UMQULU WENGCACISO WOMGAQO WOKUZIPHATHA WEENKONZO ZASEBURHULUMENTENI

UMKHOMBANDLELA OPHATHEKAYO WEENKQUBO ZOKUZIPHATHA EZIVUMELEKILEYO KUMAZIKO ENGQESHO

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IMIGAQO NEMIQATHANGO

EYOKUQALA ELISHUMI YEENKONZO ZASEBURHULUMENTENI EMZANTSI AFRIKA

Ngoko Mgaqo Siseko weli loMzantsi Afrika (isiqendu 10) kulindeleke ukuba Iinkonzo zaseBurhulumenteni…

- Zilawulwe yimigaqo nemiqathango echankatha kulawulo lwedemokrasi njengoko kubhaliwe kuMgaqo Siseko;
- zimilisele zikhuthaze umgangatho ophezulu wemikhwa yokuziphatha esesikweni nechubekileyo;
- zikhuthaze indlela egqibeleleyo eyongayo neneziqhamo yokusetyenziswa kwezinto okanye impahla karhulumente;
- zibe neenjongo zophuhliso;
- zibonelele ngenkonzo ngokungakhethe cala, ngokungenabatha nangokulinganayo kungekho namkhethe;
- zisabele ikhwelo leemfuno zoluntu zikhuthaze nokuba uluntu luthabathe inkxaxheba kwimibandela ephathelene nomgaqo-nkqubo;
- zibe nako ukuziphendulela nokumela amanyathelo azo;
- zingabi nazimfihlo, zinike uluntu iinkcukacha eziyimfuneko ngexesha elichanekileyo, iinkcukacha ekulula ukuba zifumaneke eluntwini nezichanekileyo;
- zikhuthaze ulawulo olululo lwemibandela ephathelene nabasebenzi nophuhliso lwabasebenzi ukuphucula izakhono zabo;
- zibandakanye bonke abemi beli loMzantsi Afrika, isiseko samanyathelo okuqashwa kwabasebenzi nolawulo lwabasebenzi sibe sisakhono sokwenza umsebenzi, kuvelelwe zonke iinkalo xa kuthatyathwa isigqibo, ngokungenabatha ndawonye nokuqondisa ukungalingani kwamandulo.

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1. INTSHAYELELO

Ikomishoni Yeenkonzo Zaseburhulumenteni inikwe igunya phantsi kwemiqathango yomgaqo siseko weli ka 1996 ukuba ikhuthaze imilisele umgangatho ophezulu wemikhwa yokuziphatha echubekileyo kwiinkonzo zaseburhulumenteni ngokubanzi. Umgaqo wokuziphatha weenkonzo zaseburhulumenteni waabhengezwa ngo 1997, waziswa ngokubanzi kwiiseshoni zokuwuhlafunisisisa namagosa kurhulumente wesizwe namaphondo. Ibe yimfuneko ke kwanokuba kuqulunqwe ingcaciso elula ngoMgaqo Wokuziphatha ukuqinisekisa ukuba iza kucaca kuye wonke ubani indlela oza kubachaphazela ngayo abantu nendlela oza kusetyenziswa ngayo.

Egameni Lekomishoni Yeenkonzo Zaseburhulumenteni, Ndiziva ndinelunda ukuba ibe ndim ncakasana odlulisela kumagosa axelenga kwiinkonzo zaseburhulumenteni zeli LoMzantsi Afrika lomqulu wengcaciso wemigaqo yokuziphatha Kwabasebenzi Baseburhulumenteni. Umgaqo wokuziphatha kwabasebenzi yintsika engundoqo kwisiseko solawulo olungenamakhwiniba nokuziphatha kwabasebenzi baseburhulumenteni. Ukwachaphazela neminye imiba efana nokuhlonitshwa kwamalungelo oluntu, ulawulo, ukumela nokunika ingcaciso ngezenzo zakho, ulawulo lorhulumente olungenazimfihlo, ukuziphatha komntu ngamnye, nomdla womnntu ngamnye kwizinto ezingaphathelananga nomsebenzi.

Ikomishoni Yeenkonzo Zaseburhulumenteni ibongoza bonke abasebenzi baseburhulumenteni, ukuqala kokwinqanaba eliphantsi ukuya kutsho kweliphezulu ukuba bazibonakalise ngezenzo ukuba bayiqonda ngqo inkqubo nemiyalelo equlethwe kuMqulu Wemigaqo yokuziphatha. Ikwa sisigunyaziso esiyakukhokelela ekubeni uluntu ngokubanzi lubonelelwe ngempumelelo ngeenkonzo. Kubalulekile kwa nokuba amagosa okanye abasebenzi ibe ngumthetho abazimisela wona ukuba bangazamkeli izipho nokunye abakuthenjiswayo kuba oko kungatolikwa nje ngokunyotywa.

Sothulela umnqwazi ke bonke abaphathi namagosa abe negalelo ekukhuthazeni nasekwaziseni Umgaqo Wokuziphatha Wabasebenzi baseburhulumenteni. Ningadinwa nangomso, nihlale niyithwele ledyokhwe yomcelingeni wokukhuthaza ngobugcisa intlalo yabantu echubekileyo kwiinkonzo zaseburhulumenteni.

Ikomishoni Yeenkonzo Zaseburhulumenteni ithemba ukuba lomqulu uya kuba sisikhokelo esiluncedo ekukhuthazeni ukunyaniseka nobulungisa kumaziko engqesho ikhuthaze nangaphezulu kuthi sonke namalinge okutshayela neengcambu urhwaphilizo nobuqhopholo kweli loMzantsi Afrika.

Okokugqibela ndithanda ukubongoza bonke abasebenzi baseburhulumenteni ukuba baqinisekise ukuba ukuziphatha kwabo kuchankcatha kwimigaqo nemiqathango elawula iinkonzo zaseburhulumenteni kwa nokuba baziqhelanise Nemigaqo yokuziphatha Nalomqulu wenkcazelo.

Njing. SS Sangweni
Usihlalo Wekomishoni Yeenkonzo Zaseburhulumenteni

2. UMBULELO

Inkqubo yokuqulunqwa kwale Ngcaciso Yomqulu Wemigaqo Yokuziphatha Yeenkonzo zaseburhulumenteni ngeyingabanga yimpumelelo ngaphandle kwenkxaso nokuzinikela kwabantu abathile nemibutho, nesiyakuba senza imposiso xa singabakhankanyiyo.

Amasebe Orhulumente wesizwe nowephondo akuxhase nkxa zonke ukuqulunqwa Kwalomqulu Wengcaciso,ngaphezu koko aba nalo negalelo lokuphosa iingcebiso zokuwuphucula apha naphaya.

I-Ofisi Yomkhuseli Woluntu nayo ibe negalelo ekuqulunqweni koluxwebhu ngeengcebiso ezingundoqo

Imibutho yabasebenzi ithabathe iinkxaxheba kwiintlanganiso eziliqela isoleka ngeengcebiso ezibe lulutho

Abasebenzi kwi Ofisi yeKomishoni Yeenkonzo Zaseburhulumenteni bafake isandla kwinkqubo yophando nokuqulunqwa koxwebhu lokugqibela.

Sibamba ngazibini nakwi Sebe LaseBritani Lophuhliso ngokuxhasa ngezimali ukushicilelwa Komqulu Wengcaciso Wemigaqo Yokuziphatha Yeenkonzo Zaseburhulumenteni.

3. UMQULU WENGCACISO WEMIGAQO YOKUZIPHATHA YEENKONZO ZASEBURHULUMENTENI.

3.1 INGABULAZIGCAWU

3.1.1 Iinjongo zalomqulu kukuchaza ngokupheleleyo okuqulethwe Kumgaqo wokuziphatha. Ukubhalwa Komgaqo osemthethweni bekufuneka kwenziwe ngobulumko nocoselelo kusetyenziswa isigama esisemthethweni.
Iinjongo zalomqulu ke kukuqinisekisa ukuba Lemigaqo icace gca kubo bonke abasebenzi basebuRhulumenteni.

3.1.2 Lomqulu ke awuzi namthetho siseko mtsha, uchankcatha kubume nemithetho siseko equlethwe Kumqulu Wemigaqo ngobunjalo bawo, ukwenzela ukuba kube lula ukuyithelekisa. Xa ke amasebe awohlukeneyo esebenzisa lomqulu kufuneka azame ukongeza imizekelo yawo echaphazela ezo ndawo baxelenga kuzo.

3.1.3 Masiligxininise ke elokuba inkqubo yokuqulunqwa kwalomqulu asiyondlwana iyanetha kwanokuba ekuhambeni kwexesha kungafuneka imane ihlaziywa, kanye nje Ngemigaqo le yokuziphatha ngokwayo.

3.2. UQEQESHO

3.2.1 Ukuze ube nokukhuthaza imikhwa neenkqubo ezisemthethweni ezichubekileyo nezikumgangatho ophezulu kumaziko engqesho kufuneka abasebenzi baseburhulumteni bakhuthazwe ukuba baziphathe ngokweenkqubo nemikhwa leyo esemthethweni. Lomqulu ke kufuneka usebenze nje ngoncedo ekuveliseni nasekuboneleleni abasebenzi ngezifundo zoqeqesho zexeshana. Lomqulu ke ukwaqulathe imizekelo emininzi ebonakalisa ukuba mbhaxa kwemikhwa neenkqubo ezimthethweni zokuziphatha kumaziko engqesho nengangasetyenziswa nje ngesiseko soqeqesho, nemizekelo engaphononongwa.

3.2.2 Nje ngehlakani Kumgaqo wokuziphatha, lomqulu ungaluncedo ekumiliseleni intembeko yoluntu kubulungisa nokungakhethi cala kwiinkonzo zaseburhulumenteni, ngokunika imilinganiselo elindelekileyo neyamkelekileyo yemikhwa neenkqubo ezisemthethweni emakuchankcathwe kuzo.

3.3. UXANDUVA LOMQESHI NABAQESHWA

3.3.1 Yinto eyaziwayo ukuba abantu bafunda ngokubona nangamava. Uxanduva olulodwa ke lubekwe emagxeni omqeshi, singathi aabo banamagunya olawulo(Abaphathiswa, Namalungu esigqeba)kwinqanaba lezopolitiko, nabaphathi kwiinkonzo zaseburhulumenteni kuwo onke amanqanaba, lokuba bahlwayele umoya nefuthe elichanekileyo apho kuza kusekwa khona imigangatho nemizekelo ezakulandelwa ngabo bonke abasebenzi.

3.3.2 Ngoko Mhlathi we 195(1) (a) womgaqo Siseko kufuneka kukhuthazwe kumiselwe umgangatho ophezulu weenkqubo nemikhwa echubekileyo kulawulo lweenkonzo zaseburhulumenteni ngokubanzi. Ngokwezivumelwano zawo onke amaqela achaphazelekayo (Izindululo Zebhunga Leenkonzo Zaseburhulumenteni zesi 2 zika1999) bonke abasebenzi Kwiinkonzo Zaseburhulumenteni banoxanduva lokuthobela Umgaqo Wokuziphatha nje ngoko ubhaliwe. Nje ngoko ke oko kuba sisiseko esingundoqo sokuthatyathwa kwamanyathelo oluleko nokulungisa okugwenxa, kubalulekile ukuba umqeshi enze konke okusemandleni ukuqinisekisa ukuba abasebenzi bakwazi ngqo konke okuqulethwe Kumgaqo wokuziphatha.

3.3.3 Kubalulekile ukuyibethelela eyokuba ezona njongo ziphambili zaloMgaqo zikekelele ngakwicala lobulungisa, oko ke ikukukhuthaza indlela yokuziphatha engumzekelo. Kodwa ke ngokwalomthetho sele siwukhankayile, umsebenzi uya kuba netyala lokungaziphathi kakuhle xa etyeshela nayiphina imigaqo equlethwe Kumgaqo Wokuziphatha, yaye angathatyathelwa amanyathelo phantsi kwesihlomelo sika Section 18 ukuya ku 27 soMthetho sihlomelo womthetho Weenkonzo Zaseburhulumenteni ka 1997.

4. IINGCEBISO NGOKUQULUNQWA KOMGAQO WOKUZIPHATHA

4.1 UBUDLELWANE PHAKATHI KWENDLU YOWISO MTHETHO NESIGQEBA

4.1.1 Umqeshi uthembekile Kwi Riphablikhi yaye uhlonipha nomgaqo siseko, ayithobele ngoko ke indlela elindelweyo yokuba awuqhube ngayo umsebenzi wakhe.

Xa ke kusithiwa I-Riphablikhi kuthethwa ilizwe oko ke kukuthi, uMzantsi Afrika. Kubalulekile ke ukuba bonke abasebenzi bathembeke bathobele ilizwe labo.

Umgaqo Siseko uxovula imiba engundoqo nethile echaphazela amalungelo abo bonke abemi beli. Okokuqala ngokwaloMgaqo, bonke abasebenzi baseburhulumenteni kufuneka bathobele lo rhulumente umiyo wolawulo lwe demokrasi. Okwesibini ubukhulu nobunganga boMgaqo Siseko kufuneka bamkelwe buhlonitshwe nguye wonke ubani. Okwesithathu wonke umsebenzi waseburhulumenteni kufuneka abe nofifi kokuqulethwe ngumgaqo siseko ndawonye neenjongo zawo, ngokuphathelene nokumilisela nokulawula lenkqubo imiyo yedemokrasi.

Umzekelo 1: Abasebenzi baseburhulumenteni kumanqanaba ohlukeneyo bayabandakanyeka ngokwahlukana kwamanqanaba abo ekwenzeni izindululo ngokuphathelene nomgaqo nkqubo. Ezi zindululo ke kufuneka ziphononongwe ngononophelo ukuqinisekisa ukuba azikhaba-khabani nokuqulethwe kumgaqosiseko. Kwinkqubo yokusekwa nokuqulunqwa komgaqo-nkqubo kufuneka kuchankcathwe kwimiqathango yomgaqo siseko, nje ngomqathango wokuthabatha inkxaxheba koluntu ngokubanzi, nokungabikho zimfihlo kwinkqubo yokubonelelwa ngeenkonzo.

Umzekelo 2: Phantsi ko Section 33(2) Womgaqo Siseko weli, wonke umntu omalungelo akhe anyhashiweyo ngenxa yokuchaphazeleka kwakhe ngamanyathelo olawulo athatyathiweyo unelungelo lokuba anikwe izizathu zoko ezibhaliweyo. Oko ke kuthetha ukuba, ukuchankcatha kumgaqo siseko, bonke abasebenzi baseburhulumenteni kufuneka baqinisekise ukuba izigqibo zolawulo namanyathelo athatyathwayo zenziwa phantsi kwezizathu ezibonakalayo nezivakalayo, ukuze ezo zizathu zibe nako ukudluliselwa kulowo uchaphazelekayo. Singathi nje oku kuthetha ukuba onke amanyathelo olawulo kufuneka abe nokuvavanywa ngokuphandle.

4.1.2 Xa eqhuba umsebenzi wakhe, umsebenzi waseburhulumenteni ukhokelisa phambili iimfuno zoluntu ngokubanzi.

Oku ke kuthetha ukuba xa kuthatyathwa izigqibo, okanye kusetyenziswa ingqikelelo, kufuneka kubekwe phambili iimfuno zoluntu ngokubanzi. Iimfuno zomsebenzi waseburhulumenteni, okanye nezaliphina icandelo kufuneka zilandele ezoluntu.

Umzekelo 1: Umntu oqeqeshelwe ubugcisa obukhethekileyo osebenza esibhedlele uphantsi kweembophelelo zesivumelwano sakhe somsebenzi ukususela ngentsimbi yesibhozo ukuya kutsho ngecala emva kweyesine. Akukho sivumelwano simiyo sentlawulo, ngokusebenza ngaphaya kwexesha elibekiweyo, i over time ngolwasemzini. Isitishi sombane esibhedlele siyawa emva kwesichotho esikhatshwa zindudumo, onke amagumbi okuhlinzela asebenza ngamandla e generator. Nale generator ineengxaki enazo, lomntu ke onobu bugcisa bukhethekileyo unikwa imiyalelo ngentsimbi yesine yokuba azame ukulungisa le generator. Kulindeleke ke ukuba lomntu unoluqeqesho lukhethekileyo awenze awugqibe umsebenzi wakhe nokuba oko kuthetha ukuba uza kusebenza de kudlule eli xesha lomsebenzi likwisivumelwano sengqesho.

Umzekelo 2: Uninzi lwabasebenzi kwi ofisi yenqila, banolangazelelo lokuthabatha iholide yonyaka ngo December. Xa ke sivunyiwe eso sicelo sokuthatha iholide, oko kuthetha ukuba kuloo ofisi iinkonzo eluntwini azizukuqhutywa ngendlela eyiyo. Kuza kufuneka kufikelelwe kwisivumelwano ngabaphathi nabasebenzi abachaphazelekayo, esizakukhokelela ekubeni abanye babasebenzi bangayi eholideyini ukuqinisekisa ukuba awuzukuphazamiseka umsebenzi.

4.1.3 Umsebenzi uthobela ngokunyaniseka imigaqo-nkqubo yo Rhulumene omiyo maxa onke esenza umsebenzi wakhe njengoko kubhaliwe kuzo zonke iincwadi zaseburhulumenteni nakweminye imimiselo.

Ngaxeshanye Umthetho wamalungelo kuMgaqosiseko ukhusela amalungelo ezopolitiko ommi ngamnye, okubandakanya nelungelo lokuzimanya ube lilungu lawo nawuphina umbutho wezopolitiko ova wena. Ngokweziphumo zenkqubo yezonyulo loombutho ufaka engxoweni iivoti ezininzi nguwo othatha iintambo zolawulo. Oko ke kuthetha ukuba iziphumo zonyulo ziza kuchaphazela umsebenzi waseburhulumenteni ocala lithile akekelele ngakulo. Kwakhona kungathetha nokuba amanyathelo neenkqubo ezilandelwa nguRhulumente omiyo, zingohluka kwezo zomsebenzi waseburhulumenteni okholelwa

ngqiqo yimbi ngenxa yeqela azibandakanye nalo. Noko kunjalo abasebenzi baseburhulumenteni kulindeleke ukuba bathobele basebenze phantsi koRhulumente omiyo ngokuzinikela nangobuchule ekuqinisekiseni ukuba imigaqo nkqubo yaloorhulumente iyamiselwa.

Umzekelo 1: Umsebenzi waseburhulumenteni ukholelwa kwelokuba Iinkonzo Zempilo ngowona mba kufuneka ube phambili kunayo yonke eminye kumgaqo nkqubo welizwe yaye uxhasa umbutho wezopolitiko ohambisana nolo luvo. Kodwa uRhulumente omiyo yena kweyakhe imiba ephambili kumgaqo nkqubo wawo kukubonelela ngezindlu nokulwa ubugebenga. Loomsebenzi ke kulindeleke ukuba azamkele izicwangciso zika Rhulumente zemiba engundoqo. Kodwa ke oko akuthethi ukuba ziyadodobaliswa iimbono neendlela ezintsha zokwenza izinto**.**

Umzekelo 2: Xa urhulumente omiyo eceba ukuqalisa izicwangciso ezithile, yaye luxanduva lomsebenzi ukunika iingcebiso ngeyona ndlela iyiyo ezinokusebenza ngayo ezi zicwangciso, lomsebenzi, nokuba sele esichase ngakakani na esi sicwangciso kulindeleke ukuba abekele bucala , azihle amahlongwane phezulu aphume nendlela echanekileyo nechubekileyo eyakulungela abo bantu babandakanyekayo.

4.1.4 Umsebenzi uzama kanga ngoko ukuziqhelanisa nokuthobela konke okusezincwadini zaseburhulumenteni neminye imiyalelo ephathelene nokuziphatha kwakhe nomsebenzi wakhe

Ukuze babe nokumsebenzela ngentembeko nangokugqibeleleyo uRhulumente omiyo ngokunjalo noluntu ngokubanzi, kulindeleke ukuba abasebenzi bakwazi ekufuneka bekwenzile emsebenzini wabo, imigaqonkqubo ephathelene nendlela ekufuneka imisebenzi yabo yenziwe ngayo nenkqubo ekufuneka ilandelwe.

Abaliliso kwindlela oqhutywa ngayo umsebenzi, ii Supervisors ngolwasemzini, banoxanduva lokuqinisekisa ukuba abasebenzi bayakwazi okufunekayo emsebenzini wabo. Ngokunjalo nabasebenzi banoxanduva lokwenza iinzame zokuziphucula babe ngabasebenzi abanolwazi oluphangaleleyo, bakwazi ukusebenza ngokugqibeleleyo bechankcatha kumgaqonkqubo obekiweyo neendlela zokusebenza ezichanekileyo kumsebenzi wabo…konke oko bekwenza bekhokelise iimfuno zoluntu phambili.

Umzekelo 1: Lingaqinisekanga kokuqulethwe ngamaxwebhu aphathelene nezimali eenkozo zaseburhulumentenio, igosa liphumeza ukuthengwa kwempahla ethile lingayifumenanga imvume efunekayo kwicandelo lezimali. Inyathelo elinje ke lingathetha ukuba kuchithwe imali ngokungekho mthethweni yaye kungakhokelela kwinkcitho mali eninzi kumanyathelo asemthethweni namabango elahleko.

Umzekelo 2: Ngenxa yokungabi nolwazi olwaneleyo, umsebenzi uhlahlekisa umntu ofake isicelo sendodla ngokumnika iinkcukacha ezingezizo ngokufunekayo ukuze ube uyayifumana, inkqubo elandelwayo xa ufaka isicelo kungenjalo imali anokuyifumana loomntu. Oko ke kunganeziphumo ezinobuzaza kuloo mhlali.

4.1.5 Umsebenzi uthobela asebenzisane namaziko oluntu asekwe ngokusemthethweni, ndawonye Nomgaqosiseko ukukhuthaza iimfuno zoluntu ngokubanzi.

Amaziko aliqela asekwe phantsi Komgaqosiseko(Umkhuseli Woluntu, Umphononongi zincwadi, Ikomishoni Yeenkonzo zaseburhululenteni, Ikomishoni yokulingana ngesini) ukanti amanye asekwe kwindlu yowisomthetho (Iibhodi ezijongene nezicelo zokwenza imisebenzi, Ikomishoni yophando njalo njalo) La maziko ke asebenza nje ngeliso ukuqinisekisa ukuba ulawulo alubekwa chaphaza ngamakhwiniba. Abasebenzi baseburhulumenteni ke kufuneka lamaziko bangawajongi ngeliso elinegxeke koko bancedisane nawo kuxanduva ajongene nalo umzekelo ngokuwanika naziphina iinkcukacha okanye ingcaciso ezifunekayo.

Umzekelo 1: Xa I-ofisi yomkhuseli woluntu icelwe ukuba yenze uphando ngesikhalazo esikwakwe ngumntu ngalo naliphina iSebe lasebuRhulumenteni, iza kulindela ukuba bonke abasebenzi belo Sebe basebenzisane nayo ngokuyinika iinkcukacha ezifunekayo

Umzekelo 2: Xa Umphengululi Zincwadi efumanisa ubugwenxa kulawulo lwezimali kwiSebe elithile, amagosa kwelo Sebe lichaphazelekayo kufuneka oko kubhaqwe ngumphengululi bakuthathe ngomoya omhle. Baliqonde balixabise igalelo Lomphengululi Zincwadi basebenzisane ngokupheleleyo ne ofisi yakhe ukutshayela ezo ngxaki

4.2 UBUDLELWANE NOLUNTU NGOKUBANZI

4.2.1 Ngokwenza umsebenzi wakhe ngokusemthethweni umsebenzi ukhuthaza imbumba nentlalontle yesizwe soMzantsi Afrika

Kwintshayelelo yoMgaqo Siseko kubhalwe ukuba iinjongo zokuphunyezwa komgaqo siseko -

- kukungciba iintanda zamandulo nokwakha isizwe esiseko saso iziinkqubo ze demokrasi, ubulungisa namalungelo oluntu.

- ukwakha isiseko sesizwe esiphantsi kolawulo lwedemokrasi nesikhululekileyo nalapho urhulumente onyulwa ngabantu, wonke ubani ekhuselwe ngokulinganayo ngumthetho.

- ukuphucula ubomi babo bonke abantu kuqaqanjiswe izakhono zomntu ngamnye

- kwakhiwe uMzantsi Afrika oyimbumba ophantsi kolawulo lweDemokrasi noya kubalwa phakathi kwamazwe akhululekileyo ehlabathibathini.

Ukuze kuzalisekiswe kugcinwe iinjongo ezikumgangatho ophezulu eziqulethwe kumgaqo siseko, kufuneka bonke abemi babonakalise iinzame zokuzinikela

nokuzimisela. Abasebenzi baseburhulumenteni babonwa nje ngenxalenye yoRhulumente, ngoko ke oku kubaluleke ngakumbi kubo.

Umzekelo 1: Intsebenziswano, ubudlelwane, umoya omhle, wenkcubeko nokuncedana phakathi kweqela labasebenzi abaphuma kwiintlanga ngeentlanga nabasebenza ngqo noluntu ngokubanzi, kuza kuba ngumzekelo omhle eluntwini. Umzekelo onguwo singathi mhlawumbi kwi ofisi apho kukhutshwa khona iincwadi zokundwendwela okanye izazisi

Umzekelo 2: Umsebenzi kufuneka azame ukuthabatha izifundo zolwimi nokuba lunye kweezo zaloongingqi asebenza kuyo. Kufuneka ekwakhuthaze nokuba kutolikwe nangezinye iilwimi xa kubanjwe iintlanganiso xa oko kuyimfuneko.

4.2.2 Umsebenzi uza kusebenzela uluntu ngokungenamkhethe ukuze abantu babe nokuzithemba iinkonzo zaseburhulumenteni.

Iinkonzo zaseburhulumenteni zezomntu wonke, yaye uluntu lulindele ukuba luphathwe ngokulinganayo, ngokugqibeleleyo ngokuchubekileyo nangendlela enobuntu. Abasebenzi ngoko ke kulindeleke ukuba benze kanye oko, babaphathe ngokulinganayo abantu, ngendlela apha engazukwanela nje ukudala intembeko kwiinkonzo zaseburhulumenteni koko neza kwenza ukuba abantu bawuvuyele umgangatho nendlela ephucukileyo abazifumana ngayo ezi nkonzo.

Umzekelo 1: Umsebenzi ubambe isikhundla kwisebe apho kuphononongwa khona izicelo eziphuma eluntwini zokwenza umsebenzi othile. Ummelwane walomsebenzi wazi ngqo ukuba lomsebenzi anganefuthe kwinkqubo yokuphunyezwa kwezi zicelo, abe ke selemcela ukuba amncede ekukhawuleziswini kwesicelo sakhe. Umsebenzi ke kuza kufuneka ayiphononongisise le meko ngocoselelo olukhulu…kuba naliphina inyathelo alithabathayo ukunceda lommelwane liya kutolikwa nje ngelihambisana nommelwane ngaphezu kwabanye abafake izicelo.

Umzekelo 2: Umsebenzi kufuneka acele bonke abantu abafuna uncedo beme emgceni ngokufika kwabo, ukuze omnye nomnye afumane uncedo lisa kufika ithuba lakhe, ngalo ndlela ke awusayi kubonakala nje ngomntu oxabise omnye ngaphezu komnye

4.2.3 Umsebenzi uchubekile, unoncedo yaye uyafikeleleka lula maxa onke esebenza noluntu, abantu ngalo lonke ixesha ebaphethe nje ngabathengi abanelungelo lokufumana inkonzo ekumgangatho ophezulu

Kubalulekile ukuba abasebenzi bayiqonde into yokuba, ngokuba yinxalenye yeenkonzo zaseburhulumenteni bazinikele kwelokuba basebenzele uluntu ngokubanzi.

Uluntu lulindele ukuba lubonelelwe ngeenkonzo bekwalindele nokuba abasebenzi babe khona maxa onke babancede ngendlela enobuntu nechubekileyo.

Umzekelo 1: Umsebenzi utsalelwa umnxeba ngumntu ofuna uncedo, kodwa kubonakale ukuba oloncedo unokulufumana kwelinye icandelo okanye isebe. Umsebenzi uxelela lowo usemnxebeni ukuba makazame kwenye indawo. Oko kungakhokelela ekubeni lowo ufuna uncedo aphoswe ngapha nangapha kubantu abohlukeneyo engade alufumane uncedo. Akuloncedo kwaphela oko, yaye kunika umfanekiso onganambithekiyo weenkonzo zaseburhulumenteni. Umsebenzi lowo kufuneka azame ukufumanisa ukuba ngubani na umntu ochanekileyo, okanye isebe elichanekileyo ze emva koko atsalele umnxeba kwakhona loomntu ebefuna uncedo.

Umzekelo 2: Xa ungumsebenzi osebenza ngaphaya kwe khawuntara enceda abantu, yaye akukho bantu bafolele uncedo ngakuwe, kodwa ugxa wakho unabantu abaninzi abafolele uncedo. Umsebenzi ke lo ungaxakekanga, ukuba unolwazi olugqibeleleyo ngomsebenzi waloonkonzo bafuna uncedo kuyo kufuneka ancede ugxa wakhe, abantu abo bafolele uncedo ababizele ngakweli cala lakhe lingaxakekanga.

Umzekelo 3: Xa umntu ezo kwenza idinga negosa laseburhulumenteni, masithi umzekelo ezo kufuna iinkcukacha ngokuyimfuneko ukuze abe unokufumana isibonelelo sendlu sika Rhulumente, elo gosa kufuneka lizame kanga ngoko limnike ixesha elinokudibana naye ngokukhawuleza. Oko akuzuba bubungqina bokufikeleleka nje kuphela koko kuza kubonakalisa nolangazelelo lokunceda ngakwigosa laseburhulumenteni.

4.2.4 Xa esenza umsebenzi wakhe naxa esenza izigqibo ezibachaphaze uluntu, Umqeshwa uzinika ingqalelo iimeko nenkxalabo yoluntu

Nangona iimfuno nenkxalabo yoluntu zingakhangeleka zingabalulekanga emehlweni abasebenzi baseburhulumenteni nje ngoko abantu bona becinga, abasebenzi kufuneka maxa onke banike uncedo neenkcukacha ngokuzolileyo nangokugqibeleleyo, maxa wambi bade banike neengcebiso ezingasisisombululo kwiingxaki zabo.

Kufuneka inikwe ingqalelo inkxalabo evakaliswe ngabantu okanye ngamaqela. Xa ke unokulandela inkqubo yothethathethwano ufakana imilomo nabanye ngalemibandela oko kungadlala indima enkulu ekunikeni ingqalelo iimeko nenkxalabo yoluntu ngokubanzi.

Umzekelo 1: Kucetywa ukwakhiwa ikliniki kwindawo esemaphandleni, kodwa likho nethuba lokuba bangabonelelwa nange kliniki ehamba hambayo. Kufuneka ke kubandakanywe uluntu kufunyaniswe ukuba lona lukhetha yiphi na.Oku kuza kukhokelela ekubeni kuthatyathwe isigqibo esichanekileyo sibandakanya uluntu ngokubanzi zingekayiphi izicwangciso.

Umzekelo 2: Umsebenzi waseburhulumenteni ujongene noxanduva lokudlulisa izicelo zenkxaso mali yezindlu zabantu abahlala kwindawo yoogobityholo. Xa ke kusilelwa ekubeni ezi zicelo zinikwe ingqalelo ngokukhawuleza nangendlela efanelekileyo oko kungathetha ukuba…ngenxa yokurhuqwa kweenyawo kuza kulibaziseka iphulo lolwakhiwo lwezindlu, yaye nabantu bazakuthi gqolo ukuhlala phantsi kweemeko ezingaginyisi mathe.

4.2.5 Umsebenzi uzinikele kwiinkonzo zokuphuhlisa nokuphucula abemi bonke boMzantsi Afrika

Urhulumente osezintanjeni uzicacise gca iinjongo zakhe zokugxininisa kuphuhliso lwaabo babefudula behlelelekile…nje ngoko kucwangcisiwe kwinkqubo ka Rhulumente yophuhliso I – RDP ukutsho. Oku ke luxanduva lwawo onke amasebe.

Umzantsi Afrika lilizwe elisahlumayo yaye uninzi lwabemi beli ngazizathu zithile alunalwazi luphangaleleyo ngamalungelo neemfanelo zalo, iinkonzo ekufuneka bezixhamle, iinkqubo emazilandelwe, kwa nabantu ekufuneka bethethe nabo ngoko. Nje ngokuba iinkonzo zaseburhulumenteni izezika wonke wonke, luxanduva lwabasebenzi baseburhulumenteni ukuba barhabulise ulwazi aabo bangenalo, babanike zonke iinkcukacha abazifunayo, iingcebiso, nalo naluphina uncedo abalufunayo. Oku ke kufuneka kwenziwe ngobuntu, nangokugqibeleleyo, nokuba oloncedo luthetha ukukubathumela ngendlela enobuntu kwelinye iziko okanye kwesinye isakhiwo.

Umzekelo 1: Abasebenzi kufuneka bathabathe inxaxheba kwiinkqubo zophuhliso zesebe labo. Kufuneka bazinikele kuxanduva abajongene nalo baqinisekise ukuba ezi nkqubo ziqhutywa ngendlela efanelekileyo negqibeleleyo kuchankcathwa kumaxesha ezisikelwe wona

Umzekelo 2: Xa usebenza ngabantu kwimibandela ephathelene neenkonzo zempilo abasebenzi kufuneka basebenzise elo thuba ukunika iingcebiso xa benomrhano wokuba ulwazi lwabantu ngokuthintelwa kwezifo lunqongophele. Xa ke abasebenzi bona ngokwabo bengenako ukubanceda ngololwazi kufuneka abo bantu babathumele koogxa babo abaza kubanika iingcebiso ezifanelekileyo nezichanekileyo.

4.2.6. Umsebenzi akalucalu caluli uluntu ngokwebala, isini, uhlanga, umbala iminyaka, ukukhubazeka, inkolo, inkolelo yezopolitiko, isazela ukholo inkcubeko okanye ulwimi

Nje ngoko sekukhankayiwe, iinkonzo zaseburhulumenteni zijongene neemfuno zabo bonke abantu, kweli loMzantsi Afrika, nokuba ngubani na. Umntu ngamnye unelungelo njengoko kubhaliwe kumgaqo siseko ukuba aphathwe ngendlela enesidima.
Abasebenzi ngoko ke kulindeleke ukuba babaphathe ngokulinganayo bonke abantu, ngobuntu nangokugqibeleleyo ngendlela apha eza kubenza bazive bexhamla kanye uhlobo lwenkonzo abanelungelo lokuyifumana.

Umzekelo 1: Umsebenzi mhlawumbi anganomrhano wokuba lomntu kufuneka emncedile ngaba bantu bathandana nesini esinye, indoda nenye indoda nowasetyhini nomnye wasetyhini. Nokuba ke umsebenzi akahambisani naloomkhwa kulindeleke ukuba amncede ngendlela echubekileyo negqibeleleyo ebeza kunceda ngayo nabani na ongomnye.

Umzekelo 2: Inani elivayo labantu lilindele uncedo emgceni, kuthi kusenjalo kuthi gqi umntu owaziwayo phakathi koluntu, alindele ukuba uza kunikwa uncedo ngokukhawuleza. Xa ke loomsebenzi eza kumvumela lomntu ukuba abatsibe bonke abanye, oko kuthetha ukuba uyabacalu calula abanye aba abantu ekudala belindele ukuncedwa nabo.

4.2.7 Umsebenzi akazukusebenzisa ngendlela engeyiyo isikhundla sakhe kwiinkonzo zaseburhulumenteni ngelokuxhasa okanye ukucinezela iinjongo zalo naliphina iqela lezopolitiko okanye umbutho othile ochaphazelekayo.

Nanje ngoko iinkonzo zaseburhulumenteni zijongene neemfuno zomntu wonke, nezibabandakanya imibutho ngemibutho, amaqela ezopolitiko nabantu abankolo zahlukeneyo njalo njalo. Ngoko ke kubalulekile ukuba abasebenzi baseburhulumenteni bangazibandakanyi kwiintshukumo okanye imibandela eza kunika umfanekiso wokuba bakhetha iphela emasini.

Kwiinkonzo zaseburhulumenteni kulindeleke ukuba bonke abantu baphathwe ngendlela elinganayo kulandelwa imigaqo nkqubo yoRhulumente omiyo. Umsebenzi ngoko ke kufuneka awuqonde umahluko phakathi koxanduva analo kuRhulumente omiyi nokuzibabandakanya kwakhe kwimibandela ephathelene namaqela ezopolitiko.

Umzekelo 1: Masithi umsebenzi ulilungu lombutho wasekuhlaleni, ekufuneka ufumene inkxaso-mali kuRhulumente rhoqo ngonyaka. Umsebenzi lo ukwisikhundla esiphezulu kwisebe ekufuneka liphonononge, lidlulisele kumphathiswa izindululo eziphathelene nezicelo ezo zenkxaso mali. Lomsebenzi ke akavumelekanga nakanye ukuba asebenzise isikhundla sakhe ukuphucula amathuba okuphunyezwa kwesicelo sombutho wakhe. Akavumelekanga nokuba afake ifuthe lokusengela phantsi izicelo zeminye imibutho. Lomsebenzi ke kufuneka azidandalazise elubala kumphathi wakhe iintshukumo abandakanyeka kuzo, nezingakhaba-khabana nomsebenzi wakhe

Umzekelo 2: Abasebenzi kulindeleke ukuba babaxhase abaphathiswa namalungu esigqeba ekucwangciseni amaxwebhu, aza kusetyenziswa kweminye imiba , nje ngee ngxoxo mpikiswano zemithetho esayilwayo. Kodwa abasebenzi abanakuthabatha inxaxheba ekucwangciseni amaxwebhu aza kusetyenziswa ngabaphathiswa okanye amalungu esigqeba kwiintshukumo zamaqela abo ezopolitiko.

4.2.8 Umsebenzi uhlonipha akhusele isidima somntu ngamnye namalungelo akhe njengoko kuqulathwe kumgaqosiseko.

Abasebenzi kulindeleke ukuba babahloniphe bonke oogxa babo noluntu ngokubanzi, nokuba bangobani na, bakhangeleka njani, nokuba bakwesiphi na isikhundla njalo njalo. Indlela yokuziphatha komsebenzi omnye komnye kufuneka maxa onke ikhatshwe bubuntu, babe luncedo omnye komnye basebenze ngokugqibeleleyo

Umzekelo 1: Xa kufika umntu ophantsi kweempembelelo zotywala, esenza ingxolo kubasebenzi abasebenza ngaphaya kwekhawuntara, loomntu kufuneka aphathwe ngale

ndlela bebeza kuphatha ngayo abanye abantu. Bamncede bezolile ngendlela eyiyo. Kubalulekile ke ukuhlala uyikhumbula into yokuba abantu baza kube bejongile, beyakhele umkhanya le meko, abasebenzi ke bangawuphucula umfanekiso weenkonzo zaseburhulumenteni ngokuziphatha ngendlela eyiyo phantsi kwezomeko. Xa ke abasebenzi befumanisa ukuba lemeko bajongene nayo ingaphaya kwamandla abo, kufuneka bangabi nomsindo, koko bamthathe loomntu bamse kumphathi wabo okanye koliliso emsebenzini wabo, noza kuyisombulula loongxaki ekhusini.

Umzekelo 2: Ngenxa yeengxaki zentswelo-mali abantu banyanzeleka ukuba bafake izicelo zendodla. Amagosa ke ajongene nokuncedisana nabo ngamaxwebhu okufaka izicelo zoko kufuneka abe novelwano kwiimeko abaphantsi kwazo aba bantu xa bebanceda.

4.2.9 Umsebenzi uyalihlonipha ilungelo loluntu lokuba lube nokuzifumana naziphina iinkcukacha, ngaphandle kwezo ezingenakukhutshwa nezikhuselekileyo ngokwasemthethweni.

Umgaqosiseko weli uvumela iinkalo ezimbini ngokuphathelene nokuba ubani abe nokufumana iinkcukacha ezithile. Okokuqala kukukhuthaza ukungabikho kwezinto ezenzelwa ekhusini, nto leyo eza kunika ummi ngamnye weli imvume yokuba akwazi ukufumana iinkcukacha ezichaphazela uluntu ngokubanzi. Oko ke kuza kwenza ukuba babenokuthabatha inxaxheba ekusekweni kwemigaqonkqubo abangathanda ukuyibona imiselwa. Okwesibini kukunika abemi umhlaba wokuba babe nako ukukhusela amanye amalungelo abo angundoqo njengoko kubhaliwe kumthetho wamalungelo. Bangacela ukuba banikwe izizathu ezibhaliweyo ngalo naliphina inyathelo lolawulo eliza kubachaphazela ngokungalunganga. Kwakhona bangacela naziphina iinckukacha abaza kuzisebenzisela ukukhusela amalungelo abo.

Njengoko bonke abasebenzi baseburhulumenteni besazi, ngumbandela onzima kakhulu ukuhluza ukuba zeziphina iinkcukacha ezichaphazela uluntu ngqo nekufuneka zikhutshiwe. Ezinye iinkcukacha zithathwa nje ngezikhuselekileyo, yaye zilawulwa ngamasebe ekhokelwa Yimigaqo yokhuseleko lweenkcukacha njengoko kwaabhengezwa yi Arhente Yesizwe Yezobuntlola. Ukanti nomthetho i Open Democracy Bill, ukwaneenjongo zokuseka inkqubo eza kusetyenziswa echanekileyo nalapho ukukhutshwa kweenkcukacha kuza kulawulwa ngamasebe. Oku kwenziwa nzima nangakumbi ngumba wokuba Umthetho Ophathelene nezabasebenzi ka 1995 nawo , ukuze ube nokukhusela amalungelo athile aphathelene nabaqeshwa ukwaqulethe iindlela ezithile ezinika abasebenzi baseburhulumente ithuba lokuba babe nako ukuzifumana iinkcukacha ezisezandleni zikaRhulumente nje ngomqeshi.

Umongo ke walomba singawushwankathela sithi:

- Maxa onke abasebenzi kufuneka balihloniphe ilungelo loluntu lokuba lube nokuzifumana iinkcukacha.

- Isebe ngalinye kufuneka liseke iinkqubo ezichanekileyo ezichankcatha kumthetho wesizwe omiselweyo nochaphazela ezo meko bajongene nazo, ukulawula lombandela kwiindawo abaxelenga kuzo.

- Abasebenzi kufuneka bayazi imithetho nemigaqo-nkqubo elawula lombandela kumasebe abo.

- Izizathu nenkqubo elandelwayo nezikhokelela kumanyathelo athile aphathelene nezolawulo kufuneka zibhalwe phantsi ngokucacileyo ukwenzela ukuba ezo nkcukacha zibe nokufumaneka xa zifuneka.

- Xa iinkcukacha ezifunywa ngummi zingenakukhutshwa, kufuneka Loomntu uzifunayo anikwe izizathu ezamkelekileyo ngeso sigqibo.

Umzekelo 1: Kubaluleke kakhulu ukuba uluntu lunike iinkcukacha ngexesha elichanekileyo. Xa umntu obefuna iinkcukacha ngoncedo lwenkxaso mali yezemfundo ezinikwe xa sele livaliwe ixesha lokubhalisela ukungena kumaziko emfundo ngaloonyaka, ukuzifumana kwakhe ngelooxesha akusayi kuba saba luncedo kwaphela ekuzalisekiseni iinjongo zalomntu.

Umzekelo 2: Ukufumaneka kweenkcukacha kukwathetha nokuba, ezo nkcukacha kufuneka ziphononongwe ngamaxesha athile zihlaziywe. Xa ilungu le Palamente lifuna iincukacha ezithile ngengxoxo mpikiswano eza kubanjwa ePalamente, ukusilela kwesebe ekulinikeni ezo nkcukacha zichanekileyo nezihlaziyekileyo ngexesha elichanekileyo kungalinxeba kwinkqubo ye demokrasi.

Umzekelo 3: Ukukhupha iinkcukacha ezinamakhwiniba kungadala ingxaki enkulu. Umzekelo uluntu lungabuza ngokuqaliswa kwenkqubo entsha engekaphunyezwa ngabasemagunyeni abachaphazelekayo. Umsebenzi ke ongakwaziyo oko, kodwa enofifi ngeenkcukacha eziphathelene nalenkqubo anganika uluntu iinkcukacha ezingekho mthethweni nenkqubo engekaphehlelelwa. Iinkonzo zaseburhulumenteni ke zingazifumana zisehlazweni xa kunokwenziwa utshintsho kulenkqubo, ithi xa sele imiselwa, ufumanise ukuba yohluke kwaphela kuloondlela ibilindelwe luluntu.

4.3 UBUDLELWANE PHAKATHI KWABASEBENZI

4.3.1 Umsebenzi usebenzisana ngokupheleleyo nabanye abasebenzi ukuqhubela phambili iinjongo zokunceda uluntu.

Kubalulekile ukuba bonke abasebenzi bayibethelele ezingqondweni zabo into yokuba basebenza benjongo nye, oko kukuthi, ukusebenzela urhulumente omiyo noluntu

ngokubanzi ngokugqibeleleyo nangentembeko. Abasebenzi ke kufuneka benze konke okusemandleni ukuphucula ubudlelwane phakathi kwabo basebenzisane. Ngokuncedana, ukuxhasana nangokwabelana ngolwazi, iimbono nangezinto zokusebenza(apho kufuneka khona) abasebenzi baza kuba nako ukusebenza ngokugqibeleleyo bezalisekisa iimfuno zika Rhulumente noluntu ngokubanzi.

Umzekelo 1: Kubalulekile ukuba uzazi ezona njongo zeenkonzo zaseburhulumenteni uyiqonde nento yokuba nokuba sele incinci kangakanani na indima egangathiweyo ngokugqibeleleyo, oko kuya kuba negalelo ekuzalisekisweni kwezonjongo. Umsebenzi ke kufuneka azamkele iingcebiso zoogxa bakhe abakwamanye amasebe. Kwiinkonzo zaseburhulumenteni ke umona awusebenzi, netyhefu yokucinga ukuba indawo osebenza kuyo ngumhlaba wakho ongcwele, omnye umntu akangeni ndawo ayisebenzi.

Umzekelo 2: Xa ke umsebenzi ecinga ukuba iimfuno ezithile zoluntu ziyakuphunyezwa ngokugqibeleleyo xa I ofisi yakhe inokusebenzisana nenye I ofisi, loomsebenzi kufuneka ibe luxanduva lwakhe ukufumanisa ukuba ayiingesekwa kusina na loontsebenziswano, nokuba amagosa asebenza kuloo ofisi aqala ngokungabonakalisi intsebenziswano ngalomba.

Umzekelo 3: Igosa licelwa lelinye isebe ukuba libe yinxalenye yeqela labatyumbi. Xa enako lomsebenzi kufuneka ancede kanga ngoko anako nje ngoko kulindelwe kuye. Kodwa ke kuqala kufuneka angawutyesheli owesebe lakhe umsebenzi, acele imvume kulowo uliliso kuloondawo asebenza kuyo.

4.3.2 Umsebenzi uthobela yonke imiyalelo efanelekileyo ayinikwa ngabantu abanegunya ngokusemthethweni lokwenza oko, xa loomiyalelo ingaphikisani noko kuqulethwe kumgaqo siseko okanye nokuba ngowuphi na umthetho omiselweyo.

Kubalulekile ukuba abasebenzi bayithobele yonke imiyalelo efanelekileyo, ukuqinisekisa ukuba iinkonzo zifikelela eluntwini ngendlela ehlelelekileyo necwangcisiweyo. Imibutho emikhulu, nje ngamasebe aseburhulumenteni ingasebenza ngendlela efanelekileyo kuphela xa kulandelwa imigaqo echanekileyo yolawulo nehlonitshwayo ngabasebenzi. Xa ithotyelwa yonke imiyalelo esemthethweni kwangexesha, nangokugqibeleleyo koke kuza kuqhutywa ngocwangco.

Umzekelo 1: Umsebenzi unikwa umyalelo ngumphathi ukuba enze into engavumelekanga ngokwemithetho emiyo elawula iinkonzo zaseburhulumenteni. Umsebenzi ke kufuneka ayazi imigaqo elandelwayo, ambonise umphathi wakhe ukuba alikho semthethweni elo nyathelo. Xa ke umphathi enyanzelisa, umsebenzi kufuneka acele ukuba loomyalelo awubhale phantsi, akhankanye noluvo lwakhe lokungahambisani nawo emva koko awudlulisele kwabasemagunyeni lombandela.

Umzekelo 2: Xa umsebenzi eyalelwa ngumphathi wakhe ukuba enze I odolo yokuthenga izinto zokusebenza, kungalandelwanga imiqathango esemthethweni, umsebenzi ke unelungelo lokuba acele lombandela udluliselwe kophethe iincwadi zezimali ukuba ibenguye othabatha isigqibo.

4.3.3 Umsebenzi uyazikhwebula ekwenzeleleni amathuba izizwalwane nezihlobo kwimibandela ephathelene nezomsebenzi, engenakusebenzisa gwenxa negunya lakhe emsebenzini, kungenjalo afake ifuthe koogxa bakhe, okanye yena afakwe ifuthe lokuba asebenzise gwenxa igunya analo emsebenzini.

Kulindeleke ukuba iinkonzo zaseburhulumenteni, zityumbe, zonyusele, zivuze abasebenzi ababekela bucala iimbono zabo zopolitiko, okanye icala abakekelele ngakulo kwezopolitiko, usapho, izikhundla ekuhlaleni, bawenze ngokufanelekileyo umsebenzi wabo. Lemikhwa ilandelayo ayivumelekanga.

(a) Ukukhetha iphela emasini - Oku kuthetha ukuba abasebenzi abathile abathandwayo bayatyunjwa, bonyuselwe batshintshelwe kwezinye iindawo okanye baphathwe ngezandla ezintofontofo, kuba bezitshomi, okanye mhlawumbi kuthi kanti isandla sihlamba esinye njalo njalo

(b) Ukukhetha izalamane usebenzisa isikhundla okuso – Oku kuthetha ukuba umsebenzi uyaqeshwa, onyuselwe, atshintshelwe kwenye indawo okanye abekwe nje kwindawo ebanzi kuba ezalana okanye kukho nje amanye amatyathanga anawo nalowo unegunya lokwenza oko, okanye isikhundla akuso simvumela ukuba angafaka ifuthe lokuba kwenziwe oko.

Umzekelo 1: Abasebenzi ababini (u-A no B) bayaqashwa kwiinkonzo zaseburhulumenteni. Bakwinqanaba elinye ngokwasemsebenzini, bavana kakhulu yaye basebenza kwi ofisi enye. UMsebenzi lo esingathi ngu B uyonyuselwa abe liliso emsebenzini kulomsebenzi esizakuthi ngu A.. Ngoko ke isikhundla sakhe siyamvumela ukuba amane enika u A lo amathuba okuba enze imisetyenzana ethile ekhethekileyo, eza kumenza abonakale ngathi ukubavelela abanye abasebenzi ngendlela asebenza ngayo . Xa ke kufika ixesha lokuba kuphononongwe indlela asebenza ngayo lomsebenzi ungu-A ngulo ungu-B, ufumana iwonga lokusebenza ngokugqibeleleyo ebagqwese bonke abanye kuba ethandwa ekwa yitshomi yalowo ulilliso, ngoko ke ufumana iwonga elingamfanelanga.

Umzekelo 2: Umsebenzi uthabatha inkxaxheba kwinkqubo yokutyunjwa komntu oza kusebenza kwisikhundla esivelileyo kwiinkonzo zaseburhulumeteni. Umsebenzi lo ke ukhetha mntu uthile kuba eyitshomi, kungenjalo elilungu leqela akulo lezopolitiko okanye mhlawumbi beluhlanga olunye. Oko ke yilento kuthiwa kukukhetha isalamane usebenzisa igunya onalo kweso sikhundla usibambileyo, yaye kuchasene neenjongo zomgaqo siseko ndawonye nezikarhulumente.

Umzekelo 3: Zininzi iindlela umntu okwisikhundla esiphezulu angawasebenzisa gwenxa ngayo amagunya anawo. Umzekelo, abasebenzi abalawula ukungena kwabantu kwindawo yokupakisha iimoto, banike imiyalelo ecace gca yokuba indawo yokupakisha iimoto ibekelwe amagosa aphezulu nendwendwe ezilapho ngokusemthethweni. Noko kunjalo umphathi wale Ofisi uyayityeshela lemiyalelo avumele owakwakhe ukuba amane epakisha imoto yakhe ngamaxesha athile. Inyathelo elinjalo ke likhokelela ekubeni abasebenzi bangayihloniphi imiqathango ebekiweyo nangahloniphi namagosa lawo aphezulu. Nto leyo eyingozi kwindlela ekusetyenzwa ngayo.

4.3.4 Xa umsebenzi enezikhalazo ulandela imiqathango ebekiweyo yokuphalaza isikhalo sakhe.

Nangona livunywa elokuba kumaxesha ngamaxesha kuza kubakho ukungavisisani nezikhalazo kwiindawo ekuxelengwa kuzo kwiinkonzo zaseburhulumenteni… kuya kuba yinzuzo enkulu kulowo unesikhalazo nakumqashi (noluntu ngokubanzi) xa ezo zikhalazo nokungavisisani kusonjululwa ngokukhawuleza phakathi kwaloo maqela achaphazelekayo. Kungeso sizathu ke kubekwe iindlela emazilandelwe ngabasebenzi zokusombulula izikhalazo ezithile. Xa ke kunesikhalazo esikhoyo kubalulekile ukukhumbula oku

(a) Isikhalazo okanye ukungavisisani kungasonjululwa ngempumelelo kuphela xa aabo bachaphazelekayo bezibandakanya kwiingxoxo zoxolelwaniso

(b) Xa umsebenzi enesikhalazo okanye kukho ukungavisisani nantsi indlela ema yilandelwe

(i) Umsebenzi kufuneka eso sikhalazo okanye ukungavisisani oko akudlulisele koliliso kuloondawo asebenza kuyo, iSupervisor ukutsho, xa ke esiwa phantsi amalinge alowo uliliso okusombulula eso sikhalazo okanye ukungavisisani angasidlulisela kongaphezulu kuye ngokwamanqanaba olawulo. (Funda kumhlathi wama-35 Womthetho weenkonzo zasebuRhulumenteni ka 1994 Othetha ngeMigaqo yokusonjululwa kwesikhalazo nokungavisisani kubasebenzi baseburhulumenteni, Regulation no. 6575 1 July 1999.)

Umzekelo 1: Lowo uliliso kwindawo ekusetyenzwa kuyo, I Supervisor ukutsho unika ingxelo egxibha indlela umsebenzi asebenza ngayo kwiseshoni yokuphononongwa kwendlela abasebenzi abawuqhuba ngayo umsebenzi wabo, engamnikanga loo msebenzi uchaphazelekayo ithuba lokubeka etafileni elakhe icala. Oku ke uchasene nemigaqo evumelekileyo ephathelene nezabasebenzi. Lo ke uliliso kwiinkonzo zaseburhulumenteni kufuneka ayazi into yokuba iinkonzo zaseburhulumenteni kufuneka zibe ngumzekelo ngokuphathelene nokuthotyelwa kwemithetho yesizwe asoloko eqinisekisa ukuba wenza izinto ngobunyulu nangobulungisa.

(ii) Inkqubo yebhodi yoxolelwaniso (njengoko kubhaliwe ku Schedule 7 Womthetho ophathelene nezabasebenzi, ka 1995) ikubeka elubala ukuba nawuphina umsebenzi angakudlulisela ukungavisisano (inyathelo elingekho

nyulu elichaphazela ezemisebenzi) kwintloko yeSebe, ekufuneka iseke ibhodi yoxolelwaniso, ukuze adlulisele loombhambhano kulebhodi xa nayo intloko ingaphumeleli ukuyisombulula.

Umzekelo 2: Umsebenzi ongumthunywa nongaxolanga linyathelo lokugxothwa kwakhe kuba ecinga ukuba alikho nyulu, angawudlulisela lombandela kwintloko yesebe. Yona ke iza kuyisingatha le nyewe ngelokuyisombulula. Xa ke intloko yesebe isilela ukuyisombulula kwisithuba seentsuku ezingamashumi amabini, lomthunywa unesikhalazo angacela intloko yesebe ukuba iseke ibhodi yoxolelwaniso kungaphelanga iintsuku ezilishumi, bhodi leyo ke izakuzama ukuyisombulula lembambano. Xa nayo ibhodi isilela ukufikelela kwisisombululo lomthunywa angasidlulisela kwiNkundla esingethe ezabasebenzi.

(iii) Xa isikhalazo okanye ukungavisisani kuphathelene nolawulo olugwenxa, okanye inyathelo lokuwisa isigwebo ungenabungqina belinye icala, oko kwenziwe nguRhulumente nje ngomqashi isikhalazo eso okanye ukungavisisani, singadluliselwa kuMkhuseli Woluntu.

Umzekelo 3: Umsebenzi oqashwe nje ngomthunywa onolwazi lwamanyathelo akrokrisayo nachaphazela indawo asebenza kuyo, angazisa lowo uliliso kuloondawo asebenza kuyo okanye intloko yesebe. Xa engonelisekanga yindlela bobabini abakusingatha ngayo oko, angawudlulisela lombandela kuMkhuseli Woluntu. Kwezinye iimeko ke umthunywa lo angakhetha ukuya ngqo kuMkhuseli Woluntu.

4.3.5 Umsebenzi uzinikele kuphuhliso, ukukhuthaza nokuphononononga indlela abasetyensiwa ngayo abasebenzi kwanokumilisela intsebenziswano nobudlelwane phakathi kwabasebenzi

Ukuze zizalisekiswe ezona njongo zeenkonzo zaseburhulumenteni, ezikukukubonelela uluntu ngeenkonzo ezisemgangathweni, bonke abaliliso kumaziko engqesho nabaphathi kwiinkonzo zaseburhulumenteni babophelelekile ukuba baqinisekise ukuba abasebenzi abasebenza phantsi kwabo banolwazi nobuchule bokwenza imisebenzi yabo kwelo nqanaba lifunekayo, banomfutho wokwenza loomisebenzi yaye bazimisele benako kananjalo ukukhuthaza ubudlelwane obububo phakathi kwabo. Kwiinzame zabo zokuzalisekisa oko, abaliliso emisebenzini kufuneka bakhumbule oku

(a) Uphuhliso lwabasebenzi luthetha ukuba lowo uliliso okanye ungumphathi kufuneka –
(i) Akuqonde ukuba zinto zini na ezifunekayo kuphuhliso lwabasebenzi
(ii) Maxa onke aphonononge iimfuno zophuhliso zabasebenzi
(iii) Aqulunqe isicwangciso sophuhliso
(iv) Maxa onke aphononononge inkqubela yeso sicwangciso

Umzekelo 1: Lowo uliliso kwiziko lengqesho kufuneka, esebenzisana nomsebenzi osanda kuqeshwa, akhangele imiba engaba ifuna ukulolwa ngoqeqesho olufumaneka apho emsebenzini. Loo miba ke ichongiweyo iza kuqwalaselwa kwinkqubo yoqeqesho ehambisana nomsebenzi awenzayo noxwebhu lwenkqubo elandelwayo. Kuza kwenziwa nesicwangciso soqeqesho ukuze kuphononongwe inkqubela kwinkqubo yophuhliso yalowo usanda kuqeshwa

(b) Ukukhuthazwa kwabasebenzi kuthetha ukuba umqeshwa okwisikhundla sokuba liliso kwabanye abasebenzi okanye umphathi kufuneka –

(i) Akuqonde ukuba zinto zini na ezifunekayo xa kukhuthazwa abasebenzi
(ii) Aphonononge inqanaba lokukhuthazwa kwabasebenzi
(iii) Athabathe amanyathelo aza kukhuthaza inqanaba lokukhuthazwa kwabasebenzi xa oko kuyimfuneko
(iv) Maxa onke alibeke phantsi kweliso elibukhali inqanaba lokukhuthazwa kwabasebenzi.

(c) Ukusetyenziswa kwabasebenzi kuthetha ukuba lowo uliliso kubasebenzi okanye umphathi kufuneka –

(i) Aqonde ukuba zinto zini na ezichaphazela ukusetyenziswa kwabasebenzi.
(ii) Aphonononge izinga abasetyenziswa ngalo abasebenzi
(iii) Amisele imiqathango eza kuqinisekisa ukuba basetyenziswa ngokugqibeleleyo abasebenzi
(iv) Ayakhele umkhanya indlela abasetyenziswa ngayo abasebenzi

Umzekelo 2: Abo baliliso kubasebenzi nabaphathi kufuneka basoko belwakhele umkhanya uxanduva olusemagxemi abasebenzi, nenqanaba lokusebenza kwabasebenzi ukuqinisekisa ukuba bonke abasebenzi basetyenziswa ngendlela efanelekileyo. Oko kuza kuthintela ukuba mhlawumbi ufumanise ukuba abanye abasebenzi banomsebenzi omninzi ngelixa owabanye umncinci. Abasebenzi nabo ke kufuneka bakhuthazwe ukuba baziqhelanise, bazifundise neminye imisebenzi engeyonxalenye yemisebenzi yabo, ndawonye naleyo ekwinqanaba eliphezulu, ngaloondlela ke baza kukhula ngamava balungele ukusetyenziswa kwizikhundla ezithe xaxe kwixa elizayo.

(d) Ukukhuthaza ubudlelwane phakathi kwabasebenzi nakweziphathelene nomsebenzi kuthetha ukuba nawuphina umsebenzi oliliso okanye ongumphathi kufuneka

(i) Akwazi okuphathelene nobudlelwane phakathi kwabasebenzi neziphathelene nemisebenzi.
(ii) Aphonononge ucwangco olukhoyo kubudlelwane phakathi kwabasebenzi nakwimiba ephathelene nezemisebenzi
(iii) Athabathe amanyathelo xa kufanelekile okuphucula ubudlelwane
(iv) Ahlale njalo eluphonononga ucwangco kubudlelwane phakathi kwabasebenzi neziphathelene nemisebenzi.

Umzekelo 3: Abo baliliso kumaziko engqesho okanye abaphathi kufuneka bawakhele umkhanya umoya wentsebenziswano phakathi kwabasebenzi kwiindawo abaxelenga kuzo bakhawuleze bangenelele xa kubonakala ngathi abasebenzi abaphantsi kwabo bahlala bexambulisana maxa onke.

4.3.6 Umsebenzi usebenzisana ngokungakhethi cala, ngokuchubekileyo nangokulinganayo nabanye abasebenzi nokuba ungowaluphina uhlanga, isini, isizwe, umbala, isini akhetha ukuthandana naso, iminyaka, ukukhubazeka, inkolo, icala akulo kwezopolitiko, amasiko okanye ulwimi.

Umgaqo-siseko, umthetho ophathelene nezengqesho nabasebenzi ndawonye Nemithetho njee emiselweyo, zinika abasebenzi kwiinkonzo zaseburhulumenteni ilungelo lokuba baphathwe kakuhle nangokulinganayo. Xa ke ngandlela thile elo lungelo lityeshelwa abasebenzi bangabhenela kwiinkqubo ezimiselweyo zokusombulula imbambano njengoko kubhaliwe Kumthetho Weenkonzo Zaseburhulumenteni ka 1994, kungenjalo bayo kuzikhalela Kwinkundla Yomgaqo Siseko , Inkundla ePhakamileyo okanye Umkhuseli Woluntu. Kodwa ke kuza kuxhomekeka kwimeko leyo bajongene nayo. Kubalulekile ngoko ke ukuba abo baliliso emisebenzini okanye abaphathi kwiinkonzo zaseburhulumenteni bayazi ngqo intsingiselo yempatho entle nelinganayo.

(a) ukuphatha kakuhle abanye abasebenzi kuthetha ukuba abasebenzi kufuneka

(i) bawahloniphe amalungelo nje ngoko kubhaliwe kwi Common Law, kuMgaqo siseko, Kumthetho ophathelene nezabasebenzi, nawo nawuphina omnye umthetho ochaphazela abasebenzi.
(ii) maxa onke nika abanye abasebenzi ithuba lokuba babeke etafileni elabo icala nabo
(iii) ubavumele abanye abasebenzi babe nabameli xa befake isicelo soko
(iv) uhlale uzimisele ukushukuxa, nokuzibandakanya kuthethathethwano oluphandle.

Umzekelo 1: Xa umsebenzi ebekwa ityala lokungaziphathi kakuhle, kufuneka xa kusingathwa lombandela kulandelwe imigaqo ebekiweyo, aphathwe ngokufanelekileyo.

Impatho entle kuchankcathwa kwimigaqo ebekiweyo ithetha ukuba kufuneka kulandelwe inkqubo ethile yoluleko nalapho kufuneka umsebenzi -

- aziswe kwangexesha ngesityholo eso abekwa sona
- anikwe ithuba lokuba abeke elakhe icala naye kwiseshoni ehleliweyo
- abe nelungelo lokuba nomntu oza kummela
- azifumane zonke iinkcukacha ezichanekileyo
- abe nelungelo lokuhlaba ngemibuzo onke amangqina
- abe nelungelo lokufaka isibheno

Impatho ekhatshwa bubungqina obuphathekayo ithetha ukuba bonke ubungqina obusetafileni kufuneka bunikwe ingqwalasela ngokungakhethe cala phambi kokuba kuthatyathwe isigqibo.

(b) Ukubaphatha ngokuchubekileyo abanye abasebenzi kuthetha ukuba umsebenzi kufuneka –

(i) Umsebenzi kufuneka abe nolwazi olwaneneyo ngomba othile
(ii) Azisabele ngokukhawuleza izicelo nemiyalelo
(iii) Azikisise ukucinga kwimiba ajongene nayo
(iv) Asebenze ngokuzinikela xa ekunye neqela labasebenzi ukuze kufezekiswe iinkonzo okanye kusonjululwe iingxaki
(v) Ahloniphe amalungelo abanye abasebenzi
(vi) Anike ingqalelo iinjongo zabanye abantu ababandakanyekayo

(c) Ukubaphatha ngokulinganayo abanye abasebenzi kuthetha ukuba umsebenzi kufuneka –

(i) naphina nanini na phantsi kwazo naziphina iimeko angamcalu caluli omnye umsebenzi
(ii) abaphathe ngokulinganayo abanye abasebenzi maxa onke
(iii) ungakhethi cala kwaphela usebenzise indlela efanayo xa uthabatha izigqibo ezichaphazela abanye.

Umzekelo 2: Lowo uliliso kubasebenzi unika I Off amarhamente ecawa yakhe kuphela kodwa abezinye iinkonzo uyala ukubanika I off. Kukucalucalula ke oko. Zonke iinkolo kufuneka ziphathwe ngendlela efanayo.

4.3.7 Umsebenzi uyazikhwebhula kwiintshukumo zamaqela ezopolitiko kumaziko engqesho.

Ngokwemigaqo ebekiweyo kuMgaqosiseko iinkonzo zaseburhulumenteni kufuneka zingakhethi cala ngokwezopolitiko, ngendlela ezibonelela ngayo uluntu ngeenkonzo. Oko kuthetha ukuba abasebenzi baseburhulumenteni kufuneka bebonelele ngeenkonzo bonke abemi beli ngokungenamkhethe. Iinkonzo zaseburhulumenteni nabasebenzi bajongene nabo bonke abemi belizwe yaye kwimisebenzi yabo akufunekanga bakhuthaze iinjongo zalo naliphina iqela lezopolitiko.

Umzekelo 1: Umntu onxibe I T-Shirt enombhalo weqela lezopolitiko ngelixa esenza umsebenzi ojongene ngqo noluntu masithi ekhupha iincwadi zezazisi, lomntu angatyholwa ngokusebenza phantsi kwefuthe laloombutho eneenjongo zocalucalulo xa engazikhuphi ngexesha elithile nelichanekileyo ezo zazisi, nokuba mhlawumbi izizathu zoko kulibaziseka zingaphaya kwamandla akhe. Ngaphezu koko kungasisikhubekiso kulowo uncedwayo ukufumanisa ukuba uncedwa ngumntu okhuthaza iinjongo zeqela elithile lezopolitiko kwiziko loluntu.

Umzekelo 2: Umsebenzi ovumela amalungu eqela elithile lezopolitiko ukuba afumane iinkcukacha ezivumeleke kuwonke wonke, kodwa angawaniki amalungu elinye iqela lezopolitiko ezonkcukacha, usilele ukubonelela ngeenkonzo bonke abemi boMzantsi Afrika, nokuba baxhasa eliphi na iqela lezopolitiko.

4.4 UKUQHUTYWA KOMSEBENZI

4.4.1 Umsebenzi uzama ngandlela zonke ukuphumeza iinjongo zelo ziko alisebenzelayo, ngaphandle kwenkcitho, ezalisekisa iimfuno zoluntu.

Kwimisebenzi yabo yemihla ngemihla abasebenzi kufuneka basoloko bezibuza ukuba ingaba into abayenzayo inegalelo kusini na ekuboneleleni ngeenkonzo okanye ekuveliseni iziphumo ezilindelekileyo kwisebe okanye icandelo labo. Ngokuqinisekileyo oko kufuna ukuba bonke abasebenzi babe nolwazi oluphangaleleyo ngenjongo zecandelo neziko elo baxelenga kulo ngaphezu kwako konke babe nolwazi lwemisebenzi abajongene nayo kwelo candelo. Abo ke baliliso emisebenzini nabaphathi kuwo onke amanqanaba kufneka nabo basoloko bezibuza ukuba ingaba imisebenzi eyenziwa kumacandelo abo inegalelo kusini na ekuboneleleni ngeenkonzo ezilindelekileyo kwiziko labo.

Umzekelo 1: Umsebenzi udlala iimidlalwana kwi computer yasemsebenzini ngexesha lomsebenzi**.** Oku ke kuchasene nefuthe lokuzinikela yaye kuyafana nokuba ixesha, (nemali) kumqashi wakho. Xa umntu engenamsebenzi woneleyo wokuwenza kufuneka axelele lowo uliliso kwindawo asebenza kuyo ukuze abe nokusetyenziswa ngendlela egqibeleleyo eza kukhokelela ekuzalisekisweni kweenjongo zeziko elo lengqesho.

Umzekelo 2: Umphathi ojongene nenkqubo yohlahlolwabiwo mali kufuneka abe nononophelo ngendlela asebenzisa ngayo imali yoluntu ukuze zibe nokuzalisekiswa ngempumelelo iinjongo zeziko elo lengqesho. Oku ke kufuna ukuba kubekho izicwangciso ezizizo nezichanekileyo kuthintelwe nezigqibo ezenziwa ngoku kungaqiqisiswanga.

4.4.2 Umsebenzi ucinga ngobuchule, ngokunjalo naxa esenza umsebenzi wakhe, usoloko ezingela iindlela ezinobuchule zokusombulula iingxaki, akhuthaze umsebenzi ogqibeleleyo nochubekileyo echankcatha kokuqulethwe ngumthetho.

Abasebenzi kufuneka bazinikele xa besebenza. Bazinzise iingqondo zabo kuloonto bayenzayo bazame ukuwenza ngokukhawuleza nangokuphucukileyo umsebenzi wabo ukuze babe nokuvuna iziphumo ezincumisayo okanye iinkonzo. Nangaluphina ke usuku lokusebenza ziyavela iingxaki eziliqela emsebenzini. Abasebenzi kufuneka maxa onke bazame ukuzisombulula ezi ngxaki ngokukhawuleza, bazame nokufumana iindlela zokuzithintela ukuba zingenzeki kwakhona.

Umzekelo 1: Xa umsebenzi esebenza kwicandelo elikhupha iziqinisekiso, aze ke afumanise ukuba abantu abonelisekanga yinkqubo elandelwayo, kwa nexesha elithathwayo ukuze sifumaneke eso siqinisekiso, lomsebenzi ke kufuneka azame ukuqwalasela ezinye iindlela zokuwukhawulezisa lomsebenzi nokuwuphucula, ze ke afakane imilomo ngoko nalowo uliliso kuloondawo asebenza kuyo.

Umzekelo 2: Xa umsebenzi osebenza kwi ofisi enceda abantu uqaphela ukuba abantu bayasokola ukufumana indawo yokupakisha iimoto, okanye kufuneka bafole emigceni ixesha elide, lomsebenzi ke kufuneka acinge ngeendlela zokusombulula lengxaki. Mhlawumbi elicandelo lingafuduswa lisiwe kwindawo eza kwenza izinto zibe lula eluntwini, bafikelele lula kananjalo kuyo, okanye mhlawumbi kuvulwe elinye icandelo lesibini, nangaphezulu.

4.4.3 Umsebenzi uwenza ngexesha umsebenzi wakhe.

Abasebenzi kufuneka bayiqonde into yokuba imisebenzi yabo esemthethweni ibaluleke kakhulu, kwa nokuba kufuneka bazinikele ngako konke xa besebenza kungabikho ziphazamiso. Abasebenzi kufuneka baqinisekise ukuba umsebenzi wabo ugqitywa kanye ngamaxesha abekiweyo.

Abasebenzi kukwafuneka bazikhuthaze bona ngokwabo benze umsebenzi wabo ngentembeko bechankcatha kwiinkqubo nemigaqo ebekiweyo, kungekho mntu uza kumana ebakhumbuza ngoxanduva olusemagxeni abo okanye ngomsebenzi wabo ekufuneka wenziwe.

Umzekelo 1: Umsebenzi ufika emva kwexesha emsebenzini, ediniwe kuba ehleli ubusuku bonke kwisiyunguma , yaye kunzima ukwenza umsebenzi wakhe ngendlela efanelekileyo. Loomsebenzi ke unetyala lokungabi nankathalo nokumosha imali yoluntu ngokubanzi.

Umzekelo 2: Xa umsebenzi kufuneka egqibe umsebenzi othile ngexesha elithile elibekiweyo, lomsebenzi kufuneka asebenze ngendlela eza kuqinisekisa ukuba ngenene uza kuwugqiba ngelo xesha loomsebenzi. Mhlawumbi ke kuza kunyanzeleka ukuba asebenze nangexesha lakhe lesidlo sasemini nasemva kotshayile, mhlawumbi kunyanzeleke ukuba acele noncedo loogxa bakhe xa loomsebenzi ungaphaya kwamandla omntu omnye, ukuze angasileli ukuwugqiba ngexesha elimiselweyo.

4.4.4 Umsebenzi uwenza umsebenzi wakhe ngokuchubekileyo nangendlela esemgangathweni.

Abasebenzi kufuneka besoloko bezibuza ukuba bonelisekile kusini na ngumsebenzi wabo kwa nokuba bebeyakoneliseka kusini na xa ibingabo abaxhamla iziqhamo zaloo msebenzi okanye loo nkonzo. Kwakhona abasebenzi kufuneka besoloko bezibuza ukuba ingaba babaphatha abanye abantu (oogxa babo, aabo baliliso kwiindawo abasebenza kuzo, noluntu ngokubanzi) ngendlela endilisekileyo, behlonipha namalungelo abo aziimfanelo, kwanokuba kwindlela ababanceda ngayo babonakalisa ulwazi abanalo,

bathetha kakuhle nabantu babanceda ngokugqibeleleyo. Isakhono ke sokubonelela ngeenkonzo ngendlela echubekileyo nesemgangathweni siza kuxhomekeka nakwizinga lolwazi onalo ngomsebenzi ekufuneka wenziwe, nokugxininisa kwakhona kuxanduva olusemagxeni omsebenzi lokufumana uqeqesho.

Umzekelo 1: Maxa wambi umsebenzi okwinkonzo ethile esebenza ngaphaya kwe khawuntara, udibana nabantu abafumana ubunzima bokuqonda ukuba ngani ezinye izinto ezithile zisenziwa ngendlela ethile. Umsebenzi ke akufunekanga abe nomsindo, koko amchazele loomntu ngokuzolileyo izizathu zoko. Xa loomntu engonelisekanga, umsebenzi angacebisa ukuba loomntu abhale phantsi isikhalazo sakhe, amnike idilesi amakasithumele kuyo isikhalazo eso.

Umzekelo 2: Xa umsebenzi ejongene nokuphendula imibuzo ephuma eluntwini ebhaliweyo, kufuneka loomsebenzi aqinisekise ukuba yonke loomibuzo iphendulwa ngokukhawuleza kwanokuba iimpendulo ezo zichanekile yaye zinomongo, impendulo ibhalwe ngesimilo nangokuchanekileyo. Kwimibuzo ekunzima ukuba iphendulwe ngokukhawuleza, umsebenzi kufuneka abhale ngokukhawuleza impendulo engqinayo ukuba ifunyenwe incwadi yaloomntu unombuzo.

Umzekelo 3: Umsebenzi osanda kuqashwa uthunyelwa ukuba ayo kusebenza ngaphaya kwekhawuntara, kungekho mntu ulilise kuloo msebenzi awenzayo engakhange wabe ufumana noqeqesho oluchanekileyo. Nangona ke kunokuthiwa lomsebenzi kufuneka awufunde umsebenzi ngokuye ewenza, kufuneka uqondwe umonakalo ongadaleka ngenxa yalenkqubo, kumqashi, xa lomsebenzi esenza impazamo okanye belibaziseka abantu abafuna uncedo.

4.4.5 Umsebenzi akazibandakanyi nakweliphina inyathelo okanye isivumelwano esiphikisana okanye esiphazamisa indlela enza ngayo umsebenzi wakhe osemthethweni.

Ukuqinisekisa ukuba intembeko ihlala ikhona kwiinkonzo zaseburhulumenteni, bonke abasebenzi kulindeleke ukuba basebenze ngokuthembeka nangokuzinikela. Oku ke kufuna ukuba abasebenzi, xa besemsebenzi, naxa selebephumile bangazibandakanyi neentshukumo:

- ezoyanyaniswa norhwaphilizo nobusela
- ezizakuphazamisana nomsebenzi wabo
- eziza kuba nefuthe kwindlela abaqhuba ngayo umsebenzi wabo.
- eziza kuba nefuthe ekubeni bangakhethi cala xa bethabatha izigqibo
- eziza kufaka uRhulumente ehlazweni nje ngomqashi okanye
- eziza kubonwa nje ngezisengela phantsi okanye ezihambisana namaqela athile.

Abasebenzi xa besemsebenzi naxa sele bephumile kufuneka baziphathe ngendlela apho uRhulumente omiyo noluntu ngokubanzi beza kubathemba ukuba bazakuwenza ngokuzinikela umsebenzi wabo iinjongo zabo kuphela ikukubonelela uluntu ngeemfuno zabo

Umzekelo 1: Umsebenzi ojongene nokuphonononga intlawulo yerhafu, akanakuzisebenzela ecaleni emva kwexesha lomsebenzi ngelokuzingenisela ubumadlana, ngokunceda abantu ukuba bazikhwebule ekuhlawuleni irhafu.

Umzekelo 2: Umsebenzi akanakusebenza nje ngelungu lebhodi kumbutho okanye ishishini elinamatyathanga entsebenziswano nelo sebe asebenza kulo

4.4.6 Umsebenzi uza kuzikhwebula kwinyathelo elisemthethweni okanye inkqubo ekuthatyathwa kuyo izigqibo nengakhokelela ekubeni abe nakuzuzayo yena ngqo nje ngomsebenzi, lomsebenzi kufuneka oko akudandalazise elubala ngendlela efanelekileyo

Nanini na apho abasebenzi beziva ukuba kunzima ukungakhethi cala kwindlela abaqhuba ngayo umsebenzi wabo, okanye besenza isigqibo, okanye xa abanye abantu banganesizathu esixhasa ukuba kuya kuba nzima kubo ukungakhethi cala ngenxa yamatyathanga athile anawo, kufuneka barhoxe ngoko nangoko kweezonkqubo ukukhusela ubunyulu nokuthembeka kweenkonzo zaseburhulumenteni emehlweni oluntu.

Umzekelo 1: Xa umsebenzi oyinxalenye yeqela labachongi abaza kukhetha umntu oza kungena kwisithuba somsebenzi, efumanisa ukuba isizalwane okanye isalamane siyinxalenye yoluhlu ekuza kukhethwa kulo lowo uza kuvala eso sikhewu somsebenzi, lomsebenzi kufuneka arhoxe kulenkqubo nanjengoko kuza kucingwa ukuba kuza kuba nzima kuye ukungakhethi cala. Lomsebenzi ke kufuneka isibhengezo selo nyathelo asibhale phantsi.

Umzekelo 2: Xa umsebenzi ebandakanyeka kwinyathelo lokuthenga umhlaba oza kusetyenziselwa iphulo lika Rhulumente, yaye inxalenye yalomhlaba uthengwayo yeyomnye wezizalwane zakhe, umsebenzi kufuneka akukhankanye oko kwaabo bamphetheyo emsebenzini, arhoxe ekubeni abe yinxalenye yesosivumelwano.

4.4.7 Umsebenzi uyakwamkela ukuba ngexesha esasebenza luxanduva lwakhe ukuzinika ixesha lokuba aye kwiiseshoni zoqeqesho, nezokuziphuhlisa buqu.

Isekwa luxanduva lwabaphathi nabasemagunyeni, ukuqinisekisa ukuba abantu abasebenza phantsi kwabo bafumana uqeqesho maxa onke ukuqinisekisa ukuba baza kuba nako ukwenza imisebenzi yabo bengaxhomekekanga mntwini, kwakhona bebaxhobisa ukuba babe nekamva eliqaqambileyo kwimisebenzi yabo. Noko kunjalo umsebenzi ngamnye unoxanduva olulodwa lokuba athabathe amanyathelo afunekayo ukuqinisekisa ukuba -

- unolwazi oluphangaleleyo ekuqonda kananjalo okulindeleke kuye nje ngomsebenzi waseburhulumenteni;

- unolwazi oluphangaleleyo lokwenza umsebenzi wakhe ekuqonda kananjalo okulindeleke kuye emsebenzini;

- uphucula ulwazi lwakhe nezakhono okuya kuba lulutho xa enokonyuselwa kwizikhundla ezithe xaxe.

Umzekelo 1: Xa umsebenzi osanda kuqashwa engaqinisekanga ngendlela oqhutywa ngayo umsebenzi wakhe, lomsebenzi kufuneka afunde iinkcukacha eziphathelene nomsebenzi wakhe kumqulu ophathelene noko, acele uncedo koogxa bakhe okanye koliliso kwindawo asebenza kuyo kungenjalo bobabini.

Umzekelo 2: Abasebenzi abaneminyaka besebenza kwiinkonzo zaseburhulumenteni bangabonakalisa iimpawu zokuba abanakumelana neemeko ezithile kumsebenzi wabo. Iya kuba yinzuzo ke kubo ukuba basebenzise naliphina ithuba elingavela loqeqesho, umzekelo ukuthabatha izifundo eziphathelene nomsebenzi wabo kungenjalo babhalisele ukufundela ezinye izifundo ngelokuphucula izinga labo lemfundo.

4.4.8 Umsebenzi unyanisekile yaye kufuneka eziphendulele ngendlela asebenzisa ngayo izimali zaseburhuluenteni, usebenzisa impahla yeenkonzo zaseburhulumenteni nezinye izinto ngendlela echanekileyo nefanelekileyo, ezisebenzisela izizathu ezigunyazisiweyo ezisemthethweni.

Uluntu ngokubanzi luyabathemba abasebenzi baseburhulumenteni ukuba baza kuyisebenzisa ngendlela efanelekileyo nenyanisekileyo impahla nemali karhulumente.

Abasebenzi nabo balindeleke ukuba bayonge imali yabahlawuli berhafu ngendlela abasebenzisa ngayo imali nempahla karhulumente. Kubalulekile ukuba abasebenzi bayiqonde into yokuba xa inkcitho ka Rhulumente ingagcinwa iphantsi, ilizwe lingabonelelwa ngeenkonzo ezisemgangathweni kusetyenziswa loomali isesandleni.

Umzekelo 2: Umsebenzi usebenzisa kakubi ngokungenankathalo impahla ka Rhulumente (imoto, oomatshini, ifanishala njalo njalo) ayonakalise. Oko ke akuzizalisekisi kwaphela iimfuno zoluntu kuba lomntu akonelanga nje ukuba kurhuluemnte nakubahlawuli berhafu koko uza kwenza ukuba noluntu ngokubanzi lungabi nantlonipho kwiinkonzo zaseburhulumenteni.

4.4.9 Umsebenzi ukhuthaza ulawulo olungenachaphaza, olugqibeleleyo oluneziqhamo, olungenazimfihlo, ngokunjalo abe nokuziphendulelo ngamanyathelo awathabathayo.

Ukukhuthazwa kolawulo olugqibeleleyo olungenazimfihlo nalapho umsebenzi anokuziphndulela ngamanyathelo awathabathayo kuthetha ukuba wonke ummi weli kufuneka axhamle ngokulinganayo kwiinkonzo zeli ezigqibeleleyo ezinoncedo nezinobuntu kungajongwe ukuba ngubani na, isini, ibala njalo njalo.

Ekuboneleleleni ngeenkonzo ezigqibeleleyo nonokuziphendulela ngako okuqhubekayo kuzo, imigaqo engundowo nemiqathango yomgaqo siseko kufuneka ihlale inkenteza engqondweni. Maxa abasebenzi kufuneka bazame ukuqugqiba ngethuba umsebenzi wabo, bazame maxa onke ukwenza umsebenzi osemgangathweni nokuba loomsebenzi ungakhangeleka ungabalulekanga kangako.

Umzekelo 1: Xa umsebenzi enikwa umyalelo wokwenza iikopi zamaxwebhu aza kukhapha iincwadi eziya kwamanye amaziko, ezoo kopi kufuneka zicwangciswe ngendlela eyiyo, zicace nanje ngoko oko kuza kuba negalelo kwindlela elibonwa ngayo eli ziko.

Umzekelo 2: Umsebenzi ojongene nolawulo lwezithuthi eziphantsi kuka Rhulumente kufuneka aqinisekise maxa onke ukuba iincwadi ekubhalwa kuzo iinkcukacha ngezi zithuthi eziphantsi kolawulo lwakhe zingeniswa ngexesha kwanokuba umgama weekhilomitha ohanjwe zezi zithuthi ubhalwe ngendlela efanelekileyo kwezooncwadi

Umzekelo 3: Zonke iinkcukacha ngentengiselwano eqhubekayo kwiziko lengqesho kufuneka ibhalwe phantsi ukuze imigaqo elandelweyo nezigqibo ezithatyathiweyo nezikhokelele kuloontengiselwano zicacice gca, ukwenzela ukuba xa kunokubakho uphando okanye ukungavisisani kubekho ubungqina. Oko ke kuza kukhuthaza neentshukumo okanye amanyathelo angenazimfihlo.

4.4.10 Umsebenzi ngelixa esemsebenzini uzakwazisa amagosa aphetheyo ngazo zonke iziganeko zolwaphulo mthetho namanyathelo agwenxa njengo kwehlisa imali ngomlenze, urhwaphilizo, ukwenzelelelwa kwezizalwane, ulawulo olugwenxa, kunye naliphina inyathelo lolwaphulo mthetho oluza kuba lulwamvila kwiimfuno zoluntu.

Urhwaphilizo lubhekiselele kwintlondi eyandileyo yokuqaqadeka kwezimili ingakumbi ukunyoba nokwehlisa imali ngomlenze. Kuahambisana ke neminye imikhwa yolwaphulo mthetho, umzekelo ukukhuthaza ushishino olungekhomthethweni, ushishino ngeziyobisi, oosinga basebenzi, ukwehlisa imali ngomlenze nobugebenga obucwangcisiweyo obungadodobalisa uqoqosho. Okokuqala ngumbandela wokuqhekeka kobudlelwane phakathi koluntu yaye unobungozi kuluntu ngokubanzi. Kwakhona iphenjelelwa ngumkhwa wokufuna ukuzakhela ubutyebi ngokukhawuleza ungabubilelanga. Okwesibini ithoba isidima senkqubo esemthethweni yezopolitiko ngokutshabalalisa

intembeko yayo, kuba xa ulawulo lulahlekelwa sisidima kugquba umoya wokulambatha kozinzo nokungathotyelwa komthetho. Okwesithathu kudodobalisa nenkqubo yezoqoqosho. Kukwenza oko ngokunciphlisa amathuba otyalo mali, oosomashishini bamazwe angaphandle okanye abasekhaya. Urhwaphilizo ke lutshabalalisa owona mongo wentembeko yoluntu ngokubanzi, ndawonye nokuthembela kwi Democracy yeli. Kufuneka ke buncothulwe neengcambu.

Luxanduva ke lwabo bonke abasebenzi ukunika ingxelo kwabasemagunyeni ngawo onke amanyathelo angekho mthethweni, ukuziphatha ngokunganyanisekanga, okanye iintshukumo zorhwaphilizo nje ukuba babe nofifi ngazo. Iintshukumo zorhwaphilizo ke ngunozala wokunqongophala kwemikhwa esemthethweni yokuziphatha emsebenzini, ukungakhuthazwa kwenyathelo lokuziphendulela eluntwini ngazo zonke izigqibo ozithabathayo kwisikhundla okuso, nokunqongophala kwentembeko ndawonye nokwenzelelwa kwezizalwane kumaziko engqesho.

Umzekelo 1: Umsebenzi onoxanduva lokuhambisa abasebenzi rhoqo ngesithuthi sohlobo lwe minibus saseburhulumenteni, angavunyelwa ngezizathu ezithile ukuba asisebenzise naxa egoduka, asipakishe ekhayeni lakhe. Oogxa bakhe ke bafumanise ukuba lomsebenzi usebenzisa esi sithuthi nje nge Taxi, ukuzingenisela ubugcwabalalana ecaleni. Kufuneka baxelele abasemagunyeni ngokukhawuleza. Xa kungathatyathwa manyathelo afanelekileyo, lombandela ungadluliselwa nguMkhuseli Woluntu.

Umzekelo 2: Xa igosa lendlela elisebenza kwiSebe lezothutho elinoxanduva lokukhupha izohlwayo kwabo bophula imigaqo yendlela, linyotywa ngabaqhubi, elo gosa kufuneka limse ngaphambili kwabezomtheto lowo umnika loomali ngelokumnyoba. Ke ke umsebenzi esamkela imali yokunyotywa, loo msebenzi unetyala lorhwaphilizo.

4.4.11 Umsebenzi unika abasemagunyeni iingcebiso ezinyanisekileyo nezingakhethi cala, zisekelezelwe kwiinkcukacha ezifumanekayo neziphathelene nomba lowo usesandleni, xa kucelwa olo ncedo kuye.

Ngalo lonke ixesha abasebenzi becelwa ukuba banike iingcebiso kumphathi okwisikhundla esiphezulu ngombandela othile, isiseko sezo ngcebiso kufuneka ibe yinkcubeko nengqiqo kuchankcathwa kwimigawo ebekiweyo yendlela emayilandelwe kumaziko engqesho. Izinto ozithandayo nongazithandiyo okanye ozikhethayo akufunekanga zibe nefuthe kwiingcebiso oza kuzinika.

Umzekelo: Umsebenzi ochophele isikhalazo sogxa wakhe amsizelayo, akufunekanga afihle iinkcukacha ezithile kubaphathi ngeenjongo zokwenza isikhalazo sakhe sibe nesihlala kwaabo basemagunyeni. Ukufihlwa kweenkcukacha kulombandela kunganobungozi kwisebe okanye ulawulo

4.4.12 Umsebenzi uyalihlonipha ilungelo lokuba yimfihlo kwemibandela ethile, amaxwebhu neengxoxo ezithathwa nje ngeziyimfihlelo okanye ihlebo.

Ngaxeshanye ukungabi nazimfihlo kuthetha ukuba wonke umntu unelungelo lokufumana iinkcukacha ezisezandleni zikaRhulumente xa ezonkcukacha zifuneka ukukhusela amalungelo athile aloomntu. Kodwa ke kungakho iinkcukacha ezi thathwa nje ngeziyimfihlo. Xa kunjalo ake, luxanduva lomsebenzi ukuhlonipha ukuba yimfihlo kwazo, nanje ngoko ukudandalaziswa elubala kwazo kunganobungozi kuRhulumente.

Umzekelo 1: Akulunganga ukuba umsebenzi anike amaziko eendaba iinkcukacha eziyimfihlo nje ngeekcukacha ezibhaliweyo ze khabhinethi ezigcinelwe ixa elizayo, okanye umthetho osayilwayo worhulumente omiyo.

Umzekelo 2: Iinkcukacha ezibhaliwleyo nezigciniweyo zomsebenzi ngamnye ziyimfihlo yaye kufuneka kuhlale kunjalo maxa onke. Ezi nkcukacha ke azinakunikwa iinkampani ze Insurance noba ngubanina, ngaphandle ke kokuba kukho isizathu esivumelekileyo nesiphathekayo sokuba zikhutshwe, yaye ukukhutshwa kwazo kufuneka kugunyaziswe ngokusemthethweni.

Umzekelo 3: Iinkcukacha eziyimfihlo zingathunyelwa nge Fax kuphela xa ingekho enye indlela ekhuselekileyo. Loo Fax ke kufuneka kufunyanwe imvume yalowo uchaphazelekayo nalowo iya kuye kuqala, iinkcukacha ezithathwa nje ngeziyimfihlo nehlebo elikhulu azinakuthunyelwa ngeengcingo zika wonke wonke, ngaphandle ke kokuba kuthatyathwe amanyethelo okhuseleko kuqala. Maxa onke iinkcukacha kufuneka zikhuselwe ngokutshixelwa.

ULAWULO LOKUFIKELELEKA: Inkcukacha ezikumanqanaba athile kufuneka zifikeleleke kubantu abathile ekufuneka bezisebenzisile. Kufuneka ke kusoloko kukho uluhlu olungqinisisa aabo banelungelo lokufumana ezo nkcukacha. Ilungelo lokufumana iinkcukatha ezithile kufuneka linike ingqalelo inkqubo enemigaqo ekuqhutywa ngayo. IiPassword, oko kukuthi amagama ayimfihlo asetyenziswayo akufunekanga kwabelwane ngawo naye nawuphina umntu nangasiphina isizathu. Ukusetyenziswa kwe remote ukuze ube nokufikelela endaweni okanye kwiinkcukacha ezithile kufuneka kulawulwe ngeendlela ezithile nezichanekileyo zokhuseleko ezingqingqwa nalapho kufuneka abantu bezazisile, ibe yinkqubo enyanisekileyo nebhalwe phantsi. Imvume yokungena okanye yokufumana ezo nkcukacha iya kunikwa abantu abangabanye kuphela kwisiganeko apho kungekho bungozi bokuba semngciphekweni.

i-EMAIL ne WWW: Mazisethenziselwe kuphela okuphathelene nezoshishino hayi iinjongo ezingendawo nezingekho mthethweni. Ukusasazwa kweenkcukacha ezinobuthathaka kwandulelwe sisilumkiso soko notyikityo olubhaliweyo obuthunyelwa ngeendlela zalamaxesha zobuxhakaxhaka bezobugcisa. Kuqinisekiswe ukuba akukho zi virus ezizakuba sisiphazamiso. Imbalelwano ekrokrisayo mayingavulwa. Kuthintelwe ukophulwa kwamalungelo abanye abantu ngemisebenzi yabo ebhaliweyo. Zingqinisise

iinkcukacha, uqonde apho ziphuma khona nozibhalileyo. Mazihluzwe zonke izinto ezingenayo ezishicilelweyo.

UKUKHUSELA IINKCUKACHA: Inkcukacha eziyimfihlo kufuneka zikhutshwe ngendlela ebhalwe ngokufihlakeleyo neziyakufumaneka kuphela kulowo unelungelo lokuzifumana. Ukunyanzeliswa kwemiqathango yokhuseleko kufuneka ibe ngumba ophambili, nabasebenzi bonke baziswe ngayo. Ngawo onke amaxesha kubethelelwe imfihlakalo nokuba yindaba yakwamkhozi kwezo nkcukacha. Phambi kokuba kukhutshwe iinkcukacha kufuneka kuqinisekiswe ngobulungisa aza kuziphatha ngabo ezo nkcukacha lowo zithunyelwa kuye. Ukhuseleko lweenkcukacha malungaxhomekeki kwii passwords nje kuphela, kufuneka kuvelelwe nezinye iinkalo ezizakuxhasa oko. Kufuneka ibe ngabantu abanelungelo elisemthethweni kuphela abathetha namaziko eendaba. Oko bazakuthetha kucwangciswe ngendlela eyiyo kuchankcathwe kwimigaqo ebekiweyo nelandelwayo. Iidilesi neemombolo ze fax kufuneka zingqinisiswe kuqala phambi kokuthunyelwa kwembalelwano.

UKUTHINTELA OKANYE UKULWA UBUGEBENGA KUSETYENZISWA UBUXHAKA-XHAKA BEZONXIBELELWANO: Kufuneka kumiselwe ukhuseleko olungqingqwa kuthungelwano lobuxhaka xhaka bezonxibelelwano. Kuphononongwe imiba engabeka iziko elo emngciphekweni maxa onke ukuze kufunyanwe ulwazi ngeendlela olungathintelwa okanye lucuthwe ngayo uhlaselo. Indlela ezikhawulezileyo zokubuyisela iingcingo kubume bangaphambili kufuneka ziqinisekiswe. Ubungqina bungakhatywa okanye bubethiswe ngoyaba ngesizathu sokuba ubume babo busebenzisa izitsali mbane (electronic format). Ubugebenga usebenzisa ubuxhakaxhaka bezonxibelelwano bukhatshwa sisohlwayo, nje ngoko kubhaliwe kumthetho wezonxibelelwano i-Electronic Communications and Transaction Act, nomthetho wokwakhela umkhanya I- Interception and Monitoring Act neminye imithetho ephathelene nobugebenga kwezonxibelelwano. Abasebenzi ke kufuneka bahlale bethe qwa maxa onke.

4.5 UKUZIPHATHA KOMSEBENZI NEZINTO ANOMDLA KUZO BUCALA EZINGAPHATHELANANGA NOMSEBENZI.

4.5.1 Ngexesha lomsebenzi umsebenzi unxiba aziphathe ngendlela eza kuphucula isidima seenkonzo zaseburhulumenteni.

Urhulumente noluntu ngokubanzi balindele umgangatho ophezulu wokwenza izinto ngokuchubekileyo kubasebenzi baseburhulumenteni. Ukwenza izinto ngokuchubekileyo ke apha kuthetha ukwenza izinto ngexesha, ukuthabatha inyathelo lokuqala ekwenzeni izinto,ukuzinikela, isakhono nomgangatho ophezulu kwindlela owenza ngayo umsebenzi wakho. Maxa onke kufuneka unxibe ngokufanelekileyo, ngokundilisekileyo nangokuhloniphekileyo. Abasebenzi ingakumbi aabo basebenza ngqo nabantu kufuneka bazame ukunxiba kakuhle.

Umzekelo 1: Abasebenzi ingakumbi abo banceda uluntu ngqo bangezi emsebenzini benxibe ii t-shirt ezikrazukileyo neebhulukhe zohlobo lwe dangari ezinemingxuma.

Umzekelo 2: Akukho namnye umsebenzi waseburhulumenteni ekufuneka aye emsebenzini ekhangeleka ngathi lixelegu. Xa mhlawumbi umsebenzi osebenza kwiziko ekufikela kuloo abemi bamazwe aphesheya, efika emsebenzini enga shevanga enuka notywala, uza kube unika umfanekiso ombi ngoMzantsi Afrika nto leyo ke enganobungozi kwilizwe ngokubanzi

4.5.2 Umsebenzi ke uziphatha ngendlela efanelekileyo ngokuphathelene nokusela utywala nokuba yeyiphina into enxilisayo.

Abasebenzi akufunekanga nakanye baye emsebenzini benxilile. Ngaphandle nje kwehlazo elingenzeka, ukuza emsebenzini unxilile kunganefuthe elibi kwindlela oza kuwenza ngayo umsebenzi wakho nendlela ozakubaphatha ngayo abanye abasebezi noluntu ngokubanzi

Ifuthe lentsebenziswano nokubambisana phakathi kwabasebenzi libaluleke kakhulu kwindlela elisebenza ngayo iziko lengqesho. Abasebenzi ke mabangazihlazi emehlweni oogxa babo ngokuzintyintya ngotywala ngamaxesha omsebenzi

Naxa umsebenzi sele ephumile emsebenzini, uyakuhlala engumsebenzi weenkonzo zaseburhulumenteni, ngoko ke kufuneka aziphathe kakuhle, angabeki ehlazweni iinkonzo zaseburhulumenteni.

Umzekelo 1: Umntu oliliso kumaziko engqesho, nozintyintya kakhulu ngotywala epatini yasemsebenzini anxile, uza kuzihlaza emehlweni abo bamphetheyo, koogxa bakhe nakwabo aliliso kubo. Oko ke kungalinxeba kwindlela oqhutywa ngayo umsebenzi kwicandelo lakhe

Umzekelo 2: Xa umsebenzi ingakumbi lowo kufuneka esebenze ngqo noluntu, esiya emsebenzini enuka phu utywala (okanye enxilile) unetyala lokuziphatha kakubi, yaye indlela aziphethe ngayo iza kuba linxeba kwiinkonzo zaseburhulumenteni nokugqibelela kwazo. Kubalulekile ke ukuhlala ukhumbula ukuba ukuziphatha ngalendlela kuthathwa nje ngokwaphula umthetho yaye loo msebenzi phantsi kwezo meko angabekwa ityala lokuziphatha kakubi.

4.5.3 Umsebenzi akavumelekanga ukuba amkele izipho zabucala, okanye abe nenzuzo ayixhamlayo ngandlelathile, okanye izinto ezinexabiso lemali ethile, engafumenanga imvume yentloko yesebe lakhe kuqala.(ezi zipho ke ezinexabiso elingaphaya kwe R350 ezivela nakubanina xa ezamkela ngelixa esemsebenzini zingatolikwa nje ngezinto anyotywa ngazo.

Xa ke umntu eqashwa nje ngoMsebenzi waseBurhulumenteni, oko kuthetha lukhulu. Singathi umsebenzi uthengisela urhulumente isakhono sakhe sokwenza umsebenzi othile, yaye uza kuvuzwa ngentlawulo yerhafu eqokelelwe kuluntu ngokubanzi, ngoko ke

umsebenzi lowo uza kubonelela uluntu ngeyona nkonzo yakhe yagqibelela ngendlela echubekileyo nangokuzinikela.

Kufuneka kubacacele gca ke Abasebenzi Baseburhulumenteni noluntu ngokubanzi ukuba akuvumelekanga ukuba kubekho intlawulo eyongezelelweyo, imali ezinkozo nokuba yintlawulo yaluphina uhlobo ekhutshwa luluntu ngayo nayiphina inkonzo, (Umzekelo: xa kukho imali eyongezelelweyo ekufuneka ihlawulwe xa kukhutshwa iincwadi zezazisi) akuvumelekanga ukuba ihlawulwe ngaphandle kokuba oko kukhankanyiwe ngokusemthethweni ukuba uluntu luza kuhlawula imali ethile eyongezelelweyo ngenkonzo ethile. Lomqathango ke kufuneka ubandakanywe kuyo yonke imigaqo-nkqubo yamaziko eenkonzo, ibhalwe ngokucacileyo kwizakhiwo ukuze noluntu lube nokucacelwa ngulombandela. Xa kukho intlawulo eyongezelelweyo efunekayo ngenkonzo ethile oko kufuneka kucaciswe kuxwebhu (lwesicelo)oluchaphazelekayo.

Ngaxeshanye naabo beenkonzo zabucala abasebenzisana neenkonzo zaseburhulumenteni nabo kufuneka bacaciselwe ukuba iiNkonzo zaseburhulumente xa zithabatha isigqibo sokufumanela uluntu iinkonzo zibotshelelwa yimigaqo-nkqubo njengoko kubhaliwe kumgaqo siseko olawula ulawulo lweenkonzo zoluntu , nokhankanya imfuneko yendlela yokuziphatha ekowona mgangatho uphezulu nechubekileyo.

Ngoko ke izipho, inkxaso mali, impahla yezentengiso, izimemo zezidlo zasemini, njalo njalo akufunekanga zibe yinxalenye yeentshukumo zabo zentengiso ngokuphathelene nokutsala umdla weeNkonzo zaseBurhulumenteni, nanje ngoko inika uluvo lokuphembelela ifuthe ngendlela engeyiyo kwaabo bathabatha izigqibo yaye ke inciphisa namathuba oosomashishini abasakhasayo abakhuphisana nabo ekuboneleleni iinkonzo zaseburhulumenteni ngeenkonzo ezithile, abangenazo iimpiko zokwenza ezo zimemo nezo zipho njalo njalo.

Nanje ngoke ke lo ingowona mbandela utshisa ibunzi, iinjongo zoku kulandelayo kukunika amasebe iindlela emazilandelwe kumanyathelo awathabathayo ngokuphathelene nalomba. Kunzima ke ukubonelela amasebe ngemigaqo ebanzi, ngoko ke amasebe kufuneka afune iingcebiso kwiKomishoni yeeNkonzo zaseBurhulumenteni xa benamathandabuzo ngendlela zokusingatha iimeko ezithile ezingavela.

Ukwamkelwa kwezipho, nezinye izinto ezixabisekileyo eziphuma kuye nawuphina ubani okanye inkampani enomdla wokufumana imvume esemthethweni yokuqhuba ushishino, okanye ukuzibandakanya kwiintshukumo ezilawulwa yindlela abasebenzi abasebenza ngayo, zingamkelwa kuphela ngemvume ekhethekileyo nebhaliweyo yeNtloko yeSebe.

Kubalulekile ukuyibethelela engqondweni into yokuba izipho nokwenzelwa isisa, eziphuma kuye nawuphina umntu ngaphandle kosapho nezalamane kufuneka zidandalaziswe elubala. Ezo zipho ke kufuneka zidandalazisiwe zezo zinexabiso elingaphaya kwe R350.Abasebenzi ke kufuneka bafune iingcebiso kwiKomishoni Yeenkonzo zaseBurhulumenteni xa kukho amathandabuzo ngokwamkela izipho.

4.5.4 Umsebenzi akanakusebenzisa okanye akhuphe iinkcukacha ezisemthethweni ukuzalisekisa iinjongo zakhe okanye ezabanye abantu

Abasebenzi abathi ngenxa yomsebenzi abawenzayo bamane begagana neenkcukacha eziyimfihlo ezibuthathaka, neziyindaba yakwamkhozi, abanakuzithi paha ezi nkcukatha bengafumenanga mvume ngokusemthethweni yokweza oko. Iinkcukacha ke azinakukhutshwa ukuzalisekisa iimfuno zakho okanye ezabanye, kungenjalo ukuphumeza inyathelo lokuziphindezela kwabanye. Kubalulekile ukuba abasebenzi baqiqisise kuqala ukuba ukukhutshwa kwezo nkcukacha kuza kuzizalisekisa kusini na iimfuno zoluntu. Abasebenzi mabayiqonde into yokuba ukungabikho kweemfihlo akuthethi ukukhutshwa njee kweenkcukatha uhalala. Nje ngoko ke kunzima ukuba kubekwe imigaqo ngeenkcukacha ezinokukhutshwa, zikhutshelwa bani, abasebenzi babongozwa ukuba basoloko maxa onke bacele imvume yoko kwabasemagunyeni xa bengaqinisekanga.

Umzekelo 1: Ukudandalaziswa kwenkqubo elandelwayo ngabatyumbi, okanye imibuzo ebuzwa kwabanye babantu abafake isicelo somsebenzi othile, akubeki endaweni entle nje kuphela abanye babo bajonge eso sikhundla koko kuchaphazela ngendlela engeyiyo amalungelo okufumana amathuba alinganayo okukhuphisana ngokufumana eso sikhundla abanye abantu abakwafake izicelo.

Umzekelo 2: Xa umsebenzi, ngenxa yomsebenzi awenzayo, enolwazi ngephulo lika Rhulumente eliza konyusa ixabiso lezakhiwo kwingingqi ethile, loo msebenzi akavumelekanga ukuba nangayiphina indlela asebenzise ezo nkcukacha ukugcwalisa ipokotho yakhe okanye yezihlobo nezalamane.

4.5.5 Umsebenzi akavumelekanga ukuba enze umsebenzi ongomnye ongaphathelananga nomsebenzi wakhe osemthethweni ukuzenzela ubugcwabalalana ecaleni , okanye asebenzise ubuxhakaxha base ofisini ukwenza loo msebenzi.

Abasebenzi baseburhulumenteni kufuneka bamilisele ingqondo yabo, ixesha nezakhono kwiiNkonzo zaseBurhulumenteni nje ngomqashi wabo. Iimfuno zomsebenzi wakhe kwiinkonzo zaseburhulumenteni nendlela yokubonelelwa koluntu ngeenkonzo ezifanelekileyo kungachaphazeleka ngendlela engeyiyo xa umsebenzi esenza omnye umsebenzi omhlawulayo ngaphandle kwalo ajongene nawo ngokusemthethweni. Ngoko ke kunyanzelekile ukuba ufumane imvume kuqala yokwenza umsebenzi oza kuhlawulwa ngawo xa ungekho senkomeni.

Umzekelo 1: Masithi umsebenzi lihlakani kwishishini elithile. Izicwangciso ke ezimiyo zezokuba uza kusebenza apho emva kwexesha lokuphuma kwakhe emsebenzini kuphela. Ngelishwa kuyenzeka ukuba emsebenzini wakhe kwiinkonzo zaseburhulumenteni asebenze ixesha elongezelelweyo. Iziphumo zoko ke ingakukubetha bethana kweenjongo zalomsebenzi wakhe usemthethweni nalo wabucala, ukungonwabi, nokungazinzisi ingqondo.

Umzekelo 2: Ugqirha oqashwe kwisibhendlele sika Rhulumente akavumelekanga ukuba asebenze bucala kwi sejari yetshomi yakhe afumane intlawulo, esebenzisa impahla karhulumente nje ngamayeza engafumenanga mvume yoko kwintloko yesebe.

Umzekelo 3: Umsebenzi ke usebenza kulo msebenzi wakhe wesibini, emva kwamaxesha omsebenzi, nto leyo ethetha ukuba ulala selihambile ixesha. Iziphumo zoko kukuba lomsebenzi ngexesha lasemini uyadinwa, kube nzima ukuba asebenze ngenqanaba elilindelweyo kuye, okanye izinga anako ukwenza ngalo umsebenzi wakhe. Oko ke akuzizalisekisi kwaphela iimfuno zoluntu yaye yinkcitho yemali yabahlawuli berhafu.

ISIQENDU SESI-2

UMGAQO NKQUBO WOKUZIPHATHA KWIINKONZO ZASE BURHULUMENTENI

A IINJONGO

A.1 Bonke abasebenzi kulindeleke ukuba bayithobele Imithetho yokuziphatha nje ngoko kubhaliwe kwesi Siqendu, ukuze kubekho ifuthe elibonakalayo kwimiqathango ebekiweyo kulo migaqonkqubo iphathelene Neenkonzo zaseBurhulumenteni.

A.2 Umgaqonkqubo wokuziphatha kufuneka usebenze nje ngomkhomba ndlela kubasebenzi kwindlela ekulindeleke ukuba baziphathe ngayo ngokusemthethweni, kwizimilo zabo nobudlelwane phakathi kwabo nabanye abantu. Ukuthobela uMgaqonkqubo ke kulindeleke ukuba kuphucule indlela echubekileyo ekuqhutywa ngayo umsebenzi kuncede nokuqinisekisa intembeko kwiiNkonzo zaseBurhulumenteni.

B INTSHAYELELO

B.1 Ikhona imfuneko yokuba kumiselwe umkhombandlela kubasebenzi ngokubathelene nobudlelwane phakathi kwabo nendlu yowisomthetho, abaphathi kwezopolitiko nee ofisi zesigqeba, koogxa babo nakuluntu ngokubanzi, kukhankanywe ifuthe ekufuneka bawenze ngalo umsebenzi wabo, emakwenziwe ukuthintela ukubethabethana kweemfuno zabo nezomqashi nendlela amabaziphathe ngayo phakathi kwabanye abantu nakubomi babo babucala.

B.2 Nangona Umgaqo Wokuziphatha waayilwa ngendlela ephangaleleyo kanga ngoko, awuyomiqathango elawula ukuziphatha esingathi ivelela konke. Noko kunjalo iintloko zamasebe ngenxa yoxanduva olusemagxeni azo njengoko kubhaliwe ku section 7(3)(b) Womthetho wolawulo olugqibeleleyo lamasebe abo nokumiliselwa kwezimilo ezisulungekileyo, ukongeza koko nabo bakwanoxanduva lokuqinisekisa ukuba abasebenzi abasebenza phantsi kwabo bathobela imigaqo nemiqathango elawula ulawulo lweenkonzo zoluntu nemigangatho ekhankaywa kulomthetho. Iintloko zamasebe kufuneka ke ziqinisekise ukuba abasebenzi baziqhelanisa nalemiqathango yaye bayamkele bayithobele.

B.3 Ezona njongo Zomgaqo wokuziphatha zezilungileyo, oko kukuthi ukukhuthaza isimilo esingumzekelo. Kodwa ke noko kunjalo xa umsebenzi etyeshela okuqulethwe Ngumgaqo Wokuziphatha okanye esilela ukuwuthobela - loomsebenzi ke uza kuba netyala lokungaziphathi kakuhle yaye angathathelwa amanyathelo achankcatha kwizivumelwano eziphathelene noko ezimiyo.

C UMGAQO-NKQUBO WOKUZIPHATHA

C.1 UBUDLELWANE NENDLU YOWISOMTHETHO NESIGQEBA.

Umsebenzi -

C.1.1 uthembekile kuMzantsi Afrika (iRiphablikhi) ahloniphe Umgaqo Siseko achankcathe kuwo maxa onke esenza umsebenzi wakhe.

C.1.2 ukhokhelisa phambili iimfuno zoluntu xa esenza umsebenzi wakhe

C.1.3 uzalisekisa ngentembeko iinkqubo zoRhulumente omiyo kwindlela enza ngayo umsebenzi wakhe nje ngoko kubhaliwe kuyo yonke imiqulu equlethe imithetho.

C.1.4 uzama ngako konke ukuziqhelanisa, athobele imithetho emiselweyo neminye imiyalelo ephathelene nendlela aziphethe ngayo ndawonye nomsebenzi wakhe

C.1.5 asebenzisane namaziko oluntu esekwe ngokusemthethweni nango koMgaqosiseko ukukhuthaza iimfuno zoluntu

C.2 UBUDLELWANE NOLUNTU NGOKUBANZI

Umsebenzi -

C.2.1 ngendlela aqhuba ngayo umsebenzi wakhe osemthethweni ukhuthaza ubumbano nobufelandawonye besizwe soMzantsi Afrika

C.2.2 uzakulusebenzela uluntu ngendlela engakhethe cala nengenabatha ukukhuthaza intembeko kwiiNkonzo zaseBurhulumenteni;

C.2.3 unesimilo esisulungekileyo, uluncedo yaye ufikeleleka lula ngokuphathelene noluntu ngokubanzi maxa onke, eluphatha uluntu nje ngabathengi abanelungelo lokufumana iinkonzo ezikumgangatho ophezulu.

C.2.4 uzinika ingqalelo iimeko nenkxalabo yoluntu ngokubanzi ngalo lonke ixesha esenza umsebenzi wakhe osemthethweni naxa ethabatha izigqibo eziluchaphazelayo.

C.2.5 Uzinikele kuphuhliso nokuphucula umgangatho wempilo yabo bonke Abemi boMzantsi Afrika ngokusoloko eqinisekisa ukuba babonelelwa ngeenkonzo ngexesha elichanekileyo

C.2.6 akalucalucaluli uluntu ngokobuhlanga, isini, ubume phakathi koluntu, umbala, isini othandana naso, iminyaka, ukukhubazeka, inkolo, icala okekelele ngakulo lezopolitiko, ingqiqo okholelwa kuyo, amasiko okanye ulwimi.

C.2.7 akasisebenzisi gwenxa isikhundla sakhe kwiinkonzo zaseburhulumente, ukukhuthaza okanye ukuthintela iinjongo zalo naliphina iqela lezopolitiko, okanye umbutho othile.

C.2.8 uhlonipha akhusele isidima somntu ngamnye nelungelo lakhe nje ngoko kubhaliwe kuMgaqosiseko

C.2.9 ahloniphe nelungelo loluntu lokufumana iinkcukacha, ngaphandle ke kwezo nkcukacha ezikhuselekileyo ngokwasemthethweni.

C.3 UBUDLELWANE PHAKATHI KWABASEBENZI

Umsebenzi -

C.3.1 usebenzisana ngokupheleleyo nabanye abasebenzi ukuzalisekisa iimfuno zoluntu;

C.3.2 uthobela yonke imiyalelo yabantu abagunyazisiweyo ngokusemthethweni ukuba benze oko, ngaphandle kokuba loo miyalelo ayityesheli okuqulathwe kuMgaqo-siseko neminye okanye eminye imithetho;

C.3.3 uyazikhwebula ekwenzeleleni amathuba izihlobo nezizalwane, kuko konke okuphathelene nomsebenzi angaze alisebenzise gwenxa igunya lakhe okanye alisebenzisele ukufaka ifuthe kugxa wakhe, okanye umsebenzi afakwe ifuthe lokuba asebenzise gwenxa igunya analo.

C.3.4 usebenzisa iindlela ezivunyiweyo nezimiselweyo zokuvakalisa izikhalazo zakhe okanye zamanyathelo amakathatyathwe;

C.3.5 uzinikele kuphuhliso olugqibeleleyo, ukukhuthaza nokusebenzisa abasebenzi abaphantsi kwakhe ngendlela efanelekileyo nokukhuthaza ubudlelwane obakhaya emsebenzini nabaphakathi kwabasebenzi

C.3.6 ubaphatha ngendlela engenabatha, echubekileyo nelinganayo abasebenzi engakhethe bala, isini, uhlanga, ubume eluntwini, isini othandana naso, iminyaka ukukhubazeka, inkolo, icala okekelele ngakulo lezopolitiko, ingqiqo okholelwa kuyo, isiko okanye ulwimi

C.3.7 uyazikhwebula kwiintshukumo eziphathelene nezopolitiko kwiziko lengqesho

C.4 INDLELA OQHUTYWA NGAYO UMSEBENZI

Umsebenzi –

C.4.1 uzama ngandlela zonke ukuzalisekisa iinjongo zakhe nezeziko elo alisebenzelayo ngendlela apha ezakonga imali, izalisekise neemfuno zoluntu

C.4.2 uza kucinga ngendlela eza kukhokhelela kwiindlela ezintsha eziza kuphucula umsebenzi wakhe, neendlela ezinobuchule zokusombulula iingxaki akhuthaze indlela egqibeleleyo nechanekileyo yokwenza umsebenzi wakhe echankcatha kumthetho omiselweyo;

C.4.3 uwenza ngexesha umsebenzi wakhe

C.4.4 uwenza ngendlela egqibeleleyo nesemgangathweni umsebenzi wakhe;

C.4.5 akazibandakanyi kwizinto okanye amanyathelo achaseneyo okanye aphazamisana nendlela oqhutywa ngayo umsebenzi wakhe osemthethweni

C.4.6 uzakurhoxa kulo naliphina inyathelo elisemthethweni okanye ingqubo yokuthatyathwa kwesigqibo eya kukhokhelela ekubeni kubekho inzuzo engavumelekanga ayifumanayo, yaye oko kufuneka kudandalaziswe nguloo msebenzi ngendlela efanelekileyo

C.4.7 ibe luxanduva lwakhe ukuba asoloko efumana amathuba okufumana uqeqesho nokuziphuhlisa ngalo lonke ixesha esasebenza

C.4.8 unyanisekile yaye uyakwazi ukumelana nokuziphendulela ngamanyathelo awathabathayo ngemali yoluntu… asebenzise impahla yeeNkonzo zaseBurhulumenteni nezinye izinto ngendlela efanelekileyo, negqibeleleyo ezisebenzisela ukwenza izinto esimthethweni kuphela.

C.4.9 ukhuthaza ulawulo olululo, oluchanekileyo, olugqibeleleyo, olungenazimfihlo, nazakulumela abe nokuziphendulela ngokuphathelene nalo.

C.4.10 ngethuba esemsebenzini uza kunika ingxelo kwabasemagunyeni abafanelekileyo, ngezenzo zokwehlisa imali ngomlenze, urhwaphilizo, ulawulo olugwenxa, ukwenzelelana kwezizalwane nezalamane, nalo naliphina inyathelo lolwaphulo mthetho okanye elinganobungozi kwiinkonzo zoluntu

C.4.11 unika iingcebiso ezinyanisekileyo nezingakhethi cala zisekelezwe kwiinkcukacha ezikhoyo ezichanekileyo, kubaphathi abaphezulu xa ecelwa ukuba anike uncedo olulolohlobo

C.4.12 uhlonipha imibandela eyimfihlo, amaxwebhu neengxoxo ezithathwa nje ngeziyimfihlo nehlebo.

C.5 INDLELA YOKUZIPHATHA NEMIBANDELA YABUCALA ONOMDLA KUYO

Umsebenzi -

C.5.1 ngexesha lomsebenzi unxiba aziphathe ngendlela eza kuphucula isidima seenkonzo zaseburhulumenteni

C.5.2 uza kumisa azikise ingqondo xa esebenzisa iziselo ezinxilisayo nje ngotywala nantoni na eyenye engaba nefuthe lokunxila

C.5.3 umsebenzi akavumelekanga ukuba nanini na amkele izipho, izinto axhamla kuzo, izinto ezixabisekileyo (nasiphina isipho esinexabiso elingaphaya kwe R350 sichazwe ukuba sisipho sini nalapho siphuma khona) ngexesha esemsebenzi, engafumananga imvume yentloko yesebe kuqala, kuba oko kungathathwa nje ngesenzo sokunyotywa;

C.5.4 akadandalazisa okanye akhuphe iinkcukacha ezisemthethweni kuba oko kuza kuba yinzuzo kuye, okanye kuyinzuzo kwabanye abantu yaye;

C.5.5 akanakwenza umsebenzi ongomnye ongachaphazeli umsebenzi wakhe osemthethweni naza kuhlawulwa ngawo kungenjalo asebenzise ubuxhakaxhaka okanye iimpahla ze ofisi ukwenza loomsebenzi engafumenanga mvume yoko kuqala.