

**IBHUGWANA EHLATHULULA NGOMTHETHO  
WOKUZIPHATHA KWABASEBENZI BEMBUSWENI**

**UMTHETHO-KAMBISO WEMIRARO EVELAKO EENDAWENI  
ZOKUSEBENZELA**

Ikhutjhwe yi: Komitjhini yemisebenzi yembusweni  
Private Bag x121  
Pretoria  
0001

2002 Ikomitjhini yezabasebenzi bembusweni  
Umtlolo wokuthoma, ukuvela kokuthoma

Umsebenzi lo uvikelwe mthetho. Awukafaneli ukukhutjhwa kabutjha, kungaba ngezobu-  
kheniki namkha ze-eletroniki, ngaphandle kwesivumelwano esitolwe phasi esibuya  
eKomitjhini yemisebenzi yembusweni. Iimbawo nemibuzo malungana nokukhutjhwa  
komtlo lo ngobutjha kufuze kuthunyelwe ku-Public Service Commission, Commission  
House, cnr Hamilton and Ziervogel Streets, Arcadia 0083.

*Imibuzo malungana nomtlo lo kufuze ithunyelwe ku:*

Ibandla labaNqophisi: Professional Ethics Promotion  
Ikomishini yemisebenzi yembusweni  
Private Bag x121  
Pretoria  
0001  
Umtato (27-12) 328-7690  
Ifaksi (27-12) 325- 8382

Igadangiswe yabe yahlanganiswa yi-Creda Communications

## IMITHETHO NEMIGOMO

### IMITHETHO ELITJHUMI EKUNGEPHAMBILI KARHULUMENDE WESEWULA AFRIKA

Umthethosisekelo weSewula Afrika (Chapter 10) ufuna bona Urhulumende...

- Abuse **ngokwentando yenengi**, kunye nemigomo yomthethosisekelo;
- Aqinise godu athuthukise izinga eliphezulu **lemisebenzi elungileko**.
- Ukukhuphula ukusetjenziswa ngefanelo, nangokomnotho **kweensetjenziswa**.
- Eyazi kabanzi **ngetuthuko**.
- Ukwenza **imisebenzi** ngokungathathi ihlangothi, ngokuthembeka nangokulingana ngaphandle kokukhetha.
- Ukutjheja iimfuno zabantu, nokukhuthaza **ukuzibandakanya komphakathi** eendabeni zemigomo.
- Ikgone **ukuziphendulela** kinanyana yini eyenzako
- **Ngokuwuvulekela umphakathi**, ngendlela yokuthi umphakathi uhlale ufumana iulwazi eliliqiniso ngazo zoke iinkhathi.
- Ukukhuthaza ipatho efaneleko ekorweni yokuphathwa kwabasebenzi, kunye nokuthuthukisa amabizelo kobanyana **namakgono wabantu azokukhula**.
- **Ajamele abantu** beSewula Afrika, ngemisebenzi, nepatho efaneleko, ngokuqala amakgono wabo, ukuthembeka kunye nefuneko yokulungisa imitjhapho yesikhathi esidlulileko.

## **OKUMUNYETHWEKO**

<b>1.</b>	<b>AMAZWI WOKUTHOMA.....</b>	<b>4</b>
<b>2.</b>	<b>AMAZWI WOKUTHOKOZA.....</b>	<b>5</b>
<b>3.</b>	<b>IBHUGWANA EHLATHULULA NGOKUZIPHATHA KWABASEBENZI BEMBUSWENI.....</b>	<b>6</b>
	<b>3.1 Isingeniso.....</b>	<b>6</b>
	<b>3.2 Itwasiso.....</b>	<b>6</b>
	<b>3.3 Umsebenzi woMqatjhi Nabasebenzi.....</b>	<b>7</b>
<b>4.</b>	<b>IMITHETHO KAMBISO YEENDINYANA ZOKUZIPHATHA KWABASEBENZI.....</b>	<b>7</b>
	<b>4.1 Ubudlelwano nesiBethamthetho neBandla eliphetheko.....</b>	<b>7</b>
	<b>4.2 Ubudlelwano noMphakathi.....</b>	<b>10</b>
	<b>4.3 Ubudlelwano ebasebenzini.....</b>	<b>17</b>
	<b>4.4 Ukwenziwa komsebenzi.....</b>	<b>24</b>
	<b>4.5 Ukuziphatha kunye nezenzo eziqadi, ezingakhambisani nomsebenzi.....</b>	<b>32</b>
<b>5.</b>	<b>UMTHETHO WOKUZIPHATHA KWABASEBENZI BEMBUSWENI (ISIGABA A).....</b>	<b>37</b>

## 1. AMAZWI WOKUTHOMA

IKomitjhini yemisebenzi yembusweni ikatelelekile ngokomthethosisekelo, ka-1996, ukukhuphula nokuqinisa izinga eliphezulu lemithetho (ethics) kurhulumende. Ngo-1997 umthetho wokuziphatha kwabasebenzi bembusweni wamenyezelwa kwathi ngemva kwalokho wakhutjhwulwa ngeemfundobandulo zeenkulu ezikuRhulumende ophezulu nakoweemfunda. Kwaba nefuneko yokutlola incwajana ezakuba ngeyekambiso ezakulandelwa emthethweni wokuziphatha kwabasebenzi, ukwenzela bona kuzokuzwisiseka lula bona kutjho ukuthini nokuthi ingalandelwa bunjani.

Ehlangothini leKomitjhini Yezemisebenzi yeMbusweni, ngithanda ukwethulela zoke iinkhulu eziqatjhwwe nguRhulumende weSewula Afrika nasi incwadi ehlathulula umthetho zokuziphatha kwabasebenzi bembusweni. Umthetho wokuziphatha uyisika eqakathekileko ekusikimiseni ukubusa okulungileko, kunye nokuziphatha kwabasebenzi bembusweni. Ubuye uveze okhunye okuqakathekileko okufana nokuhlonitjhwwa kwamalungelo wobuntu, ukusetjenziswa komthetho, ukuziphendulela, ukuvulekeka kwakaRhulumende ebantwini, ukuziphatha okulungileko nokwenziwa kwezenzo zangeqadi.

IKomitjhini yemisebenzi yembusweni, ibawa boke abasebenzi bembusweni, ukusukela kwabasenkhundleni eziphasi, ukufikela keziphezulu, bona bayilandele ngendlela engayo imithetho-kambiso, okuqontjhiweko kunye nemiyalo emunyethwe Mthetho wokuziphatha kwabasebenzi bembusweni. Lokhu akukghonakali kwaphela, kodwana kukatelelekile nayikhibe sifuna bona abantu benzelwe imisebenzi ngendlela efaneleko. Kuqakathekile nobanyana iinkhulu zembusweni zingamukeli izipho neminikelo ngombana lokho kungathathwa njengendlela yokubafumbathisa.

Sithanda ukuzithokoza zoke iinkhulu nabaPhathi, abafaka isandla ekukhuphuleni umthetho wokuziphatha kwabasebenzi bembusweni. Ngithanda ukunilemukisa bona niwubambe njalo lomsebenzi omuhle eniwenzako, ningalisi ukukhuphula imithetho ye-professionalism kuRhulumende.

IKomitjhini yezabasebenzi bembusweni ithemba bona incwadi le ehlathululako, izokuba sisendlalelo esiqakathekileko ekukhuphuleni ukuthembeka nokuhloniphana emisebenzini ibuye godu ithuthukise imizamo yethu soke yokuphumelelisa umukghwa wokungakgodhleleleli ubukhohlakali eSewula Afrika.

Kokuphela-ke, ngithanda ukulemukisa boke abasebenzi bembusweni bona baqinisekise bona ukuziphatha kwabo kukhambisana nemithetho ebekiweko kunye nemigomo elawula ama-ofisi wembusweni, nokuthi bazijayeze lemithetho yokuziphatha kwabasebenzi bembusweni, kunye nencwadi le ehlathululanga lemithetho.

**Prof SS Sangweni**

*USihlalo* : weKomitjhini yemisebenzi yeMbusweni.

## 2. AMAZWI WOKUTHOKOZA

Umsebenzi wokuthoma incwadi le ehlathulula ngemithetho yokuziphatha kwabasebenzi bembusweni ubungeze waba yipumelelo ngaphandle kokuzinikela nesekelo labantu abambalwa kunye neenhlangotho esibona kufanele bona bavezwe godu baziswe bona babobani:

- Iminyango kaRhulumente ophezulu noweeMfunda basekele ukuthonywa kwencwadi le, babuyi bafaka nemibono yabo eyenza bona ithuthuke ukuyaphambili.
- I-Ofisi lezokuVikelwa komPhakathi lifake isandla nalo ekuthonyweni kwalencwadi ngokuphosa lalo lobubodhlana.
- Iinhlangano zabasebenzi kunye namaYunivithi abe khona emihlanganweni neemfundwenibandulo, babe baveza imibono eqakathekileko;
- Abasebenzi beOfisi leKomitjhini yezaBasebenzi bembusweni, bafake isandla nabo nabekusarhujululwa nalokhuya nasele kutlolwa umtlole wokugcina;
- Kokuphela, sithokoza asiqedi neMnyangweni weZokuthuthukisa iintjhabatjhaba eBritain, ngokusisekela ngeemali zokugadangisa incwadi le yemithetho yokuziphatha kwabasebenzi bembusweni.

### **3. IBHUGWANA EHLATHULULA NGOMTHETHO WOKUZIPHATHA KWABASEBENZI BEMBUSWENI.**

#### **3.1 ISINGENISO**

3.1.1 Umnqopho webhugwana le kuhlathulula omunyethwe omunyethwe mthetho wokuziphatha kwabasebenzi bembusweni ngokuzeleko. Ukutlolwa komthetho wokuziphatha osemthethweni, kufuna ukutlolwa ngokufitj hazana, hgodu kunqophe, kusetjenziswe namagama asemthethweni. Ibhugwana le ibinge ukwenza bona umthetho wokuziphatha kwabasebenzi bembusweni uzwisiseke kibo boke abasebenzi bembusweni.

3.1.2 Ibhugwana le ayivezi imigomo emitjha, godu ilandela isakheko esaziwako, nangendlela ilandelana ngakho imigomo emithethweni yokuziphatha kwabasebenzi bembusweni, ukwenzela bona kuzokuba lula ukuyifanisa. IMinyango kaRhulumende nayisebenzisa ibhugwana le , kufuze ilinge ukungezelela iimbonelo zayo ngokuhlukahlukana kwayo, ngokukhambisana nebhoduluko ekusetjenzwa kilo.

3.3.3 Kufuze kungandelelwe bona ukutlolwa kwebhugwana le, msebenzi onamandla , ngalokho-ke kufune ukubuyezwa ngaso soke isikhathi, njengombana kwenziwa nemithethweni.

#### **3.2 UKUTHWASISWA**

3.2.1 Ukukhuphula izinga eliphezulu lesimilo esifaneleko emsebenzini, abasebenzi bembusweni kufuze bakhuthazwe bona bacabange godu baziphathe ngokwentjhaba zabo. Yekeke, ibhugwana le kufuze isebenze njengesizo ekuthuthukiseni nekwethuleni iimfundo zetwasiso efitj hazana kibo boke abasebenzi. Ibhugwana le injalo nje iphethe iimbonelo ezitjengisa ukutjhayisana kwemithetho yeentjhaba emisebenzini, lokho okungasiza etwasisweni nalokhuya nasele kwenziwa amarhubhululo. (case study)

3.2.2 Njengombana isiza kangaka emithethweni yokuziphatha kwabasebenzi bembusweni, ibhugwana le ingabuye isize ekuqinisekiseni bona kuhlala kukhona ukuthembeka nokungathathi ihlangothi kurhulumende, ngokunikela ubuncani balokho okulindeleke ngokuziphatha okufaneleko kunye nokuqalwe ngesimilo sabantu.

### 3.3 **UMSEBENZI WOMQATJHI NABASEBENZI.**

- 3.3.1 Kuyaziwa bona umutnu ufunda ngokubona nangokwenza. Ngalokho-ke, kumsebenzi womqatjhi, ekuzimphathimandla (AboNgqongqotjhe naboSomkhandlu) eenkhundleni ezihlukeneko, kunye nabaPhathi abasenkundleni ezihlukeneko, ukwakha ibhoduluko elungileko la kungabekwa imithetho neembonelo ezingalandelwa ngibo boke abasebenzi.
- 3.3.2 Indinyana 195(1) (a) yomthethosisekelo ifuna bona kukhutjhlwe izinga eliphezulu lesimilo esifaneleko godu libanjwe njalo”embusweni zombebele. Ngokwesivumelwana esihlanganyelweko(Public Service Coordinating Bargaining Council Resolution 2 of 1999) boke abasebenzi bembusweni banomsebenzi wokulandela imithetho yokuziphatha ebekiweko. Lokhu kusithomo esikhulu, la kuqalwa khona nakulungiswa iingwegwe, nanyana kukhalinywa abasebenzi, kanti nomqatjhi naye kufuze enze koke okukghonekako ukuqinisekisa bona okumunyethwe ngilemithetho yokuziphatha kwabasebenzi, kuzwisiswa ngibo boke abasebenzi
- 3.3.3 Kuqakathekile ukunande kubuyelelwa ebasebenzini bona okukhulu okubingwe ngemithetho le, ngokuhle kodwa, okukukhuphula isibonelo sokuziphatha okuhle. Nayikhibe abakulandeli lokhu, abasebenzi kufuze bazi bona bazakubekwa umlandu wokuphula umthetho wokuziphatha kwabasebenzi ngaphasi kwalomthetho ongehla, kanti bangakhalinywa ngokulandela indinyana u-section 18 ukuya ku-27 njengombana seyitjhugululiwe emthethweni-mlingwa i-Public Service Laws Amendment Bill ka-1997.

## 4. **IMITHETHOKAMBISO ELANDELWAKO KILOMTHETHO**

### 4.1 **UBUDLELWANO NESIBETHAMTHETHO KUNYE NEBANDLA LABAPHATHI.**

#### 4.1.1 **Umsebenzi kufuze athembeke kile-Republici, godu alandele umthethosisekelo nemithetho ekwenzeni umsebenzi wakhe.**

Igama elithi Republici kufuze lithathwe njenge-“narha” –inarha leyo ekuyi-Sewula Afrika. Kuyifuneko ekungeqakathekileko bona boke abasebenzi bembusweni bazakuthembeka enarheni le.

Umthethosisekelo uthinda iindima ezithileko ezikhambisana namalungelo kunye neemfuno zezakhamuzi zenarha le. Indima nje yokuthoma yomthetho wokuziphatha kwabasebenzi ifuna bona ukuthembeka ebasebenzini bombuso ehlelweni elilandelwa

njenga nje lombuso wentando yenengi. Kwesibili, ubukhulu bomthethosisekelo kufuze kwamukelwe begodu kuhlontjhe. Kwesithathu, wo ke umsebenzi wembusweni kufuze akuzwisise okutjiwo mthethosisekelo, nalokho okubingwe ngawo njengendlela yokuqinisa nokulawula umthetho olandelwa khathesi.

**Isibonelo 1:** Abasebenzi bembusweni eenkhundleni ezihlukeneko bayathindeka ngendlela ezihlukeneko nakwenziwa iintjhukumuso ezimalungana nomgomo. Iintjhukumiso ezinjalo kufuze ziqalasiswe kobanyana zingazokutjhayisana neendinyana ezithileko zomthethosisekelo. Imigomo yezomthethosisekelo efana nokufaka isandla komphakathi kunye nokuvulekelana ekwenzelweni kwabantu imisebenzi kaMasipalada kufuze kulandelwe ehlelweni lokutlola imigomo.

**Isibonelo 2:** Indinyana 33(2) yomthethosisekelo ithi wo ke umuntu ilungelo lakhe elithikaziswe ligadango labaphathi, kufuze anikelwe ihlathululo etloliweko. Lokho kutjho bona, nakufuze kulandelwe umthethosisekelo, bo ke abasebenzi bembusweni kufuze baqinisekise bona zo ke iinqundo namagadango wabaPhathi athathwa ngamabanga azwakalako, ukwenzela bona amabanga layo angafunyanwa nanyana ngubani othindekileko . Eqinisweni lokhu kutjho bona zo ke iinqundo zabaphathi, kufuze zizwakale bona zithethwe nakwenzenjani.

#### **4.1.2 Umsebenzi kufuze abekelele phambili iimfuno zabantu, nakenza umsebenzi wakhe.**

Indinyana le itjho bona la ekufuze kuthathwe khona iinqundo, kufuze kubekelwe phambili iimfuno zabantu ntanzi. Iimfuno zabasebenzi bembusweni kufuze zilandele ngemva kwalezo zabantu.

**Isibonelo 1:** Umuntu olungisako-artisan, osebenza esibhedlela ubophelekile ngokwekontraka yakhe bona asebenze ukusukela nge-iri lobunane 8:00 ukufikela ngo-16:30. Akwaleleki bona umuntu loyo asebenze ne-overtime nayikhibe umsebenzi uyamkatelela. Njengokuthi isiwuruwuru esikhambisana nokuduma kwezulu sibethe umtjhini omkhulu ophakela igezi esibhedlela , kanti ne-thiyetha la kuthungelwa abantu isebenza nge-generator. Kwasa-generator leyo inemiraro, bese kuthi umsebenzi olungisako uyalwa bona alungise i-generator ngo-16:00. Lokho kutjho bona ulindeleke bona aqedelele umsebenzi wakhe nanyana sekutjho bona kufuze asebenze ukudlulela ngale kwesikhathi esibekwe ekontrageni yakhe.

**Isibonelo 2:** Ubunengi babasebenzi abasebenza ema-ofisini wesiphande, batjengisa ikanuko yokuthatha ama-lifu ekungathathwa qobe mnyaka, ngoDisemba. Nayikhibe bayayifumana ilifu leyo, lokho kuyokutjho bona i-ofisi alizokukgona ukuraga umsebenzi walo ojayelekileko emphakathini. Nakunjalo kuzakufuneka bona kube nesivumelwana phakathi kwabaPhathi nabasebenzi abafuna ukuya-elifini, bese kuthi nakunjalo ezinye iinkhulu kuzakufuneka bona zihlale emsebenzini, ukuqinisekisa bona umphakathi wenzelwa umsebenzi ngefanelo.

#### **4.1.3 Umsebenzi usebenza ngokulandela imigomo kaRhulumende, njengombana kusitjho yoke imitlolo yembusweni.**

Umtlolo wamalungelo ongaphakathi komthethosisekelo, inter alia, uvikela amalungelo wezepolotiki waso soke isakhamuzi, ekubalwa hlangana nelungelo lokungenela nokuba lilungu lehlango yepolotiki esiyifunako. Ihlelo lokukhetha, ligcina ngokuthi enye ihlangano yezepolotiki ifumane amavowudi amanengi, lokho ekuyenza bona igcine seyibusa. Lokho kutjho bona okwenyulwa msebenzi wembusweni akwakafaneli bona kube nomthelela nasele kukhutjha imiphumela yekhetho. Lokho kungatjho nokuthi okubekelwe phambili nguRhulumende wangalesosikhathi, imigomo kunye nehlelo lokusebenza kwakhe, kungahle kuhluke kilokho okubekelwe phambili msebenzi wembusweni. Nanyana kunjalo, abasebenzi bakaRhulumende obusa ngalesosikhathi, kufuze basebenze ngokuthembeka, nangokuzinikela ekusebenziseni imigomo kaRhulumende.

*Isibonelo 1:* Njengokuthi umsebenzi wembusweni, yena ngokwakhe angakholelwa ekutheni ukuthlogonyelwa kwezamaphilo, kufuze kube ngekokuthoma okutjhejwa yinarha, godu kube mumuntu osekela ihlangano yePolotiki enombono onjalo. Kodwana uRhulumende wangalesosikhathi, yena akhethe ukubekela phambili emgomweni wakhe ukwakhelwa kwabantu izindlu nokulwa nobelelesi. Ebujameni obunjalo, umsebenzi wembusweni uzokulindleka bona amukele okutjhiwo nguRhulumende. Nokho-ke lokho akutjho bona sekugandelelwa imibono nokucabanga kwabanye abantu.

*Isibonelo 2:* Nayikhibe uRhulumende wangalesosikhathi uhlongoza ukuthoma ihlelo elithileko, lokho kumsebenzi womsebenzi bona aphe izeluleko zokuthi ihlelo lelo lingasetjenziswa bunjani ngendlela efaneleko, nanyana umsebenzi kungenzeka bona yena uphikisana nehlelwelo, kodwana ulindeleke bona abekele ngeqadi imizwa yakhe, acabangisise iindlela zokuphumelelisa ihlelwelo, ngokuthi aqale ubumbi balo kunye nobuhle balo, ngokuqalelela imiphakathi ethindekako.

#### **4.1.4 Umsebenzi kufuze azijayeze godu abotjhwwe ngiyo yoke imithetho neminye imiyalo, esebenza kezokuziphatha nemisebenzini yakhe.**

Nakufuze bona abasebenzi bembusweni basebenze ngokuthembeka nangefanelo kuRhulumende wesikhatheso, godu basebenzele nomphakathi ngendlela efaneleko, kufuze bazi bona kuhle kuhle uyini umsebenzi wabo, nemigomo ekhambisana nokwenziwa kwemisebenzi, kunye nekambiso ekufuze ilandelwe.

Iinduna zinomsebenzi wokuqinisekisa bona abasebenzi bazijayeza umsebenzi wabo. Kanti nabo abasebenzi banomsebenzi wokwenza imizamo yokuba basebenzi abafumana ilwazi, abakghona ukwenza umsebenzi wabo ngendlela efaneleko, godu nangokulandela imigomo ebekiweko neenkambiso zabo zomsebenzi, godu basebenzele ukubonelela iimfuno zomphakathi abawusebenzelako.

**Isibonelo 1:** Njengokuthi isikhulu singazi kuhle imithetho-kambiso yeezemali yembusweni, bese kuthi siphasisa ukuthengwa kweensetjenziswa ezithileko ngaphandle kokufumana invumo efaneleko e-Ofisini leezemali. Isenzo esinjalo, siyokutjho bona kusetjenziswe imali ngokungemthetho, kanti lokho kungabangela ukumangalelwa okungadla bekucithe imali enengi, kunye neemali zokwenza umonakalo.

**Isibonelo 2:** Ngokuthlayelelwa kwakhe lilwazi , umsebenzi udurhisa umuntu ofaka isibawo somndende ngokuthi yini okufunekako, nehlelo elilandelwako nawufaka isibawo sakho, nanemali azoyirhola. Lokho kungasibangela umraro omkhulu isakhamuzi lesa.

#### **4.1.5. Umsebenzi usebenzisana neziko lombuso , elivulwe ngokomthetho nangokomthethosisekelo ukukhuphula ukusizakala komphakathi.**

Ambalwa amaZiko kaRhulumente avulwe ngaphasi komthethosisekelo(Mvikeli – woMphakathi, Mphenyi-Zombebele, yiKomitjhini yezemisebenzi yembusweni, iKomitjhini yezokulinganiswa kobulili, namanye) kanti amanye amaZiko akhiwe ngokomthetho (Ibhodi yezamathenda, iKomitjhini ephenyako, namanye). AmaZiko layo alihlo godu aqale ukulingana, ukuqinisekisa bona abantu baphathwa ngendlela efaneleko. Ngalokho-ke, abasebenzi bembusweni kufuze bangawanyefuli amaZiko la, kodwana kufuze bawasize ekwenzeni imisebenzi yawo, njengokuwapha ilwazi nehlahlululo ekungenzeka ayithloge.

**Isibonelo1:** Njengokuthi nje, iOfisi lomVikeli womPhakathi linikelwe umsebenzi wokuphenya isililo selunga lomphakathi ngomnyango othileko kaRhulumente.I-Ofiseli lizokuthloga itjhebiswano labasebenzi bomnyango loyo, bona lize ngananyana ngiliphi ilwazi elithlogeko.

**Isibonelo 2:** Njengokuthi nje, nayikhibe umPhenyi-Zombebele ufumana ubukirikitjhani ekulawulweni kweemali zoMnyango kaRhulumente, iinkhulu zoMnyango loyo kufuze zingakuthathi ngendlela embi lokho ekufunyenweko. Kunalokho, kufuze zizwisise godu zithokoze umsebenzi womPhenyi-Zombebele, godu zisebenzisane ne-Ofisi lakhe ngokuzeleko ukususa imitjhapho leyo.

## **4.2 UBUDLELWANO NOMPHEKATHI**

### **4.2.1 Umsebenzi ukhuphula ibumbano nehlahlakahle yesitjhaba soke sesewula afrika, nakenza imisebenzi yakhe.**

Umtlolo wokuthoma womthethosisekelo uveza bona ngokwamukelwa komthethosisekelo kusingwe –

- Ukuqeda ukuhlukana kwesikhathi esidlulileko, kuthonywe umphakathi ngokulandela imithetho yentando yenengi, ubulungiswa kunye namalungelo wobuntu;

- Ukubeka isendlalelo sentando yenengi nomphakathi otjhaphulukileko la urhuluemende alawulwa khona yintando yabantu, godu nokuthi soke isakhamuzi sivikelwe mthetho ngokulinganako.
- Ukuthuthukisa amaphilo wazo zoke izakhamuzi, nokuvulela amakghono wabo boke abantu.
- Godu nokwakha iSewula Afrika ebumbeneko nebuswa ngowentando yenengi ekgona ukuthatha indawo yayo eyifaneleko, njengenarha ezijameleko ephasini.

Kobanyana kuzokubonakala godu kuqiniswe imibono ebekwe mthethosisekelo, kufuneka ukuzibophelela nokuzikhandla kwezakhamuzi. Abasebenzi bembusweni, babonakala bayincenye kaRhulumente, kanti ke lokhu kuqakatheke khulu nehlangothini labo.

**Isibonelo 1:** Umoya omuhle wokusebenzisana, ubudlelwana obuhle bokubonisana, nokusebenza ngaphasi kobujamo obukarisako, obusizako nobulngileko esiqhemeni sabasebenzi beentjhaba ezihlukahlukene abasebenza bunqopho nomphakathi, kuletha isibonelo esihle nemphakathini wokana. Isibonelo esihle kungaba ngeso-Ofisi elikhupha abomazisi namkha ama-passport.

**Isibonelo 2:** Umsebenzi wembusweni kufuze alinge ukufunda elinye lamalimi asemthethweni akhulunywa endaweni asebenzela kiyo. Kufuze akhuthaze ukutoligwa kwamanye amalimi emihlanganweni, la kunefuneko khona.

#### **4.2.2 Umsebenzi kufuze asebenzele umphakathi ngaphandle kokuthatha ihlangothi, kobanyana abantu bazomthemba uRhulumente.**

Umsebenzi wembusweni, usebenzela umphakathi ohlukileko, yekeke nakunjalo, umphakathi loyo ulindele ukutjhejwa ngokulingana, nangendlela efaneleko, nangendlela yobungani. Ngalokho-ke, abasebenzi bembusweni kufuze ngaso soke isikhathi basebenze ngaphasi kwalendlela abalindeleke ngayo, ngokuphatha abantu ababasebenzelako nebatjhejako ngokulingana, ngendlela engazokwakha ukuthembeka kwaphela, kodwana ezokwenza bona abantu babuke godu balikarekele nesizo abalifumanako.

**Isibonelo 1:** Umsebenzi ungena esikhundleni esithileko eMnyangweni kaRhulumente, la kutjhejwa khona iimbawo zemisebenzi ethileko eyenzelwa umphakathi. Umakhelwana womsebenzi loyo sewuyazi bona umakhelwanakhe lo angakgona ukutjhugulula ihlelo elilandelwako, bese umbawa bona atjheje msinya isibawo sakhe. Umsebenzi nakaqalene nobujamo obunjalo, kufuze aqalisise kuhle, ngombana lokho angakwenzela umakhelwanakhe kungabonakala kukukhetha umakhelwanakhe ukudlula abanye abantu abafake iimbawo.

**Isibonelo2:** Umsebenzi kufuze abawe amakhastamu namkha abantu abeze kuye bona bajame umjeje, ukwenzela bona wo ke umuntu aokutjhejwa nasele kufike idhle go yakhe, ngaphandle kokukhetha namkha ngokusolwa bona vele uyakhetha.

#### **4.2.3 Umsebenzi uba nomoya ophasi, nesizo godu uyatholakala nakafunwa mphakathi bona asize, godu uphatha amalunga womphakathi njengamakhastamu, ekungafanele ukufumana itjhejo eliphezulu.**

Kuqakathekile bona umsebenzi wembusweni azi bona njengombana ajoyine umbuso, uzibophelele ukusebenzela umphakathi wokana.

Umphakathi ulindele ukusizwa , godu uqale bona umsebenzi ahlale akhona ukuwusiza ngomoya wobuntu nangendlela efaneleko.

**Isibonelo1:** Njengokuthi umsebenzi afumane umtato ovela esakhamuzisini, kodwana kukhanye bona kuhle kuhle isililo sesakhamuzeso kufuze sitjhejwe ngomunye umnyango. Bese kuthi umsebenzi usitjela bona akhe alinge laphokhunye. Lokho kungabonakala ingasuthi ilunga lomphakathi leli lithunyelwa ebantwini abahlukahlukeneko ngaphandle kokutjhejwa ngendlela efaneleko. Lokho kutjengisa ukungasizi, begodu kwehlisa nesithunzi sikaRhulumende. Eqinisweni umsebenzi wembusweni loyo, kufuze azinikele ngokufunela ilunga lomphakathi bona ngubani umuntu namkha uMnyango ongamsiza, bese uyamthinda nangomtato.

**Isibonelo 2:** Umsebenzi wembusweni nayikhibe usebenzela e-khawuntareni, bese mhlamunye kuye akunamuntu, kanti komunye umlinganakhe kunomjeje wabantu abalinde ukusizwa, umsebenzi loyo kufuze asize umlinganakhe nabantu abafuna isizo ngokubabizela ngakuye nayikhibe ke unelwazi elizeleko lomsebenzi loyo namkha isizo abalifunako.

**Isibonelo 3:** Nayikhibe mhlamunye ilunga lomphakathi liya kesinye isikhulu lifuna ukubeka isikhathi sokuthi babonane, mhlamunye nje ukufumana ilwazi elimalungana neemfanelo zokulungela ukufumana indlu yombuso, isikhulwesi kufuze silinge ukumenzela isikhathi sokumbona umuntu loyo msinyazana. Lokho akuzokutjengisa kwaphela bona isizo litholakala lula embusweni, kodwana kuyokutjengisa nokuthi abasebenzi bembusweni bahlala banethando lokusiza abantu.

#### **4.2.4 Umsebenzi uyawatjheja amabanga kunye nezinto ezitswenya umphakathi ekwenzeni umsebenzi wakhe, godu nalokhuya nakwenziwa iinqundo eziwuthindako.**

Nanyana iimfuno namkha okutswenya amalunga womphakathi, kungabonakala emehlweni womsebenzi njengokungasi yinto ekulu kangako umphakathi ucabanga ngakho, umsebenzi kufuze asize ngelwazi mhlamunye nje nangeseluleko sokurarulula imiraro leyo.

Isinghonyayo esizwakaliswa lilunga lomphakathi namkha isiqhema sabantu kufuze sithathelwe ehloko. Ukutjhejwa kwesinghonyayilweso ngendlela evulekileko kungawusiza umphakathi, ukurarulula namkha ukufumana isisombululi somraro okhona.

**Isibonelo 1:** Njengokuthi kuhlelwe ukwakhiwa komtholapilo emphakathini wemakhaya, kodwana kuqalwe nehlangothi lokunikela ngomakhamba-ngendlwana. Umphakathi kufuze kukhulunywe nawo, kuzwakale bona wona ukhethani. Lokho kuyokusiza ekuthatheni isiqundo esifaneleko, nokubandakanya umphakathini msinyana.

**Isibonelo 2:** Umsebenzi wembusweni kufuze atjheje iimbawo zabantu abavela emphakathini owawudinywe amathuba esikhathini esidlulileko abahlala emithethlatheni, abafuna isizo leemali zezindlu embusweni. Iimbawo ezinjalo nazingahlomb'ukutjhejwa msinyana nangendlela efaneleko, lokho kungaliriyadisa loke ihlelo lezindlu, lokho bese kutjho bona abantu labo, kufuze bahlale ngaphasi kobujamo obumbi isikhathi eside khulu, ngendlela engakafaneli.

#### **4.2.5 Umsebenzi ubophelelekile ngomsebenzi wakhe, ekuthuthukiseni nokukhuphula amaphilo wawo woke ama-sewula afrika.**

URhulumente wangalesisikhathi uyibeke ngokuzwakalako iminqopho yakhe yokuthuthukisa imiphakathi eyadinywa amathuba esikhathini esidlulileko, njengombana kutloliwe ehlelweni lokuthuthukisa (i-Reconstruction and Development Programme). Lokhu kufuze kwenziwe ngiyo yoke iminyango kaRhulumente, ngokwemisebenzi ebekelwe yona.

ISewula Afrika yinarha esathuthukako, kanti ubunengi babantu abahlala kiyo, ngenca yamabanga ahluhlukeneko, abazi ngamalungelo wabo nezinto abakateleleke bona bazenze, nezinto ekufuze benzelwe zona, nekambiso elandelwako, nokuthi bakhulume nobani ongabazisa. Njengombana uRhulumente akhona ukusiza boke abantu bakhe, abasebenzi bembusweni ngibo ekufuze baqinisekise bona abantu abanganalwazi, abanikele ilwazi elifaneleko nelizeleko, izeluleko nesizo ekungenzeka balithloge. Lokho kufuze kwenziwe ngomoya wobuntu, nangefanelo, nanyana kungabebe kutjho bona abantu kufuze bathunyelwe keliye iziko namkha umakhiwo la bazakufumana khona isizo.

**Isibonelo 1:** Abasebenzi bembusweni kufuze bafake isandla emahlelweni wokuthuthukisa newokukhuphula isitjhaba enziwa eminyangweni abayisebenzelako. Kufuze bazinikele emsebenzini wabo, godu baqinisekise nokuthi amahlelo layo enziwe ngendlela efaneleko, godu aqedwa ngeenkathi ezibekiweko.

**Isibonelo 2:** Abasebenzi bembusweni nabasebenza ngomphakathi kezokuthlogonyelwa kwamaphilo, kufuze banikele nangezuleko nayikhibe basola ingasuthi ilwazi abo lezokuthlogonyelwa kwamaphilo alikeneli. Ebujameni la abasebenzi babhalelwa kunikela ngesizo elifaneleko, kufuze badlulisele isakhamuzeso emntwini onelwazi ngalokho, bona ayokufumana iseluleko esifaneleko

**4.2.6 Umsebenzi wembusweni akakafaneli ukubandlulula ilunga lomphakathi ngokobutjhaba, ubulili, indabuko, umbala, ithando lobulili, iminyaka yobudala, ukurholophala, ikolo, ihlangano akiyo yepolitiki, ngekolelo, isiko namkha ilimi.**

Njengombana sekuveziwe bona, umsebenzi wembusweni kufuze asize wo ke umuntu nemiphakathi, ngaphandle kokuqala bona umuntu loyo uyini kilinarha. Loke ilunga lomphakathi linelungelo ngokomthethosisekelo ukutjhejwa ngefanelo. Ngalokho-ke abasebenzi kufuze baphathe wo ke umuntu ngokulinganako, ngomoya wobuntu nangefanelo, ngendlela ezobenza bazizwe bafumana isizo elibafaneleko.

*Isibonelo 1:* Njengokuthi kungenzeka bona umsebenzi wembusweni asole bona ilunga lomphakathi elibawa isizo kuye, yindoda ethandana namanye amadoda. Nanyana umsebenzi womphakathi ngokombono wakhe akubona kungamukeleki lokho, kodwana ulindeleke bona asize umuntu loyo njengabo boke abantu.

*Isibonelo 2:* Kunabantu abalinde emjejeni, bese kuthi nakunjalo kuvele umuntu oqakathekileko emphakathini afune ukutjhejwa ntanzi ukudlula laba abasemjejeni. Nayikhibe umsebenzi wembusweni uyamvumela umuntu loyo bona eqe umjeje, lokho kuzabe kutjho bona ubandlulula laba abasemjejeni.

**4.2.7 Umsebenzi wembusweni akakafaneli ukusebenzisa isikhundla sakhe butjhulweni, ukuphakamisa iimfuno zehlangano ethileko ye-politiki namkha zesiqhema esithileko.**

Njengombana urhulumende atjheja umphakathi wokana, oneenqhema ezihlukahlukeneko, neenhlango zepolitiki ezihlukahlukeneko nabantu abaneenkolelo ezihlukahlukeneko, umsebenzi wombuso akakafaneli ukungena ebujameni la azazithola sekabonakala njengomuntu owenyula esinye isiqhema ukudlula esinye.

Ngokombuso, boke abantu bawo kufuze batjhejwe ngokulinganako, ngokulandela imigomo kaRhulumende obusa ngalesosikhathi. Ngalokho-ke umsebenzi wembusweni kufuze azwisise ngokuzeleko umehluko ophakathi kwalokho ekufuze akwenze kuRhulumende, nokuthindana kwakhe neendaba zeenhlango zePolitiki.

*Isibonelo 1:* Umsebenzi wembusweni usehlanganweni ethileko yomphakathi ekufuze iphalisane nezinye ukufumana isizo leemali embusweni laqobe mnyaka. Mhlamunye nje umsebenzi loyo uphethe isikhundla esiphezulu eMnyangweni ekufuze uhlole, uphaise ube uthumele iimbawo kuNgqongqotjhe woMnyango loyo. Umsebenzi loyo angasebenzisa isikhundla sakhe bona kuphasiswe isibawo namkha ihlangano akiyo, namkha abekele eqadi iimbawo ezivela kezinye iinhlango. Umsebenzi onjalo kufuze aveze kuMphathi wakhe, abalekele ukutjharagana kwezinto okungaba khona.

*Isibonelo 2:* Abasebenzi bembusweni balindeleke bona basekele aboNgqongqotjhe babo namkha aboSomkhandlu babo ekuhlelweni kwemitlolo, nokhunye, okungasetjenziswa ziinkhulu, njengokuhlela ikulumo-pikiswano namkha imitlamo yemithethomlingwa.

Nanyana kunjalo, abasebenzi abathindeki ekuhlelweni nekutlolweni kwemitlolo esetjenziswa kuNgqongqotjhe namkha USomkhandlu ehlobana nepolotiki nehlangano akiyo.

#### **4.2.8 Umsebenzi kufuze ahloniphe godu avikele isithunzi sawo wo ke umuntu, nelungelo lakhe njengombana kusitjho umthethosisekelo.**

Abasebenzi bembusweni kufuze baziphathe ngendlela ehloniphekileko kubalingani babo nemphakathini, ngaphandle kokuqala bona abalingani labo bobani, banjani, basebujameni obunjani, njalo njalo. Ukuziphatha komsebenzi kubalingani bakhe kufuze kube nobungani kunye nesizo.

*Isibonelo 1:* Nayikhibe abasebenzi bembusweni abasebenzela ema-Khawuntareni, bafikelwa lilunga lomphakathi elirhamule khulu nelibanga itjhada, kufuze balitjheje njengawo wo ke umuntu, ngokuzithoba godu bamsize ngendlela efaneleko kilokho akufunako. Kuqakathekile ukukhumbula bona ebujameni obunjalo umphakathi uzabe ubeke ilihlo elibukhali, ngalokho-ke abasebenzi bembusweni bangaphakamisa isithunzi sombuso ngokusebenzisa indlela efaneleko. Nayikhibe ubujamo lobo buphuma ngaphasi kwelawulo, kanti nabasebenzi sebahlangabezana nomraro ukubulawula, kufuze bangaphakamisi umoya, kodwana kufuze bamuse kiloyo obaphetheko, asebenze ngaye ngeqadi ngendlela ekhethekileko.

*Isibonelo 2:* Abantu bakatelelwa ziimfuneko zemali bona bafake iimbawo zeemali zehlalakhule. Iinkhulu ezinikelwe umsebenzi wokutjheja iimbawo zabo kufuze zibatjheje ngokuthlogomela ngokuqalisisa ubujamo abakibo, godu zibasize nangezwele elifunekako.

#### **4.2.9 Umsebenzi kufuze kube nguye obona ilungelo lomphakathi lokuvunyelwa ukufumana ilwazi, ngaphandle nje kwelwazi elikhethekileko elivikelwe mthetho.**

Umthethosisekelo uveza amahlangothi amabili endabeni yokufinyelela ilwazi. Lokuthoma ngelokukhuphula ukuvulekela kwakaRhulumende abantu, lokho okuyokuvumela soke isakhamuzi ilungelo lokufumana ilwazi elifaneleko ukufunyanwa mphakathi. Lokho kuyosiza izakhamuzi bona zidlale indawo eqakathekileko ekusunguleni imigomo ezingathanda ukuyibona isetjenziswa. Kwesibili, kubingwe ukwenza izakhamuzi zikgone ukuvikela amalungelo wazo, atolwe emtlolweni wamalungelo. Izakhamuzi zingabawa amabanga atolwe phasi ezimalungana negadango elithethwe baphathi, elingabaphatha kumbi. Kanti-ke okhunye bangabawa nanyana ngiliphi ilwazi elimalungana nokuvikelwa kwamalungelo wabo.

Njengombana wo ke umsebenzi wembusweni sekazi bona indaba yokuhlukaniswa kwelwazi elifanele ukuya emphakathini, isese noburhiyarhiya obunengi. Elinye ilwazi lithathwa njengelivikelekileko, ekufuze lilawulwe minyango kaRhulumendewe ngokwemithethokambiso (i-Guidelines on Minimum Information Security Standards), njengombana kutjho iZiko lezobuhlakani (i-National Intelligence Agency).

Umthethomlingwa wentando yenengi (i-Open Democracy Bill), kubingwe ngawo ukuvula isakheko esifaneleko esizakutjheja bona indaba le itjhejwa Minyango kaRhulumende. Lokhu kubuye kuraraniswe namthetho wezabasebenzi i-Labour Relations Act ka-1995, onikela ngeensombululi ezithileko ezinikela abasebenzi bembusweni amandla wokufumana ilwazi eligugudhlelwe mbuso njengoMqatjhi, kobanyana kuzokuvikelwa amanye amalungelo wabasebenzi.

Ithladhlululo yendaba le ingalandelwa nganasi indlela elandelako:

- Abasebenzi bembusweni kufuze ngaso soke isikhathi batjheje ilungelo lomphakathi lokufinyelela ilwazi .
- Woke uMnyango kaRhulumende kufuze usungule imigomo efaneleko, ezakukhambisana nomthetho wesitjhaba ozakulawula indaba le eenhlanganweni ngokuhlukahlukana.
- Abasebenzi bembusweni kufuze bazi ngemithetho nemigomo elawula indaba le, ngaphakathi kweminyango kaRhulumende abasebenza ngakiyo.
- Amabanga kunye nehlelo elilandelweko, eligcine ngokuthi kuthathwe igadango elithileko lezokuphatha, kufuze atolwe phasi ngendlela efaneleko kobanyana ilwazi elinjalo lizokutholakala nalifunekako.
- Nayikhibe ilwazi elibawa lilunga lomphakathi akukghonakali bona litholakale, kufuze kuvezwe amabanga azwakalako emntwini loyo, bona kubayini anganikelwa ilwazelo.

***Isibonelo 1:*** Kuqakathekile ukunande kunikelwa umphakathi ilwazi. Nakungaba nelungu lomphakathi elibawa ilwazi malungana nokutholakala kwama-bursary, bese kuthi ilwazelo litholakala nasele kuvaliwe ukutloliswa ezikweni lefundo ephakemeko umnyaka loyo, ilwazi elinjalo alisabi nomsebenzi.

***Isibonelo 2:*** Ukutholakala kwelwazi kutjho bona ilwazelo kufuze lilawulwe begodu livuselelwe ngaso soke isikhathi. Njengokuthi nakungaba neLunga lePalamende elibawa ilwazi elithileko malungana nekulumopikiswano yePalamende, ukubhalelwa koMnyango loyo ukunikela ngelwazelo ngesikhathi, kungakhinyabeza ihlelo lombuso wentando yenengi.

***Isibonelo 3:*** Ukunikela nangelwazi elinganabuqiniso, nacho lokho kungabamraro. Njengokuthi umphakathi ubawe ilwazi malungana nokufakwa kwe-hlelo elitjha eminye imininingwana yakhona engakab'ukuphasiswa siphathimandla esithindekako. Umsebenzi ongaziko ngalokho, kodwana owaziko ngemininingwana esahlongoziweko ye-hlelo lelo, angakhupha ilwazi elingasisemthethweni. URhulumende angadliwa ziinhloni, nayikhibe sekwenziwa amatjhuguluko e-hlelweni, kanti sesifakwa ngendlela ehlukeleko kileyo ebeyilindelwe mphakathi.

### **4.3 UBUDLELWANO EBASEBENZINI.**

#### **4.3.1. Abasebenzi bembusweni kufuze babambisane nabanye abalingani babo, ukuthuthukisa nokusebenzela umphakathi.**

Kuqakathekile bona boke abasebenzi bazi bona basebenzela umnqopho ofanako, ekukusebenzela uRhulumende kunye noMphakathi ngendlela efaneleko nethembekileko. Ngalokho-ke abasebenzi kufuze bazame ngamandla ukusebenzisana, ngokwabela ngelwazi, imibono nangensetjenziswa zombuso (la kunefuneko khona), nakunjalo abasebenzi bazokukgona ukusebenza ngendlela efaneleko nangokwemfuno zikaRhulumende nezomphakathi.

*Isibonelo 1:* Kuqakathekile ukwazi umnqopho wombuso nokuzwisisa bona nanyana kukuncani kangangani okwenziwako, kodwana kwenzelwa ubuhle. Ngalokho-ke umsebenzi kufuze amukele imibono, namazizo wabalingani bakhe. Akukafaneli bona kube nokumonakalelana, namkha umukghwanyana wokuthi “Tjheja iindaba zakho, phuma kimi”.

*Isibonelo 2:* Nayikhibe omunye umsebenzi ubona ingasuthi isidingo esithileko somphakathi kungahlangatjenzwana naso nayikhibe i-ofisi lakhe libambisana nelinye, umsebenzi loyo kufuze aphume ayokufunisisa ngetjhebiso elinjalo, sengitjho nanyana iinkhulu ezisebenza ngakelinye i-ofisi azibi nokubambisana ekuthomeni.

*Isibonelo 3:* Nayikhibe isikhulu selinye i-Ofisi sibawiswa ngelinye bona sibe khona ebandleni eliyokuhlunga abasebenzi. Isikhulweso kufuze senze njengombana basibawile. Nanyana kunjalo kufuze sikhumbule umsebenzi waso ntanzi, sibawe imvumo kosiphetheko.

#### **4.3.2. Umsebenzi kufuze alalele yoke imiyalo ayiphiwa babantu abakhethwe ngokusemthethweni bona bakhuphe imiyalo, kwaphela nje nayikhibe lokho akuphikisani nomthethosisekelo namkha eminye imithetho.**

Kuqakathekile bona abasebenzi balalele yoke imiyalo abaphiwa yona, kobanyana bazokuqinisekisa bona umphakathi wenzelwa umsebenzi ngendlela efaneleko. Iinhlango ezikulu ezifana neminyango kaRhulumende, zingasebenza kuhle nayikhibe kunelawulo elifaneleko elihlonitjha basebenzi. Nayikhibe yoke imiyalo esemthethweni ilandelwa ngendlela efaneleko, ihlango namkha umnyango loyo uyokusebenza ngepumelelo ekulu.

*Isibonelo 1:* Njengokuthi umsebenzi afumane imiyalo kumphathi wakhe emsebenzini namkha kezepolotiki bona enze umsebenzi ongakavunyelwa mthetho olawula umbuso. Umsebenzi loyo, kufuze ayazi imithetho, kanti ebumameni obunjalo kufuze avezele umphathi wakhe ukuphambana nomthetho kwegadangwelo. Nayikhibe solo uyakatelela umphathi, umsebenzi kufuze abawe umyalo loyo bona utlolwe phasi, atlole phasi ukungavumelani kwakhe nawo, bese uwudlulisela kwabaphezulu.

**Isibonelo 2:** Nayikhibe umsebenzi unikelwa umyalo mphathi wkahe bona afake i-oda yokuthenga iinsetjenziswa, kungakalandelwa ikambiso efaneleko yokuthenda, umsebenzi loyo angabawa bona indaba leyo idluliselwe esikhulwini sezama-Akhawunti bona kube ngiso esithatha isiqundo.

**4.3.3 Umsebenzi kufuze abalekele ukwenyula iinhlobo nabangani ezintweni ezithinda umsebenzi wakhe, godu angasebenzisi amandla anawo butjhulweni komunye umsebenzi.**

Umbuso kufuze ukhethe, ukhuphule godu uthokoze umsebenzi onekghono lokwenza umsebenzi wakhe ngafanelo, ngaphandle kokuqala bona ungewayiphi ihlangano yepolotiki, wazani nabobani namkha uphethe siphisi isikhundla emphakathini. Nakhu okulandelako akwamukeleki nakancani:

- (a) Ukukhetha- Lokho kutjho bona abanye abasebenzi abanyulwako bayakhethwa, bakhutjhulwe, bathunyelwe laph'okhunye namkha banikelwe itjhejo elikhethekileko ngokuqala bona batjhomene nabobani, namkha benzelwa lokho ngombana kunento abayenzileko nabo, njalo njalo.
- (b) Ukuqatjhana ngobuhlobo namkha ngokwazana-Lokho kutjho bona umsebenzi ukhethwa, akhutjhulwe godu ahunyelwe laph'okhunye namkha atjhejwe ngokukhethekileko ngombana kunesihlobo sakhe esiphetheko esigunyaza ukukhutjhulwa kwakhe, ngokungakafaneli.

**Isibonelo 1:** Napa abasebenzi ababili, umsebenzi (A nomsebenzi B) basebenza embusweni. Banikelwa iinkhundla ezifanako, babakhozi godu basebenzela ne-ofisini elilodwa. Umsebenzi B ukhutjhulelwa esikhundleni sokuba Mphathi womsebenzi A. Anikelwe amandla wokunikela umsebenzi A- imisebenzi ekufuze ayenze, kobanyana azokukgona ukulinganisa ikgono lomlinganakhe kiloyomsebenzi. Bese kuthi nakufika isikhathi sokuthi atjho bona u-msebenzi A usebenza njani, amenyule godu amphakamise ngokuzethemba, umsebenzi B abe afumane unongorwana wokusebenza kuhle, naphezu kobanyana ungakamfaneli.

**Isibonelo 2:** Umsebenzi ufakwa ehlelweni lokukhetha umuntu ozakuthatha isikhundla esithileko embusweni. Umsebenzi loyo, wenyula umuntu othileko ngombana amkhozakhe, namkha angowehlangano ethileko yepolotiki, namkha angowesitjhaba esithileko. Lokho kukuqatjha umuntu ngombana umazi, ekuyinto ephikisana nomthethosisekelo kunye nomthetho wembusweni.

**Isibonelo 3:** Zinengi iindlela ezingastjenziswa msebenzi ophethe isikhundla esiphezulu, ukusebenzisa isikhundla sakhe butjhulweni. Njengokuthi abasebenzi abasebenza endaweni yokuphagisa iinkoloyi banomyalo ozwakalako wokuthi indawo leyo ngeyokuphaga iinkhulu eziphezulu kunye neemvakatjhi zabo. Kodwana bese kuthi isikhulu se-Ofisi seqa umyalo loyo sihlala siphagisa ukosikazi namkha umyeni waso

ngaso soke isikhathi. Lokho kwenza bona abasebenzi bagcine sebangasayihloniphi imithetho neenkulu, lokho kukhinyabeza ukusebenza ngefanelo kombuso.

#### **4.3.4 Umsebenzi kufuze asebenzise iindlela ezifaneleko ukuwakalisa isinghonyoyilo sakhe.**

Nanyana kuyinto eyamukelekako bona iinghonyoyilo nemibango ingabakhona ngaso soke isikhathi embusweni, kodwana kuqakathekile begodu kungamsiza naye lo onghonyoyilako nomqatjhi wakhe bona imibango irarululwe phakathi kwalabo abararanako msinyazana. Ngikho kanye lokho okwenza bona kube nekambiso elandelwako ezakulandelwa ngibo boke abasebenzi, yokurarulula imibango neenlilo. Nakuthoa umbango namkha isinghonyoyilo, kuqakathekile bona kukhunjulwe nakhu okulandelako:

(a) Umbango namkha isinghonyoyilo, kungararululwa ngendlela efaneleko, kwaphela nje nayikhibe abathindekako bazibandakanya ngokuzeleko emikhulumiswaneni namkha ekulanyulweni.

(b) Nakunesinghonyoyilo namkha umbango, umsebenzi angasebenzisa nanzi iindlela:

- (i) Ikambiso yeenlilo (qala endinyaneni u-section 35 womthetho i-Public Service Act ka-1994, kunemithetho yokutjheja iinghonyoyilo neenlilo zabasebenzi bembusweni, nomthetho i-6575 womhlaka, 1 July 1999) kanti nayikhibe umsebenzi ufaka isililo kumphathi wakhe, umphathi kufuze afune isizo kwabamphetheko naye nayikhibe uyabhalelwa kurarulula umbango loyo namkha isinghonyoyilweso ngokwakhe.

**Isibonelo 1:** Njengokuthi umphathi ukhupha umbiko omumbi ngendlela umsebenzi asebenza ngayo, nakuhlolwa abasebenzi ngaphandle kokunikela umsebenzi loyo ithuba lokuziphendulela. Lokho kuphikisana nemigomo elandelwako yezabasebenzi. Umphathi loyo kufuze azi bona umbuso usibonelo malungana nokulandelwa kwemithetho yenarha le, ngalokho-ke ngaso soke isikhathi kufuze aqinisekise bona isenzo sakhe asibonakali sitjhigamela ehlangothini elilodwa.

- (ii) Ikambiso yebhodi yezokulamula (nawuqalisisa umtlobo 15(I) wendinyana u-7 yomthetho wezabasebenzi ka1995) othi nanyana ngimuphi umsebenzi angaletha isililo sakhe (sokungalandelwa kwemithetho yezabasebenzi) esikhulwini soMnyango wakhe, ekungiso ekufuze sisikimise ibhodi yezokulamula, bese sidlulisela isililo ebhodini le nayikhibe isikhulwesi siyabhalelwa ukurarulula isililweso.

**Isibonelo 2:** Isithunywa sembusweni esingakathabi ngokukhutjiswa emsebenzini ngendlela engakafaneli, singafaka isililo esikhulwini somnyango esiwusebenzelako, ekungiso ekufuze siqalisise indaba leyo, siqinisekise bona siyararululwa. Nayikhibe isikhulu somnyango siyabhalelwa ukurarulula umbango onjalo ngamalanga amatjhumu amabili, isithunywa esibangakwesi, singabawa isikhulu bona sisikimise ibhodi

yezokulamula ngamalanga alitjhumi. Nayikhibe ibhodi leyo nayo iyabhalelwa, lapho-ke isithunywa sesingadlulela eKhotso yezabasebenzi.

- (iii) Nayikhibe isililo namkha umbango umalungana nokungaphathi ngefanelo, namkha ukuthatha ihlangothi, okwenziwa mbuso njengoMqatjhi, umbango loyo undadluliselwa nakuMvikeli woMphakathi.

**Isibonelo 3:** Isithunywa esitjheja msinya bona izezo ezenziwa endaweni esisebenzela kiso azikhambisani nazo, singakhulumisana noMphathi waso, namakhaIsikhulu soMnyango esiwusebenzelako.. Nayikhibe asaneliseki ngetjhejo lendaba le, singayidlulisela kuMvikeli woMphakathi. Ngenca yamabanga athileko, isithunywa singakhetha ukuyokubonana noMvikeli-woMphakathi ngenyama.

#### **4.3.5 Umphathi ubophelelekile ekuthuthukiseni, ukukhuthaza abasebenzi bakhe kunye nokukhuphula ukusetjenziswa kwemithetho yezabasebenzi.**

Nayikhibe umbuso ufuna ukufinyelela kilokho okunqophileko, ekukwenzela umphakathi umsebenzi ngendlela efaneko, boke abaPhathi neenKhulu zembusweni bakatelelekile ukuqinisekisa bona boke abasebenzi babo baba nelwazi namakgono wokwenza imisebenzi yabo ngendlela efaneko, godu bakhuthaziwe ngokwenza imisebenzi leyo, kanti godu banethando lomsebenzi wabo, kobanyana bazokukgona ukukhuphula ukusetjenziswa komthetho. UmPhathi nakasakalukanela ukufinyelela kilokho, kufuze akhumbule nakhu okulandelako:

- (a) Ukuthuthukiswa kwabasebenzi kutjho bona umsebenzi osesikhundleni sokuPhatha kufuze -
  - (i) Azwisise bona ukuthuthukiswa kwabasebenzi kukhambisana nani;
  - (ii) Anande ahlola iimfuneko zokuthuthukisa abasebenzi;
  - (iii) Asungule ihlelo lokuthuthukisa abasebenzi bakhe;
  - (iv) Aqinisekise bona ihlelweni liyalandelwa;
  - (v) Ahlale abeke ilihlo elibukhali bona likhamba njani ihlelwelo.

**Isibonelo 1:** uMphathi kufuze, ngokuhlanganyela nomsebenzi osand'ukuqatjiswa baqalisise bona uthloga ukuthwasiswa ngakiliphi ihlangothi. Nasele kutholakele, iimfuneko zetwasiso leyo kufuze zisiwe ehlelweni lokuthwasiswa kwabasebenzi elikhambisana nomsebenzi awenzako osemtholweni wokuqatjiswa kwakhe. Kufuze kuhlelwe nomtlolelo wetwasiso, ozakutlolwa ituthuko yomsebenzi osand'ukuqatjiswa.

- (b) Ukukhuthazwa kwabasebenzi kutjho bona umphathi wabo kufuze-
  - (i) Kufuze azwisise bona ukukhuthazwa kwabasebenzi kukhambisana nani;
  - (ii) Kufuze ahlolisise bona bakhuthazeke kangangani abasebenzi bakhe;
  - (iii) Kufuze ahlolisise bona bakhuthazeke kangangani abasebenzi bakhe;
  - (iv) Asungule amagandango wokuthuthukisa izinga lokukhuthazeka kwabasebenzi nayikhibe kunefuneko yalokho;
  - (v) Ahlale alibeke ilihlo izinga lokukhuthazeka kwabasebenzi.
- (c) Ukusetjenziswa kwabasebenzi kutjho bona umPhathi kufuze –
  - (i) Azwisise bona ukusetjenziswa kwabasebenzi kukhambisana nani;
  - (ii) Ahlolisise izinga lokusetjenziswa kwabasebenzi;
  - (iii) Asungule amahlelo azaku-optimal utilize abasebenzi;
  - (iv) Ahlale akubeke ilihlo ukusetjenziswa kwabasebenzi.

**Isibonelo 2:** AbaPhathi/Iinkhulu kufuze zihlale ziqalisisa bona ungangani umsebenzi onikelwa abasebenzi bazo, nanokuthi abasebenzi labo bayakgona na ukuwenza ukuqinisekisa bona boke abasebenzi basetjenziswa ngokulinganako nangendlela efaneleko. Lokho kuyokwenza bona ubalekele ubujamo la abanye abasebenzi baba nomsebenzi omnengi khulu, bese kuthi abanye babe nomncani. Abasebenzi kufuze bakhuthazwe ukuzihlomisa nangelwazi leminywe imisebenzi ekungasi ngeyabo, nethuthukileko kuneyabo, kobanyana bazokwazi umsebenzi omnengi, babe nobubhadekelo nakwenzakako bona bafuneke eenkhundleni eziphezulu nakufika isikhathi.

- (d) Ukukhutjhlulwa kwemithetho yezabasebenzi kunye nokusebenzisana kwabo kutjho bona umPhathi kufuze-
  - (i) Azwisise bona imithetho yezabasebenzi kunye nendlela abasebenzisana ngayo zikhambisana nani;

- (ii) Ahlolisise ukuba ngendlela kwemithetho yezabasebenzi, kunye nokusebenzisana kwabasebenzi;
- (iii) Asungule amagadango nakunefuneko, wokuphucula umsebenzi nokubambisana kwabasebenzi;
- (iv) Ahlale abeke ilihlo bona ilandelwa ngendlela ingakho imithetho, nokusebenzisana ukhona na ebasebenzini.

**Isibonelo 3:** AbaPhathi/Iinkhulu kufuze zihlale ziwubeke ilihlo umoya wokusebenzisana kwabasebenzi babo, bangene balamule msinyana nayikhibe kuba nomsebenzi anande ararana nomunye.

**4.3.6 Umsebenzi usebenza ngokuthembeka, nangokwemfuno zomsebenzi wakhe nangokulingana nabanye abasebenzi, ngaphandle kokuqala bona bamhlobo bani, ubulili, ubutjhaba, umbala, benyula buphi ubulili, ubudala, ukurholaphala, ikolo, ihlangano yepolitiki, umbono, ikolelo, isiko nelimi.**

Umthethosisekelo, nomthetho wokuqatjha nowabasebenzi kunye nomthetho wenarha, uthi abasenzenzi bembusweni banelungelo lokuphathwa ngendlela efaneleko, nangelinganako. Nayikhibe ilungelo elinjalo liyaphulwa, abasebenzi sebangasebenzisa iinsombululi zemibango ezikhona emthethweni wemisebenzi yembusweni i-Public Service Act of 1994, nePublic Service Regulations kunye neLabour Relations Act ka-1995 namkha bangaya ekhotho yezomthethosisekelo, namkha eKhotho ePhakemeko, namkha kuMvikeli woMphakathi, ukuyokufuna isizo, kuzakuya ngokuthi yini abalila ngakho. Ngalokho-ke kuqakathekile bona baPhathi/ Iinkhulu zembusweni zazi bona kutjho ukuthini ukubaphatha abasebenzi ngokufaneleko, nangokulinganako.

(a) Ukusebenza ngokuthembeka ebasebenzini kutjho bona uMphathi kufuze -

- (i) Ahloniphe amalungelo (ngokwe-Common Law, umthethosisekelo, iLabour Law kunye neminye imithetho elandelwako) wabasebenzi;
- (ii) Anikele abasebenzi ithuba lokuveza ihlangothi labo;
- (iii) Avumele abasebenzi bona babe nomjameli nayikhibe babawile;
- (iv) Avume ukukhulumisana namkha ukubonisana nabasebenzi etjhatjhalazini.

**Isibonelo 1:** Akhe sithi umsebenzi ubekwa umlandu ngokungaziphathi ngefanelo, kufuze apathwe ngokwekambiso ethembekileko yezokukhalinywa, godu kungathathwa ihlangothi.

*Ikambiso ethembekileko yezokukhalinywa itjho kufuze kulandelwe imithetho ethileko yezokukhalinywa kwabasebenzi la umsebenzi kufuze -*

- Aziswe ngomlandu avulelwe wona;
- Aphiwe ithuba lokuveza ihlangothi lakhe ekundleni ekhalimako;
- Abe nelungelo lokuba nomjameli;
- Atjengiswe yoke imininingwana yomlandu wakhe;
- Aphiwe ithuba lokuzibilayeza.

Ukungathathi ihlangothi ngendlela eqinileko (*Substantive fairness*) itjho bona woke amaphuzu esele endlalwe etafuleni kufuze athathelwe phezulu njengokwenzekileko, ngaphambi kobanyana kuthathwe isiqundo.

(b) Ukusebenza ngokwekambiso yomsebenzi nabanye abasebenzi kutjho bona umPhathi kufuze –

- (i) Abe nelwazi eleneleko malungana nendaba leyo;
- (ii) Ayilalele msinyana imiyalo;
- (iii) Asebenzise ingqondwakhe ngokuzeleko endabeni leyo;
- (iv) Afake isandla naye kezomsebenzi, kobanyana umsebenzi uzokwenziwa ngefanelo/kurarululeke nemiraro ekhona;
- (v) Ahloniphe ilungelo labanye abasebenzi;
- (vi) Atjheje neemfuno zabanye abakhona.

(c) Ukusebenza ngokulingana nabasebenzi kutjho bona uMphathi kufuze-

- (i) Angabandlululi abanye abasebenzi nanyana kwenzenjani;
- (ii) Apathe abasebenzi ngokulinganako ngaso soke isikhathi;
- (iii) Asebenzise indlela efanako nakathatha iinqundo ezithinda abanye.

**Isibonelo 2:** Njengokuthi uMphathi anikele abasebenzi beSondo lakhe ilifu, kodwana abhale ukunikela amalunga welinye iSondo. Lokhu kutjho ibandlululo. Zoke iinqhema zeKolo namkha amaSondo kufuze kutjhejwe ngendlela efanako.

#### **4.3.7 Umsebenzi kufuze angenzi imisebenzi yehlangano yakhe yepolitiki, emsebenzini.**

Ngokomthethosisekelo , umbuso kufuze unganande ufaka ipolitiki nawenzela abantu imisebenzi. Lokho kutjho bona abasebenzi bambusweni kufuze benzele woke umphakathi wenarha le imisebenzi, bangakhethi. Umbuso nabasebenzi bawo wenzelwe ukusebenzela inarha ngokuzeleko, ngalokho-ke akukafaneli bona uthuthukise lokho okufunwa yihlangano ethileko ye-Politiki.

**Isibonelo 1:** Umsebenzi wembusweni owembethe iskipa esinesiqubulo sehlangano ethileko ye-Politiki nakasebenza ngomphakathi, ekukhupheni iimbhugwana, angahle asolwe ngokubandlulula, nayikhibe akakhuphi ibhugwana yomunye umuntu ngesikhathi esithileko, ngitjho nanyana ibanga lalokho mhlamunye selingaphezu komsebenzi wembusweni loyo. Kanti okhunye elinye ilunga lomphakathi kungenzeka lingaphatheki kuhle ukusizwa msebenzi wembusweni okhuphula ihlangano ethileko ye-Politiki endaweni yomphakathi.

**Isibonelo 2:** Umsebenzi ovumela amalunga wehlangano ethileko yepolitiki bona afumane ilwazi elithileko, phezu kobanyana ilwazelo lifanelwe ukubonwa ngiwo woke umphakathi, kodwana adime amanye amalunga wehlangano yepolitiki ilungelo lokufumana ilwazelo, kutjho bona ubhalelwa kukwenzela boke abantu umsebenzi, ngaphandle kokugqala bona bakuyiphi ihlangano yepolitiki.

## **4.4 UKWENZIWA KOMSEBENZI**

### **4.4.1 Umsebenzi usebenzela ukufinyelela iminqopho yeZiko alisebenzelako ngaphandle kokungezelela iindleko, godu abonelele iimfuno zomphakathi.**

Nabenza imisebenzi yabo yangamalanga, abasebenzi bambusweni kufuze bazibuze ngaso soke isikhathi bona lokhu abakwenzako kuyakhambisana na, nokwenzelwa kwabantu imisebenzi namkha kutjheja iimfuno zeenhlangano zabo kwaphela na. Lokhu kufuna bona boke abasebenzi babe nelwazi elizeleko leminqopho nalokho okubingwe ngemisebenzi yabo, nanoMnyango abawusebenzelako, godu nanemisebenzi abayenzako.

AbaPhathi/Iinkhulu eenkhundleni ngokuhlukahlukana, nabo kufuze bahlale bazibuza bona umsebenzi owenziwa babantu babo, inga kgani kunento oyenzako, ekwenzelweni kwabantu imisebenzi njengombana iminyango leyo kufuze iyenze.

Abasebenzi nabaPhathi kufuze bagade nokuthathwa komsebenzi ekufuze wenziwe ngomunye uMnyango.

**Isibonelo 1:** Njengokuthi umsebenzi udlala imidlalo ye-khompuyutha ngesikhathi somsebenzi. Lokho kunyefisa umoya wokuzibophelela emsebenzini, godu kweba nesikhathi(kunye nemali) somqatjhi. Nayikhibe umsebenzi akanamsebenzi angawenza, kufuze ayokutjela uMphathi wakhe, ukwenzela bona azokusetjenziswa laphokhunye.

**Isibonelo 2:** Njengokuthi Umphathi wesabelo seemali, kufuze atjhejisise nakasebenzisa iimali zombuso ezingaphasi kwakhe, ekufuze azisebenzise ehlelweni lakhe. Lokhu kufuna ihlelo elifaneleko, godu kubalekelwe iinqundo ezingakafaneli.

#### **4.4.2 Umsebenzi kufuze ahluzeke emcabangweni, nekwenzeni imisebenzi yakhe, avele namaqhinga amatjha wokurarulula imiraro evelako, godu athuthukise ukusebenza ngokulandela umthetho.**

Abasebenzi kufuze bazinikele ngokuzeleko ekwenzeni imisebenzi yabo. Kufuze basebenzise iingqondo zabo ngaso soke isikhathi, godu bagijimise ukuyenza msinyana nangendlela efunekako imisebenzi yabo, kobanyana bazokuveza imiphumela emihle. Nakwenziwa imisebenzi yangamalanga, kunande kuvela imiraro. Abasebenzi kufuze ngaso soke isikhathi babenendlela yokubalekela imiraro leyo msinyana, nangendlela engcono, godu kufuze bafune umukghwa ngeengqondo zabo ukukhandela imiraro leyo bona ingasabuya godu.

**Isibonelo 1:** Nayikhibe umsebenzi osebenzela ekorweni ekhupha iintifiketi, utjheja indaba yokuthi umphakathi awukeneliseki ngekambiso elandelwako nanesikhathi esithathwako ukukhupha iintifiketi lezo, umsebenzi loyo kufuze aqalisise ezinye iindlela zokwenza umsebenzi msinyana, nangendlela efaneleko, godu azise umPhathi wakhe bona yena ucabanga yiphi indlela emsinya.

**Isibonelo 2:** Nayikhibe umsebenzi osebenzela e-Ofisini elisiza umphakathi, utjheja bona abantu baba nemiraro yokufumana iindawo zokuPhaka namkha bajama isikhathi eside emijejeni, kufuze acabange iindlela zokurarulula imiraro leyo. I-Ofisi lomphakathi lelo, lingatjhidiselwa endaweni evulekileko, nekhambeka lula emphakathini, namkha kuvulwe elinye.

#### **4.4.3. Umsebenzi kufuze abambe isikhathi sokwenza imisebenzi yakhe.**

Abasebenzi bembusweni kufuze bazi bona, umsebenzi abawenzako uqakathekile, ngalokho-ke kufuze bazi bona umsebenzi wabo ufuna itjhejo elikhethekileko, isikhathi namandla. Abasebenzi kufuze benze imizamo yokuqinisekisa bona imisebenzi yabo bayiqeda ngeenkhati ezibekiweko.

Abasebenzi kufuze basebenzele ukuzikhuthaza bona ngokwabo, godu bathembeke nekwenzeni imisebenzi yabo ngokwemigomo nemithethokambiso ebekiweko, ngaphandle kokuthi kube nomuntu ozakunande abakhumbuza namkha abasele ngemuva.

**Isibonelo 1:** Njengokuthi umsebenzi ufika ngemva kwesikhathi emsebenzini, ngombana bekasePhathini ebusuku bayizolo ulele sekusebusuku khulu, yekeke nakunjalo abhalelwe kukwenza umsebenzi wakhe ngefanelo. Lokho kutjho bona umlandu ngokungaziphathi ngefanelo, nokucitha iimali zombuso.

**Isibonelo 2:** Nayikhibe umsebenzi kufuze aqedelele umsebenzi orhabekileko ngesikhathi abekelwe sona, kufuze asebenze ngamandla bona angadlulelwa sikhathi. Lokho kungafuna bona asebenze nangesikhathi setiye namkha sedina, nangemva kwesikhathi somsebenzi, namkha abawe isizo kubalingani bakhe nayikhibe umsebenzi loyo mkhulu-khulu bona ungenziwa mumuntu munye.

#### **4.4.4. Umsebenzi wenza umsebenzi wakhe ngefanelo nangendlela etjengisa ukuwazi.**

Abasebenzi kufuze bahlale bazibuza bona benelisekile na ngendlela abenza ngayo imisebenzi yabo, nokuthi ikhibe nje bebamalunga womphakathi enzelwa umsebenzi la, bona bebazokweneliseka na. Godu abasebenzi bembusweni kufuze bazibuze nokuthi babaphatha kuhle abanye abantu na(Abalingani babo, abaPhathi babo kunye nomphakathi) ngendlela ehlonipha isithunzi sabo namalungelo wabo, nokuthi batjengisa ukuba nelwazi, umusa , iesizo nokukgona umsebenzi na. Ikgono labo lokwenza imisebenzi yabo ngefanelo nangendlela etjengisa ukuwazi izakuya ngezanga lokuzwisisa imisebenzi ekufuze yenziwe, lokho okusabuyela endabeni yomsebenzi woMqatjhi nabasebenzi bona bathwasiswe emisebenzini abayenzako.

**Isibonelo 1:** Kesinye isikhathi umsebenzi osebenzela e-Khawuntareni usebenza ngomuntu ongazwisisiko bona kubayini ezinye izinto zenziwa ngendlela ethileko. Umsebenzi loyo, kufuze angasilingeki, kodwana kufuze ehlise umoya ahlathululele umuntu loyo amabanga walokho. Nayikhibe solo ilunga lomphakathi leli alizwisisi, umsebenzi wembusweni angatjhukumisa bona umuntu loyo asitlole phasi isinghonyoyilo sakhe, namkha mnikele ikheli lapho angathumela khona isinghonyoyilo sakhe.

**Isibonelo 2:** Nayikhibe umsebenzi wembusweni, umsebenzi wakhe kuphendula iinghonyoyilo ezitloliweko ezivela emphakathini, kufuze aqinisekise bona zoke iinghonyoyilo ziphendulwa msinyana, nokuthi iimpindulo zakhona zinamaphuzu afaneleko godu zitlolwe ngefanelo. La kungakgonakaliko bona kuphendulwe msinya, umsebenzi kufuze athumele impindulo evumako bona uyifumene incwadi yesinghonyoyilo.

**Isibonelo 3:** Umsebenzi osand'ukuqatjiswa, ubekwa e-Khawuntareni ngaphandle kokubekwa ilihlo nangaphambi kokuthi ayokufumana itwasiso efaneleko. Nanyana kungaba nokunghangha bona umsebenzi loyo, kufuze afunde umsebenzi ngokuwubona, kodwana kufuze kuvulwe amehlo ngomonakalo onngenzeka esithunzini soMqatjhi, nayikhibe umsebenzi omutjha loyo uyatjhapha namkha amakhastamu ayariyadiswa.

#### **4.4.5 Umsebenzi kufuze angazifaki esenzweni namkha igandango eliphikisana nokwenziwa komsebenzi wakhe.**

Nakufuze kubuyiswe bekuqiniswe ithemba lomphakathi embusweni, boke abasebenzi bembusweni kufuze benze imisebenzi yabo ngokuzinikela nangokuthembeka. Lokho kutjho bona nanyana basemsebenzini namkha bangasisemsebenzini abasebenzi bembusweni abakafaneli ukuzibandakanya ezenzweni ezi:

- (a) Ngathathwa njengokukhwabanisa nobukhohlakali;
- (b) Cabhela ekwenziweni kwemisebenzi yabo;
- (c) Ngathinda indlela abenza ngayo imisebenzi yabo;
- (d) Ngathinda ukuthatha kwabo iinqundo;
- (e) Ngahlazisa umbuso njengomqatjhi;
- (f) Ngathathwa njengezithatha ihlangothi lehlango ethileko.

Ukuziphatha kwabasebenzi bembusweni, basemsebenzini namkha bangasisemsebenzini, kufuze kube ngekokuthi uRhulumende nomphakathi bayabathemba ekwenzeni imisebenzi yabo, ngomnqopho munye nje tere wokutjheja iimfuno zomphakathi.

***Isibonelo 1:*** Umsebenzi osebenza ngokuhlola imitlolo yomthelo akakafaneli bona ngesikhathi somsebenzi namkha sakhe sokuzigedla , asize amalunga womphakathi abalekela ukubhadela umthelo ngokuthi azenzele imali eqadi, namkha ngokubazamela.

***Isibonelo 2:*** Umsebenzi wembusweni akakafaneli ukuba sebhodini yehlango namkha yebhizinisi esebenzisana noMnyango wombuso awusebenzelako.

#### **4.4.6 Umsebenzi kufuze azikhuphe esenzweni ezisemthethweni namkha ekuthatheni iinqundo, ezingenza bona kuzuze yena yedwa, lokho kufuze akuveze kumqatjhi wakhe.**

Nayikhibe abasebenzi bazizwa ingasuthi abasakgoni ukwenza imisebenzi yabo namkha ukuthatha iinqundo, ukube abanye abantu bababona ingasuthi abakafaneli ukungathathi iinqundo, kufuze bazitsomule msinyana lapho, ukuvikela ukuthembeka, ukungathathi ihlangothi kunye nesithunzi sombuso.

***Isibonelo 1:*** Nayikhibe umsebenzi wembusweni usebandleni eliyokuhlunga umuntu oyokungena esikhundleni esivulekileko, bese ufumana bona kunesihlobo sakhe esifake isibawo, esele sikhethiwe kebazokhulungwa, umsebenzi loyo kufuze azikhuphe ebandleno ngombana uyokubhalelwa kuthatha isiqundo. Umsebenzi loyo kufuze akuveze ngokukutlola phasi lokho.

**Isibonelo 2:** Nayikhibe umsebenzi wembusweni uyathindeka ekuthengweni kwebala la kuyokwakhiwa khona indawo kaRhulumende, bese kutholakala bona omunye wabantu ekuthengwa kibo indawo le, sihlobo salomsebenzi wembusweni . Umsebenzi wembusweni lo, kufuze azise isikhulu sakhe ngalokhu, bese uyazikhupha kiloyomsebenzi.

#### **4.4.7 Umsebenzi uvuma ukuba khona etwasisweni ekhona, neyokuzithukisa ebizelweni lakhe.**

Kumsebenzi wabaPhathi neenkulu ukuqinisekisa bona abantu babo bafumana itwasiso ekhona, kobanyana bazokukgona ukwenza imisebenzi yabo babodwa, godu bahlome nangelwazi lokuthukela phambili emabizelweni wabo. Nanyana kunjalo, woke umsebenzi kusemahlombe wakhe ukuthatha amagadango afaneleko wokuqinisekisa bona-

- (a) Unelwazi elizeleko godu uyazwisia bona yini elindelekileko kuye njengomsebenzi wombuso;
- (b) Unelwazi elizeleko godu uyazwisia bona kufuze ayenze njani imisebenzi yakhe;
- (c) Uthuthukisa ilwazi nekgono lakhe kobanyana lisetjenziswe nasele asesikhundleni esiphakemeko.

**Isibonelo 1:** Nayikhibe umsebenzi omutjha akazi bona kufuze ayenze njani imisebenzi yakhe, kufuze aqalisise umtlolo womsebenzi loyo, namkha abuze abalingani bakhe namkha uMphathi wakhe ngawo.

**Isibonelo 2:** Abasebenzi esele basebenze isikhathi eside embusweni bangahle batjengise ukungasabi nekareko kamanye amahlangothi womsebenzi wabo. Ngalokho-kungabasiza bona basebenzise ithuba letwasiso, njengokuthi baqedelele isifundo esimalungana neemfuno zomsebenzi wabo, namkha batlolise ezikweni lefundo ephakemeko, bathuthukise iimfuno zabo.

#### **4.4.8 Umsebenzi wembusweni uthembekile godu uyazi ngokusebenzisa iimali zombuso nokusebenzisa ipahla yombuso nezinye iinsetjenziswa ngefanelo, nangokomsebenzi wakhe, kwaphela nakayokwenza umsebenzi alayelwe wona.**

Umphakathi uyabathemba abasebenzi bembusweni ngamafa, ipahla kunye neemali zombuso, godu balindele bona abasebenzi laba bazisebenzise ngefanelo nangokuthembeka.

Abasebenzi bembusweni balindeleke nokuzisebenzisa ngokonga iimali zababhadeli bomthelo, ngendlela abasebenzisa ngayo ipahla neemali zombuso. Kuqakathekile bona

abasebenzi bembusweni bazi bona nakwehla iindleko zombuso, kwenziwa imisebenzi eminengi nefaneleko ebantwini, ngeensetjenziswa ezikhona.

**Isibonelo 1:** Nayikhibe umsebenzi wembusweni ukbona ukusebenzisa umtjhini wokufeksa, kufuze angathumeli namkha afumane amafeksi wakhe wangeqadi enze ingasuthi ngegomsebenzi. Nayikhibe ufuna ukusebenzisa umtjhini loyo kufuze abawe imvumo, godu abhadele ukuwusebenzisa.

**Isibonelo 2:** Umsebenzi wembusweni usebenzisa ipahla yombuso(Iinkoloyi, imitjhini, ifenitjhara, njalo njalo), budlabha namkha ngokunganaki bese ugcina ayilimaza. Lokho kutjho bona imali yombuso isetjenziswa ngendlela engakafaneli, godu uyaphunguka nomsebenzi engathana wenzelwa abantu, lokho ekungakhambisani neemfuno zabantu.

**Isibonelo 3:** Umsebenzi wembusweni usebenzisa ipahla yombuso(Nanyana yini, ukusukela ephepheni, ipensela namkha iinkoloyi) ukuphetha amabanga wakhe. Lokhu akukhambisani nomthetho, ngombana umuntu loyo akebeli umbuso nababhadeli bomthelo kwaphela, kodwana wenza umphakathi bona ungasawuhloniphi umbuso.

#### **4.4.9 Umsebenzi ukhuphula, iPatho, eyazisako, enobukgoni, evulekileko neyokuziphendulela.**

Ukukhutjhlwa kwepatho eyazisako, nevulekileko nenobukgoni, kutjho bona soke isakhamuzi senarha le sinelungelo elilinganako emisebenzini eyenziwa mbuso, ngefanelo, ngomusa nangobungani, ngaphandle kokuqala bona usebujameni obunjani namkha ungewobulili buni, namkha mhlobo bani njalo njalo. Ekulawuleni ipatho efaneleko, nezokuziphendulela, imithetho ekungephambili kunye nemigomo yomthethosisekelo kufuze ibekelelwe phambili. Ngaso soke isikhathi abasebenzi kufuze balinge ukuqeda imisebenzi yabo ngaphandle kokuriyada, godu kufuze balwelwe ukwenza umsebenzi wezinga eliphezulu, nanyana kumsebenzi ongakaqakatheki kangako abawenza ngalesosikhathi.

**Isibonelo 1:** Nayikhibe umsebenzi uyalwa bona ayokugadangisa ama-khophi wemitlolo ekufuze ikhanjiswe neencwadi eziya keminye iminyango, amakhophi layo kufuze ahlanzeke godu abonakale kuhle, ngombana atjho okukhulu ngoMnyango la abuya khona.

**Isibonelo 2:** Umsebenzi olawula iinthuthi zikaRhulumende, kufuze aqinisekise bona iincwadi ekutlolwa kizo amakhilomitha wenthuthi zeKoro yabo zikhamba kusenesikhathi, kanti zikhamba zitlolwe wo ke amakhilomitha eziwakhambileko.

**Isibonelo 3:** Yoke imitlolo kufuze itlolwe ngefanelo ukwenzela bona ikambiso elandelweko, nokutloliweko kuzokukhanya kuhle nayikhibe kusuka umbango namkha namkha kuvulwa iphenyo. Lokhu kuzokuqinisa ukuvulekelwa kwabantu mbuso.

**4.4.10 Umsebenzi kufuze abikele iinkhulu zakhe, ngokukhwabanisa, ubukhohlakali, ukuqatjhana ngobuhlobo, ukuphatha ngendlela engakafaneli kunye nezinye izenzo eziphambana nokulunga, namkha ezingakhambisani neemfuno zomphakathi.**

Ubukhohlakali butjho ukwandiswa kokwehla kwesimilo, khulu khulu ukufumbathisa nokukhwabanisa. Kanengi bukhambisana nobunye ubelelesi, njengokukhukhuthiswa kweendakamizwa, abasebenzi abangekho kodwana abafumana imirholo, ukukhwabanisa kunye nobelelesi obuhleliweko obungakhisimeza nomnotho. Kokuthoma izenzo ezifana nalezi, zihlukanisa umphakathi, ekuyinto eyingozi nengakafaneli emphakathini. Kanengi zivela emphakathini ingasuthi “bomasikhuphulane” (get rich quick). Kwesibili, zinyefula ukuba semthethweni kwerherho lezopolotiki, ngokuqeda ukuthembana nomdlandla, iziko lezokuphatha nalilahlekelwa sithunzi bese kwakheka umoya wokuthlayela kwelawulo, nokungasalandelwa komthetho. Kwesithathu, lokhu kukhinyabeza irherho lezomnotho. Ngokuthi, kuphikisana nokutjalwa kweemali, kungaba bosommali bangaphandle nebenarha le . Ubukhohlakali buqeda ithemba lomphakathi kunye nomdlandla ku-demokrasi. Sifanele bona sibuthindithe thindithi.

Kumsebenzi wabo boke abasebenzi ukubikela abaPhathi babo ngezenzo eziphambana nomthetho, ukuziphatha okungakathembeki namkha izenzo zobukhohlakali, msinyana nabazibona zenzeka. Izenzo zobukhohlakali kanengi zibangwa kuthlayela komthetho wokusebenza, ukuthlayela ukuziphendulela kombuso, kunye nokuqatjhana ngokwazana.

***Isibonelo 1:*** Umsebenzi, ophathiswe umsebenzi wokuthutha abanye abasebenzi ngekhumbe yombuso uyavumeleka ngamabanga abonakalako, bona angakhamba nayo kwakhe namkha kwabo . Nayikhibe abanye abalingani bakhe bambona ayisebenzisa njenge-Texi ekhamba ilayitjha abantu endleleni, ngombana afuna ukuzenzela iimpenyana, kufuze babikele uMphathi wkahe msinyazana. Nayikhibe akathathelwa amagadango arhabako, indaba le ingadluliselwa ku-Mvikeli woMphakathi.

***Isibonelo 2:*** Nayikhibe umsebenzi woMnyango wezokuThutha, umsebenzi wakhe ekukukhupha amathikithi wemitjhapho yabatjhayeli endleleni unikelwa imali yokufumbathisa ngomunye umtjhayeli, kufuze ayokubikela iinkhulu zakhe bona ayokutjhutjhiswa. Nayikhibe umsebenzi loyo uyayemukela imali afunjathiswa leyo, unomlandu wobukhohlakali.

***Isibonelo 3:*** Nayikhibe umsebenzi akathindeki ezenzweni zobukhohlakali, kodwana uyazi ngabalingani bakhe abazenzako, nayikhibe uyathula akabikeli iinkhulu zakhe, unomlandu ngokubalekela umsebenzi wakhe wokuphakamisa isithunzi sombuso. Eshlakalweni esinjalo, uthathwa njengosebenzisana nabenza ubukhohlakali.

#### **4.4.11 Umsebenzi unikela ngeseluleko esithembekileko, nesingathathi ihlangothi, ngokulandela loke ilwazi elikhona, eenkhulwini eziphezulu, nazimbawa isizo elifana nalelo.**

Abasebenzi nababawiwa bona banikele ngeseluleko eenkhulwini malungana nendaba ethileko, iselulekweeso kufuze sinikelwe ngokwesithunzi somsebenzi, ngokulandela imithetho yemisebenzi. Iselulekweeso kufuze singakhambisani nokuthanda umuntu, ukumhloya namkha ngokumenyula.

*Isibonelo:* Umsebenzi osebenza ngesililo somunye wabalingani bakhe, ekungazwelana naye, kufuze angagugudhleli amanye amaphuzu ekufuze aye kubaphathi enzela bona kuzokutjhejwa isililo somlinganakhe. Isenzo sokugugudhlela ilwazi, singakhinyabeza ukusebenza koMnyango loyo.

#### **4.4.12. Umsebenzi uzibamba njengefihlo iindaba, imitlolo nemikhulumiswano, ethathwa njengeyifihlo.**

Ukuvulekelana i-Transparency ngelesiyeni, kutjho bona woke umuntu unelungelo lokufumana ilwazi eliphethwe mbuso nayikhibe ilwazi elinjalo liyafuneka ukuvikela amalungelo athilekowomunye umuntu. Nanyana kunjalo, kunelinye ilwazi elithathwa njengeliyifihlo. Ezehlakalweni ezinjalo, kumsebenzi womsebenzi ukusebenzisa ifihlo, ngombana ukuvezwa kwelwazelo kungawulimaza umbuso.

*Isibonelo 1:* Kuzabe kukutjhapha okukhulu ehlangothini lomsebenzi ukunikela iimbikindaba ilwazi eliyifihlo, njengemvumelwana zeKhabhinethi, namkha umtamo womgomo wokwakhiwa kwakaRhulumende obusa ngalesosikhathi.

*Isibonelo 2:* Ilwazi elibekwe emitlolweni yabasebenzi, lithathwa njengeliyifihlo, kanti kufuze liphathwe njengefihlo ngaso soke isikhathi. Ilwazi elinjalo, akukafaneli bona linikelwe njenge-Nkampani zeTjhorensi namkha enye ihlangano yangaphandle, ngaphandle nje nayikhibe kunamabanga azwakalako wokwenza njalo, kanti godu kuphasiswa nabaphathi abaphezulu.

*Isibonelo 3:* Ukuthindana nge-Elektroniki

Ilwazi elilumelako neliyifihlo alikafaneli ukuthunyelwa nge-Fax linganamtlolo olivikelako noyeelelisako. Ifax enjalo kufuze iphasiswe mthumeli kunye nomamukeli wayo ngaphambi kokuthi ithunyelwe, ilwazi elikhethwe njengeliyifihlo ekulu alikafaneli ukuthunyelwa ngemitjhini esetjenziswa ngiwo woke umuntu, ngaphandle nje nayikhibe kuthethwe amagadango wokulivikela. Ngaso soke isikhathi ilwazi kufuze livikeleke ngokuqinileko, ngendlela ekukgonakala ngayo.

**ILAWULO LOKUBONA ILWAZI:** Ilwazi ngokuhlukahlukana kwalo kufuze lifinyelelwe ngabathileko eliya kibo. Ngaso soke isikhathi kufuze kuqinisekiswa bona irhelo lelawulo lokuhlola ilwazi liyalandelwa. Amalungelo wokufinyelela ilwazi kufuze asetjenziswe ngokwekoro yebhizinisi. Omunye nomunye umsebenzi kufuze asebenzise yakhe i-password, kungathiwa bayisebenzisa bababili namkha ngaphezulu. Ukungena elwazini ngokusebenzisa i-remote, kufuze kulawulwe ngefanelo ngeenomboro ezitjengisako bona kngubani oyisebenzisako lo. Umuntu wangaphandle uvunyelwa elwazini elinjalo, nayikhibe akunabungozi.

**I-EMAIL NE-WWW:** Kufuze isetjenziselwe umsebenzi kwaphela, ingasi ngendlela elimazako nengasisemthethweni. Ukuthunyelwa kwemitlolo eqakathekileko kufuze kuphekelelwe mitlikitlo efaneleko yesandla neyomtjhini. Kufuze kuqinisekiswa ibhoduluko enganamulwana, ama-email asolisako kufuze angavulwa. Kufuze kungasetjenziswa imitlolo evikelwe mthetho bona ingasetjenziswa, kuhlolisiswe ilwazi, ilwazi nalithethwe laphokhanye kutjhiwo bona lithethwe kuphi.

**UKUVIKELA ILWAZI:** Ilwazi eliyifihlo kufuze lithunyelwe ngomtlolo otlikitlwe ngesandla. Kufuze kukatelelwe ukusetjenziswa kwamagadango wokuvikela, kwaziswe nabo boke abasebenzi. Indlela yehlonipho, yokuthi imitlolo la ithunyelwa khona iphathwe njani, kufuze isungulwe ngaphambi kokuthi ilwazi lithunyelwe. Ukuvikelwa kwelwazi kufuze kungagcini kuma-password kwaphela, kufuze kube nezinye iindlela ezifana nezokuthi kube mumuntu kwaphela okwazi ukulifinyela. Basebenzi abagunyazwe ziinkhulu kwaphela ekufuze bakhulume neembikindaba. Iinkulumo zabo, kufuze zihlelwe kuhle godu zikhambisane nomgomo. AmaKheli, neenomboro zamaFax kufuze ziqinisekiswa ngaphambi kobanyana kube nelwazi elikhutjhwako.

**UKULWA NOBELELESI BAMA-KHOMPUYUTHA.** Kufuze kuqinisekiswa ivikeleko lezinga eliphezulu leentambo zokuthindana. Kufuze kunande kwenziwa ukuhlolwa, ukulemukisa abasebenzi bona kungakhandelwa bunjani ubelelesi beentambo zokuthindana. Kufuze kuqinisekiwe bona kunabanamakgono wokulungisa amalayini layo msinyazana. Ubufakazi kufuze bungararhwa ngombana buza ngendlela yemitjhini. Ubelelesi ngeentambo zamaKhompuyutha, buyajezisela ngokomthetho i-Electronic Communications and Transaction Act, kunye ne-Interception and Monitoring Act kunye neminye imithetho elwa nobelelesi. Kufuze kuqinisekiswa bona abasebenzi bahlala bavule amahelo ngobelelesi obufana nalobo.

#### **4.5 UKUZIPHATHA KUNYE NEZENZO EZISEQADI, EZINGAKHAMBISANI NOMSEBENZI.**

##### **4.5.1 Umsebenzi wembatha kuhle begodu uziphatha ngendlela ezokuthuthukisa isithunzi sombuso.**

URhulumende nomphakathi balindele ukubona abasebenzi bembusweni baziphatha ngokwefanelo yomsebenzi. Lokho kutjho, ukufika ngesikhathi emsebenzini, ukuba ngebathatha amagadango wokuthoma, ukuzibophelela, ukuba namakgono ekwenzeleni abantu imisebenzi. Abasebenzi bembusweni kufuze bembathe bahlanzeke godu

bahlonipheke ngaso soke isikhathi. Abasebenzi bembusweni , khulu khulu labo abasebenza bunqopha nomphakathi kufuze bangembathi madlakadlaka, namkha ngendlela engakahlanzeki

***Isibonelo 1:*** Abasebenzi bembusweni, khulu khulu labo abasebenza bunqopha nomphakathi, abakafaneli, njengokuthi basebenze ngerhembe elidabukileko, nebhokati ezintunja-ntunja.

***Isibonelo 2:*** Umsebenzi wembusweni akakavumeleki ukuza emsebenzini engakahlanzeki. Akhe sithathe, njengomsebenzi osebenza esangweni leentjhabatjhaba lokungena enarheni le, uza emsebenzini angakatjhefi, godu anuka notjwala phu, isenzo esinjalo siyokwakha isithombe esimbi ngeSewula Afrika, lokho okuyoyilimaza kokucina inarha le.

#### **4.5.2 Umsebenzi kufuze aziphathe kuhle, ehlangothini lamarhamulo namkha nanyana yini okudakako.**

Abasebenzi abakafaneli ukusela utjwala namkha badle nanyana yini engabadaka emsebenzini. Nangaphandle kwehlazo abangalenza, lokho kungabathikazisa nalokhuya nasele benza umsebenzi wabo, nalokhuya bakhuluma nabanye abasebenzi kunye nomphakathi.

Isimilo esihle kunye nomoya wokusebenzisana ebasebenzini kuqakathekile ekuthuthukeni kombuso. Abasebenzi bembusweni abakafaneli ukuzihlazisa phambi kwabalingani babo ngokurhurhulela iinselo ezidakako ngesikhathi somsebenzi .

Ngitjho nanyana umsebenzi angasisemsebenzini, uhlala amsebenzi wembusweni, ngalokho-ke kufuze aziphathe kuhle ngaso soke isikhathi angazokuhlazisa umbuso.

***Isibonelo 1:*** Umphathi orhamula khulu nakunePhathi yomsebenzi, bese ugcina sekaburhiqwa uyazihlazisa phambi kweenkhulu zakhe, nabalingani bakhe kunye nabantu abasebenza ngaphasi kwakhe. Lokhu kungakhinyabeza ukusebenza ngefanelo kwehlangothi aliphetheko.

***Isibonelo 2:*** Nayikhibe umsebenzi , khulu khulu lo osiza umphakathi, ufika emsebenzini anuka utjwala(mhlamunye nje usadakiwe) unomlandu wokungaziphathi kuhle, kanti ukuziphatha kwakhe kungasilimaza isithunzi nokuthembeka kombuso. Kuqakathekile ukwazi bona ukuziphatha ngaleyondlela, kutjho ukubhalelwa kuziphatha ngefanelo, kanti umsebenzi owenza lokho angavulelwa umlandu ngokwenza njalo.

**4.5.3 Umsebenzi wembusweni, akakafaneli ngaphandle kwemvumo etoliweko ebuya kuMphathi woMnyango awusebenzelako, ukwamukela izipho zakhe zangeqadi, azuze namkha afumane okufana nemali (isipho esibiza ngaphezu kwe-R350) kunanyana ngubani, asemsebenzini, ngombana lokho kungathathwa njengesenzo sokufunjabhiswa.**

Umuntu nakaqatjhwa njengomsebenzi wembusweni, ukuqatjhwa lokho kukodwa kutjho okukhulu. Kutjho bona umuntu loyo uthengisa ikgono nelwazi lakhe embusweni, kanti uzokubhadelwa ngemali yomthelo ebuthelwa emphakathini, godu bese ke yena unikela ngomsebenzi ophambili ngokwefanelo nangokuzinikela.

Abasebenzi bembusweni kunye nomphakathi kufuze bazwisise bona, ngaphandle nje nayikhibe kutjho umthetho bona ilunga lomphakathi libhadale enye imali ngaphezulu ngomsebenzi owenziwa mbuso –isibonelo\_njengalokhuya nakufuneka imali ethileko yokutlolisa ibhugwana kamazisi, ayikho enye imali namkha isipho ekufuze sikhutjwe. Umgomo lo kufuze ufakwe kiyo yoke imitlolo yomsebenzi, kanti godu kufuze ubekwe ubonakale emakhiweni yomphakathi bona umphakathi uzoyifunda. Nayikhibe kunemali efunekako ngomsebenzi owenziweko embusweni, lokho kufuze kuvezwe ngokukhanyako esibawenoi somtlo loyo.

Kanti nazo iinkampani zangeqadi ezisebenzisana nombuso kufuze zilenyukiswe bona embusweni, ukufumana isizo namkha izipho, kulawulwa migomo esemthethwenisisekelo, elawula umbuso, efuna izinga eliphezulu lokuziphatha ngokwefanelo yomsebenzi. Iminikelo yezipho, isekelo leemali, iinsetjenziswa zokuzazisa, iimemo zedina njalo njalo, kufuze koke lokhu kungasetjenziswa njengencenye yokuzazisa embusweni, ngombana lokho kwacha umoyana wokuthi iinkhulu ezithatha iinqundo ziqale lokho, kanti lokho kungabonakala kungasiliphaliswana elithembekileko kezinye iinkampani ezincani mhlamunye ezingakgoniko ukwenza koke lokhu okwenziwa ngezikulu.

Njengombana lokhu kuhlala kumraro esikhathini esinengi, imithetho-kambiso elandelako yenzelwe ukusiza iminyango kaRhulumende malungana nalokhu esikhulume ngakho. Akukgonakali ukunikela iminyango ikambiso ezwakalako ekufuze iyilande, kunalokho iminyango le kufuze iye eKomitjhinini yezemisebenzi yembusweni ukufumana iseluleko nayikhibe iyazaza malungana nokutjheja ubujamo obuthileko obungavela.

Ukwamukela izipho namkha okhunye okuthengwako kunanyana ngubani namkha kunanyana ngiyiphi iKampani efuna itjhejo langokomthetho, esebenzisana nombuso, kungenziwa kwaphela ngencwadi ephasiswe sikhulu soMnyango loyo.

Kuqakathekile ukwazi bona izipho nesizo elivela kinanyana ngubani, ngaphandlekwelunga lomndeni, kufuze kwaziswe abaPhathi ngazo. Izipho ekufuze zivezwe ngezibiza ngaphezu kwe-R350. Abasebenzi bembusweni nabo bangayozibuzela eKomitjhinini yezemisebenzi yembusweni, nayikhibe kuna lapho bazaza khona malungana nokwamukela izipho.

#### **4.5.4 Umsebenzi akasebenzisini namkha aveze ilwazi langokomthetho ukuzifumanela okuthileko namkha ukufumanela abanye okuthileko.**

Abasebenzi bembusweni abasebenza ngelwazi lombuso elilumelako, eliyifihlo nekufuze lingavezwa, abakafaneli ngitjho nanyana sekwenze njani, baveze ilwazelo, ngaphandle nje nabanemvumo yokwenza njalo. Ilwazi lombuso alikafaneli ukunikelwa namkha lisetjenziswe ngomnqopho wokuzuzisa komuntu namkha abantu, namkha ukusekela umoya wokuphikisana nabanye. Kuqakathekile bona abasebenzi bembusweni batjhejisise bona ukuvezwa kwelwazelo, kuzowusiza na umbuso. Kufuze bazwisise bona ukuvulekelana akutjho bona sekufuze kukhutjwe ilwazi ngokubandlulula. Njengombana kungakgonakali ukunikela ngemithetho-kambiso ezeleko yokuthi ngiliphi ilwazi elingakhutjwa, liphiwe ubani, abasebenzi bembusweni balenyukiswa bona bafune imvumo eenkhulwini zabo, nayikhibe abanasiqiniseko bona benze njani.

*Isibonelo 1:* Ukuvezwa kwendlela elandelwako nakuyokukhethwa, namkha ukuveza imibuzo yokuhlungwa emntwini osayokuhlungelwa isikhundla esithileko, lokho akuzokubonelela ngendlela engakafaneli abanye abantu kwaphela, kodwana kukhinyabeza namalungelo walaba abanye abantu abasazokuhlungwa, wokuphalisana ngokulinganako esikhundleneso somsebenzi.

*Isibonelo 2:* Nayikhibe umsebenzi, ngokuqala ubujamo bomsebenzi wakhe, unelwazi ngehlelo likaRhulumende lokukhuphula intengo yezindlu zendawo ethileko, umsebenzi loyo akakafaneli ukusebenzisa ilwazelo ukuzenzela imali namkha ukusiza iinini nabakhozi bakhe

#### **4.5.5 Umsebenzi akakafaneli, ngaphandle nje nayikhibe unemvumo, ukwenza umsebenzi ozambhadela ngaphandle komsebenzi aqatjhelwe wona, namkha asebenzise iinsetjenziswa ze-Ofisi lakhe ukwenza umsebenzi wangeqadi.**

Abasebenzi baqalwe bona banikele ngamakgono nesikhathi sabo soke ukusebenzela umbuso njengomqatjhi. Ubunjalo neemfuno zomsebenzi wembusweni, zenziwe ngendlela yokuthi umbuso nomphakathi bangathindeka kumbi ngomsebenzi wembusweni owenza umsebenzi wangeqadi ombhadelako ngitjho nanyana angasisemsebenzini. Ngalokho ke ukatelelekile umsebenzi wembusweni ukufumana imvumo yokwenza umsebenzi wangeqadi ombhadelako.

*Isibonelo 1:* Njengokuthi umsebenzi wembusweni abe nesandla ebhizinisini. La kunesivumelwana sokuthi abe sebhizinisini leyo ngemva komsebenzi kwaphela. Athi angakalindeli, umsebenzi wakhe wembusweni umfune bona asebenze nesikhathi esingezelelweko i-(overtime). Umphumela walokhu ungagcina ngokutjhayisana kweemfuno, ukurareka kunye nokuthi atjheje amahlangothi amabili.

***Isibonelo 2:*** Udorhodere oqatjhwe esibhedlela sombuso, akakafaneli ngaphandle nje kwaphela nakanemvumo evela esikhulwini soMnyango wakhe, ukwenza amatorhwana ambhadela ngeqadi e-surgery yomkhozakhe, namkha asebenzise imitjhoga yombuso emsebenzini loyo.

***Isibonelo 3:*** Umsebenzi wembusweni owenza omunye umsebenzi wesibili nakatjhayisa embusweni, lokho kutjho bona ulala ebusuku khulu. Umphumela walokho kukuthi umsebenzi loyo uyadinwa emini, lokho kumenza angakgoni ukwenza umsebenzi wakhe ngokwezinga ekuqalwe bona awenze ngalo. Lokho akukhambisani neemfuno zomphakathi, kanti godu kutjho ukucitha iimali zababhadeli bomthelo.

## **IKHASI 2**

### **UMTHETHO WOKUZIPHATHA KWABASEBENZI BEMBUSWENI**

#### **A. UMNQOPHO**

A.1 Boke abasebenzi bembusweni balindeleke bona balandele umthetho wokuziphatha otlolwe ekhasineli, kobanyana bazokutjengisa ukusebenza kweendinyana zomthethosisekelo ezimalungana nombuso.

A.2 Umthetho lo kufuze uthathwe njengekambiso engalandelwa, kubasebenzi, bona yini ebalindeleke bona bayenze, ngokuziphatha kwabo kunye nobudlelwana babo nabanye abalingani babo. Ukulandela umthetho lo kuqalwe bona kuthuthukise ukuziphatha okufaneleko emsebenzini, kusize nangokuqinisekisa ukuthenjwa kombuso.

#### **B ISINGENISO**

B.1 Kunefuneko yokutjengisa abasebenzi bembusweni indlela ekufuze bayilandele, malungana nobudlelwana babo nebandla lesibethamthetho, abosopolotiki neenkhulu, nabanye abasebenzi kunye nomphakathi, kunye nokutjengisa umoya abasebenzi ekufuze benze ngawo imisebenzi yabo, yini ekufuze kwenziwe ukukhanda ukutjhayisana kwemibono, nokuthi yini elindelekileko kibo ngokuziphatha kwabo ngeqadi naphambi komphakathi.

B.2 Nanyana umthetho wokuziphatha kwabasebenzi bembusweni lo watlolwa ngendlela yokuthi uzwakale, akumithetho edinisako. Nanyana kunjalo, iinkhulu zeminyango yembusweni, ngokuqala imisebenzi yazo ngokwendinyana u-7(3)(b) womthetho wokulawula nokuphatha ngefanelo iminyango yazo nokuqinisa ukusebenza komthetho, kusemahlombe wazo ukuqinisekisa bona abasebenzi bazo balandela imithetho nemigomo ebekiweko elawula i-Ofisi lombuso ngokomthetho lo. Isikhulu soMnyango kufuze iqinisekise bona abasebenzi baso ahlonyisiwe ngemithetho le, begodu bayayivuma godu bayayilandela.

B.3 Ngalomthetho wokuziphatha kwabasebenzi kubingwe okuhle kodwa, nokuthuthukisa kuziphatha okusibonelo esihle. Nakangahlomb' ukulandela lomthetho, umsebenzi uzokutholakala amlandu ngokungaziphathi ngefanelo, kanti angakhalinywa ngokwesivumelwana esihlanganyelweko esitjheje ihlangothi leli, nayikhibe uphula nanyana ngiyiphi indinyana yomthetho wokuziphatha kwabasebenzi bembusweni.

## **C UMTHETHO WOKUZIPHATHA EMSEBENZINI.**

### **C.1 UBUDLELWANO NESIBETHAMTHETHO NEBANDLA ELIPHETHEKO**

Umsebenzi -

- C.1.1 Uthembekile eRipablikini le, godu uhlonipha umthethosisekelo, godu uyawulandela nakenza umsebenzi wakhe.
- C.1.2 Ubekelela phambili iimfuno zomphakathi nakenza umsebenzi wakhe.
- C.1.3 Ulandela imigomo kaRhulumende ngokuthembeka, nakenza umsebenzi wakhe njengombana kutjho yoke imitlolo yembusweni.
- C.1.4 Ulwela ukuziyeza nokulandela yoke imithetho yembusweni neminye imiyalo elandelwako emalungana nokuziphatha nokwenza umsebenzi.
- C.1.5 Ubambisana namanye amaziko kaRhulumende khiwe ngaphasi komthetho nomthethosisekelo, ekufezeni iimfuno zomphakathi.

### **C.2 UBUDLELWANO NOMPHEKATHI**

Umsebenzi -

- C.2.1 Ukhuphula ibumbano netuthuko yesitjhaba seSewula Afrika, nakenza umsebenzi wakhe;
- C.2.2 Uzokusebenzela umphakathi ngaphandle kokuthatha ihlangothi, kobanyana abantu bazowuthemba umbuso;

- C.2.3 Unomoya ophasi , unesizo godu uyatholakala ekwenzeleni umphakathi umsebenzi, kanti ngaso soke isikhathi uphatha amalunga womphakathi njengamakhastamu afaanelwe ukwenzelwa umsebenzi ngezinga eliphezulu;
- C.2.4 Uyabutjheja ubujamo nalokho okutswenya umphakathi, nakenza umsebenzi wakhe , nalokhuya kuthathwa iinqundo eziwuthindako;
- C.2.5 Ubophelelekile gomsebenzi ukuthuthukisa nokukhuphula boke abantu beSewula Afrika;
- C.2.6 Akabandlululi amalunga womphakathi, ngokobutjhaba ubulili, indabuko, umbala, ithando lobulili obuthileko, ubudala, ukurholophala, ikolo, ihlangano yepolotiki, umbono, ikolelo isiko kunye nelimi;
- C.2.7 Akasebenzisi butjhulweni isikhundla sakhe embusweni ukukhuphula iimfuno zananyana ngiyiphi ihlangano yepolotiki namkha isiqhema esithileko;
- C.2.8 Uhlonipha godu avikele isithunzi sawo woke umuntu, kunye namalungelo wabo njengombana kusitjho umthethosisekelo;
- C.2.9 Uyalitjheja ilungelo lomphakathi lokufumana ilwazi, ngaphandle nje kwelwazi elithileko elivikelwe mthetho.

### **C.3.1 UBUDLELWANA PHAKATHI KWABASEBENZI.**

Umsebenzi –

- C.3.1 Usebenzisana ngokuzeleko nabanye abasebenzi ukuthuthukisa umphakathi;
- C.3.2 Ulandela yoke imiyalo ayinikelwa mumuntu ogunyazwe bona amnikele, nayikhibe imiyalo leyo ayiphikisani nomthethosisekelo namkha omunye umthetho;

- C.3.3 Uzijamisela kude nezenzo zokubonelela iinhlobo nabakhozi emisebenzini thinda umsebenzi wakhe, kanti godu akasebenzisi amandla anawo namkha enze omunye umsebenzi enze okungakafaneli, kanti kwasayena akaragelwa ngabanye bona asebenzise amandla wakhe ngendlela engakafaneli;
- C.3.4 Usebenzisa iindlela ezifaneleko ukuzwakalisa iinlilo zakhe namkha ukuzijamela bunqopha;
- C.3.5 Ubophelekile etuthukweni ephambili, ukukhuthaa, nokusebenzisa abasebenzi kunye nokuphakamisa ubudlelwano obubonakalako bezabasebenzi nokukhulumisana kwabo;
- C.3.6 Usebenza ngokuthembeka, ngokwefanelo yomsebenzi nangokulinganako nabanye abasebenzi, ngaphandle kokuqala Ubutjhaba babo, ubulili, indabuko, umbala, ithando lobulili obuthileko, ubudala, ukurholophala, ikolo, ihlangano yepolitiki abakiyo, umbono, ikolelo, isizo nelimi;
- C.3.7 Uzijamisela kude nemisebenzi yehlangano yepolitiki emsebenzini.

#### **C.4 UKWENZIWA KOMSEBENZI**

Umsebenzi –

- C.4.1 Ukalukanela ukufeza iminqopho yeziko lombuso alisebenzelako ngokwehlisa iindleko, nangokubonelela umphakathi;
- C.4.2 Uza nemibono emitjha eyakhako, kanti godu uvela namaqhinga wetuthuko ekurarululeni imiraro, kanti godu uthuthukisa ukusebenza ngefanelo ngokulandelwa komthetho;
- C.4.3 Ubamba isikhathi ekwenzeni imisebenzi yakhe;
- C.4.4 Wenza umsebenzi wakhe ngefanelo nangendlela etjengisa ukuba nekgono lawo;
- C.4.5 Akazifaki egadangweni eliphikisana namkha elitjho ukuliyeka kwkahe ekwenzeni umsebenzi wakhe aqatjhelwe wona;

- C.4.6 Uzozikhupha egadangweni langokomthethonamkha ihlelo lokuthathwa kweenqundo lingamenza bona azuze, kanti nakunjalo umsebenzi kufuze avezele iinkhulu ngendlela efaneleko;
- C.4.7 Kusemahlombe wakhe ukuqinisekisa bona uba khona nakunesifundo esikhona, godu nokuzithuthukisa ebizelweni lakhe;
- C.4.8 Uthembekile godu uyaziphendulela ekusebenzeni egeemali zombuso, godu usebenzisa ipahla yombuso neminye imithombo yakhona ngendlela efaneleko, nebonakalako, godu wenza ngayo umsebenzi ogunyaziweko kwaphela;
- C.4.9 Uthuthukisa ipatho, efaneleko, nebonakalako Nevulekilekonenokuziphendulela;
- C.4.10 Nakasemsebenzini, ubikela iinkhulu zakhe ukukhwabanisa, ubukhohlakali, ukuqatjhana ngokwazana , ukuphatha ngendlela engakafaneli nazo zoke izenzo ezithathwa njengomlandu;
- C.4.11 Unikela ngeseluleko esiliqiniso nesingathathi ihlangothi, ngokuqala loke ilwazi elikhona, eenkhulwini eziphezulu nazimbawa bona aphose lobubodhlana;
- C.4.12 Uhlonipha ukuba yifihlo kweendaba, imitlolo kunye nemikhulumiswano, ethathwa njengeyifihlo.

## **C.5 UKUZIPHATHA NEZENZO ZANGEQADI**

Umsebenzi –

- C.5.1 Nakasemsebenzini, umbatha godu aziphathe ngendlela ephakamisa isithunzi sombuso;
- C.5.2 Uziphatha kuhle malungana nokurhamula iinselo ezidakako, namkha nanyana yini okudakako;

- C.5.3 Akakafaneli, ngaphandle nje nayikhibe unemvumo etloliweko ebuya kumPhathi woMnyango wakhe, amukele izipho, inzuzo ( koke okubiza ngaphezu kwe-R350) kunanyana ngubani asemsebenzini, ngombana lokho kungafaniswa nokufunjathiswa;
- C.5.4 Akavezi namkha asebenzise nanyana ngiliphi Ilwazi, ngombana afuna ukuzuza yena ngokwakhe;
- C.5.5 Akathomi, ngaphandle kokufumana imvumo, enze umsebenzi wangaphandle ozambhadela, namkha asebenzise iinsetjenziswa zomsebenzi wakhe, ukwenza umsebenzi wangaphandle.