle uma i-legal hold ibekwe kumarekhodi afana nalawa ngokuhambisana kweSigaba 5 sale Nqubomgomo.

13 Amarekhodi Abasebenzi Abahambayo

Onke amarekhodi akhavwe kule Nqubomgomo ayimpahla yakwa-Brambles futhi ahlala engamadokhumenti ayimfihlo ebhizinisi nolwazi. Abakwa-Brambles bayaligodla ilungelo lokuhlola onke amarekhodi noma yimuphi umsebenzi oshiya umsebenzi kwa-Brambles acela ukuwagcina, ukuwakopisha, ukuwadawuniloda noma ukuwathutha ukuze babone ubunikazi kanye nokugunyaza ukuwadedela, ukuwasusa, ukuwakopisha, ukuwadawuniloda noma ukuwathutha lawo marekhodi. Zonke izicelo mazenziwe ngokubhalela imenenja yomsebenzi lowo ohambayo noma umqondisi bese kubandakanywa incazelo ecacile yamarekhodi lawo afunwayo. Noma yimiphi imibuzo mayelana nalesi sigaba kufanele iqondiswe kubameli kulo iThimba lezoMthetho Nokulandelwa Kwemithetho.

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[1] Ukuze kugwenywe ukuthandabuza, ama-imeyli alondolozwe ebhokisini lemiyalezo lomsebenzi wakwa-Brambles okwamanje alondolozwa inkathi yeminyaka eyi-10 (iminyaka emi-2 ebhokisini eliyinhloko neyisi-8 kungobo yomlando). Noma yimuphi umsebenzi odinga ukugcina i-imeyli ukuze alandele le Nqubomgomo isikhathi esingaphezu kweminyaka eyi-10 kufanele azakhele ikhophi ephathekayo noma alandele izinqubo ezicacisiwe kuShedula 2 ukuze akwazi ukulondoloza irekhodi kukhompyutha.

Imenenja yomsebenzi ngamunye ohambayo iyoba nomsebenzi walokhu: (a) ukugcina nokushabalalisa amarekhodi abasebenzi abashiya umnyango ngokuhambelana nemihlinzekelo yale Nqubomgomo neShedula Yokugcinwa, kanye (b) ukuqinisekisa ukuthi iThimba Elingujikelele Lakwa-IT liyalondoloza amarekhodi a-elethronikhi omsebenzi ohambayo ngokuhambisana nemihlinzekelo yale Nqubomgomo.

14 <u>Amarekhodi Aqukethe Ulwazi Lomuntu Siqu</u>

Ulwazi lomuntu siqu ulwazi oluhlonza umuntu noma olungaholela ekuhlonzweni komuntu (isib. igama, ikheli le-imeyli, usuku lokuzalwa, ulwazi lomuntu lwezezimali, ulwazi lwezempilo, izithombe zomuntu). Ulwazi lomuntu siqu akufanele lukolekwe noma lulondolozwe ngaphandle uma kudingwa umthetho noma kudingeka ukuze kuqhutshwe imisebenzi ehlobene nebhizinisi. Lapho amarekhodi ebandakanya ulwazi lomuntu siqu, amarekhodi kufanele asulwe noma ashabalaliswe, noma lwembozwe, uma lungasenamsebenzi futhi lungasadingeki ukuze kuhanjiswane nesibopho somthetho. Noma yimiphi imibuzo mayelana nokufaneleka kokukolekwa noma kokugcinwa kolwazi lomuntu siqu kufanele ibhekiswe kulo iThimba LezoMthetho Nokulandelwa Komthetho.

15 <u>Ukudluliswa Kwamarekhodi</u>

Abasebenzi abakhaviwe akufanele badlulise amarekhodi ngaphandle kwendawo ayesungulelwe yona, ngaphandle uma Kunesivumelwano Sokudluliselana Ngaphakathi esibekiwe noma imvume ebhaliwe yeThimba LezoMthetho Nokulandelwa Kwemithetho enikeziwe. Onke amarekhodi aphumayo kwa-brambles kufanele arekhodwe, alandelelwe, uma kunesidingo, asayinelwe lapho efika. Izinhlelo zokudluliswa kufanele zibhalwe phansi futhi kuvunyelwane nokuvunyelwane naye ngaphambi kokuba amarekhodi aphume kwa-Brambles.

16 <u>Ukushabalaliswa Kwamarekhodi</u>

Amarekhodi afanelwe ukushabalaliswa ayochithwa njengalokhu okulandelayo futhi ngokuhambisana neNqubomgomo Engujikelele Yokuhlelwa Ngononina Nokuphathwa Kwedatha:

1. Amarekhodi amaphepha omphakathi angasetshenziswa kabusha, agaywe abe zingcucu noma kungenjalo onakaliswe;
2. Amarekhodi amaphepha ajwayelekile, Ayimfihlo, Ayizimfihlo Ezibucayi (amarekhodi aqukethe ulwazi lomuntu siqu, lwebhizinisi, oluyimfihlo, izimfihlo zokuhweba, noma lwezimali) kufanele: (a) agaywe abe zingcucu ngomshini wokugaya amaphepha ngaphambi kokulahlwa (b) abekwe emgqonyeni wokugaya amaphepha ukuze ingxenye yesithathu egunyaziwe iwalahle ngokuphephile amarekhodi, noma (c) kungenjalo enziwe angafundeni; futhi
3. Amarekhodi amaphepha ajwayelekile, Ayimfihlo, Ayizimfihlo Ezibucayi agcinwe kukhompyutha angasulwa noma onakaliswe kusetshenziswa indlela egunyazwe uPhiko lwezokuchwepheshe Bokuxhumana, njengalokhu kunqunyiwe ekuhlelweni ngononina kwedatha kanye nakuNqubomgomo Engujikelele Yokuhlelwa Ngononina Nokuphathwa Kwedatha.

Uyacelwa uthinte iThimba LezoMthetho Nokulandelwa Kwemithetho mayelana nolwazi lokulahlwa kwamarekhodi angafanelekile ukushabalaliswa kusetshenziswa izindlela ezingenhla.

17 <u>Ukweqiwa kwemithetho</u>

Kungukweqiwa komthetho kanye nale Nqubomgomo ukwenza izitatimende esingamanga noma ukufihla ulwazi olufunekayo embikweni kahulumeni, uphenyo, isicelo noma ukufayela. Akuhambisani

nomthetho ukushintsha ngenhloso, wonakalise, ukushintsha, ukufihla, ukucashisa, ukufaka ulwazi olungesilo kunoma yiliphi irekhodi ngenhloso yokuthintela, ukuvimba, noma ukufaka ithonya ophenyweni lukahulumeni noma umzamo wokungamela.

Noma yimiphi imibuzo mayelana nokonakaliswa kwamarekhodi, kubandakanya ukuthi amarekhodi athile angase noma angase angafanelekie icala lasenkantolo, ucwaningomabhuku, noma uphenyo lukahulumeni.lokulawula, kufanele abhekiswe kuThimba LezoMthetho Nokulandelwa Kwemithetho ngaphambi kokuba kuthathwe noma yisiphi isinyathelo.

18 Ukuxhumana / Imibuzo

Le Nqubomgomo inganyelwe yiThimba LezoMthetho Nokulandelwa Komthetho. Uma unanoma yimiphi imibuzo mayelana nale Nqubomgomo, ungabhekisa leyo mibuzo kulo iThimba LezoMthetho Nokulandelwa koMthetho.

19 Ukubukezwa kwenqubomgomo

Le Nqubomgomo ingaphezu kwanoma iyiphi kanye nazo zonke ezinye izinqubomgoo zamarekhodi akwa-Brambles. Abakwa-Brambles bayaligodla ilungelo lokuchibiyela, ukulungisa noma ukunqamuka ukusebenza kwale Nqubomgomo nganoma yisiphi isikhathi, ngenxa yanoma yisiphi isizathu.