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UMYALEZO OVELA KUZIMILO NOKUHAMBISANA KWENDAWO YONKE **53**

*Inothi eliya Kubasebenzi: Le Nqubo ayiyona inkontileka. Ayikhulumi nganoma yimaphi amalungelo athile okuqashwa noma iqinisekise ukuthi uzoqashwa isikhathi esithile esibekiwe. Izikhombo ezibhekisela kokuthi "IFF" kule Nqubo zisho i-International Flavors & Fragrances Inc. nezinkampani ezingaphansi kwayo nezihlobene nayo kanye nanoma iyiphi inkampani elawulwa yiyo ngokuqondile noma ngokungaqondile kungaba ngokuphelele noma ingxenye enkulu ilawulwa yiyo noma elawulwa yiyo ngenye indlela. Kukhona izikhombo kuyo yonke le Nqubo ezibhekisela kuzinqubomgomo ze-IFF, izinqubo, izimiso nemihlahlandlela (ndawonye kuthiwa "izinqubomgomo ze-IFF"). Ezimweni eziningi, amaphuzu ayinhloko kuphela noma isifinyezo sezinqubomgomo esivela kule Nqubo. Ukuze uthole ikhophi ephelele yanoma iyiphi inqubomgomo, kufane uye ku-IFFConnect noma uthinte Umnyango Wezomthetho noma Wezabasebenzi.

UMYALEZO OVELA KU-CEO YETHU

Lapho sethula ukusebenzisa isayensi nekhono lokusungula ukuze sakhe umhlaba ongcono, sasazi ukuthi ukugqugquzela le njongo kungafinyelelwa kuphela ngezisebenzi ezinezimilo, ezizinikezele. Ukuba kumpambana-mgwaqo yesayensi nokusungula kunesibopho, esidlula leso sokumane nje uqonde lokho okulungile noma okungalungile. Sidinga ukwethembeka nobuqotho – izimfanelo ezimbili ezisenza sihluke, futhi okusenza sibe abahlukile.

Umgomo wethu ubuhlezi uwukuba sihole imboni. Njengoba sibheke phambili, "ukuhola imboni" kuzosiza emkhathizweni emisha njengoba samukela amathuba amasha. Kungakhathaliseki ukuthi angokomlando noma masha, ukuhola ngobuqotho kuyinto esemqoka. Lokhu kusho ukuthi sisebenzisana namakhasimende ethu njengozakwethu bangempela, futhi siphatha abantu esisebenza nabo ngenhlonipho enkulu. Sivekela Umhlaba ngokusemandleni ethu, futhi siphatha umphakathi ngamunye njengowethu.

Amagama asemakhasini alandelayo anikeza umhlahlandlela osebenzisekayo, okulula ukuwulandela ophathelene nezinsika zethu zezimilo, kodwa ungakushalazeli okulindelekile okufihlekile okushiwo yilawo magama alula. Silindele ukuthi isisebenzi ngasinye senze okwengeziwe kukho konke ukusebenzisana, ukuze silwele ukwenza ibhizinisi lethu ngaphandle kwesihlamba, futhi zicele isiqondiso futhi zibike izinto ezizikhathazayo noma nini lapho zinokungabaza.

Ngokusebenzisa Inqubo njengomhlahlandlela, sizoqhubeka nokulondoloza ingqikithi yalokho okushiwo ukuba yi-IFF.

Erik Fyrwald
Chief Executive Officer

UKUPHILA INQUBO

Silwela ukwakha indawo lapho izisebenzi zikuthanda ukuza emsebenzini nsuku zonke – endaweni ezibophezele, ngaphandle kokukhetha, ekutheni kube nokuhlukahluka nokungacwasi, inhlonipho, ukulandisa kanye nokwenza okulungile.

Yonke into esiyenzayo ukuze sikhuthaze ukukhula kumelwe yenziwe ngezimiso eziphakeme zezimillo, ukwethembeka, nobuqotho. Isinyathelo ngasinye esisithathayo njengoba siqhuba ibhizinisi emhlabeni wonke akumelwe nje sinamathele kulezi zimiso eziphakeme, kodwa futhi kumelwe sihambisane nale Nqubo Yokuziphatha ("Inqubo"), izinqubomgomo nezindlela zokwenza ze-IFF, kanye nayo yonke imithetho nezinqubomthetho ezisebenzayo.

Zonke izisebenzi ze-IFF (okuhlanganisa nezisebenzi zesikhashana nezinkontileka), abaqondisi, nezikhulu emhlabeni wonke banesibopho sokubuyekeza, ukuqonda, nokuhambisana nale Nqubo kanye nezinqubomgomo nezindlela zokwenza ze-IFF. Ngaphezu kwalesi sibopho, izimenenja ze-IFF nezinduna baphinde babe nesibopho sokuthi:

- Baziphathe njengezibonelo zokulandelwa kanye nokwakha indawo lapho izisebenzi zizizwa zikhululekile ukubuza imibuzo nokuveza izinto ezizikhathazayo ngaphandle kokusaba ukuthi kuzoba khona ukuziphindiselela;
- Baqeqeshe njalo amalungu ethimba mayelana Nenqubo kanye nezinqubomgomo ezisebenzayo ze-IFF;
- Bazenze batholakale ukuze banikeze isiqondiso kubasebenzi; futhi
- Badlulise phambili kusanesikhathi futhi babikele umnyango Wezimilo Nokuhambisana, Owezomthetho noma Wezabasebenzi nganoma yiziphi izinkinga noma izinto ezibakhathazayo eziphakanyiswe umsebenzi.

Okulindelwe okungaphakathi kwale Nqubo kusebenza kuyo yonke indawo, kungakhathaliseki ukuthi usebenza ukude noma ehhovisi, uthamele umhlangano webhizinisi noma isenzakalo sekhasimende, noma wenza noma yimuphi omunye umsebenzi umelele i-IFF. Uma kukhona umehluko okhona phakathi kwale Nqubo, izinqubomgomo ze-IFF, kanye nemithetho nezinqubomthetho zangakini, kumelwe usebenzise umthetho obeka isimiso esiphakeme sendlela yokuziphatha.

KONKE KUMAYELANA NENHLONIPHO

Isibopho sokwakha indawo yokusebenza ekahle silele kuwo wonke uzakwethu, ikhasimende, kanye nophathina webhizinisi le-IFF. Ukuze sigcine isiko elihilela ngokugcwele elivikela ukuhluka komuntu ngamunye, kufanele siphathe bonke ozakwethu, amakhasimende, nabanye ophathina bebhizinisi ngenhlonipho. Ngeke sizibekezele izenzo ezoqondile noma ezingaqondile zokubandlululwa noma zokuhlukumeza, nanoma iyiphi indlela yokuziphatha engenayo inhlonipho noma engenalo uzwela.

Kuyini Ukubandlulula Nokuhlukumeza?

Uma sikubeka ngamagama acacile nalula, ukubandlululwa kuwukuphathwa ngendlela engenabo ubulungisa noma ecwasayo kwabantu ngenxa yohlanga lwabo, umbala, izinkolelo, inkolo, ubulili, lokho abathambekele kukho kwezocansi, lokho abayikho ngokobulili, ubulili obuhlukile, izwe abadabuka kulo, isimo sokushada noma somshado wabantu bobulili obufanayo, ukukhulelwa, indabuko, ubuzwe, ubudala, isimo sezempi noma sokuba umakadebona, ukukhubazeka, isici sezakhi zofuzo, isimo se-HIV, nanoma yisiphi esinye isici esivikelwe ngokomthetho.

Ukuhlukumeza kwenzeka ngezindlela ezihlukahlukene futhi kuhlanganisa noma iyiphi into eyakha indawo yokusebenza esabisayo, enezondo, noma ehlambalazayo noma enenjongo noma umphumela wokuphazamisa ngokungenangqondo ukusebenza komuntu. Ukuhlukumeza okushukumiswa izici ezivikelekile ezifana nalezo ezibhalwe ngenhla zokubandlulula kwenqatshelwe. Izibonelo eziqondile zokuhlukumeza zihlanganisa, kodwa azigcini, ngenhlamba noma ulimi oluhlambalazayo, ukuthintwa ngendlela engathandwa, izithombe ezisikisela ucansi, izimpawu ezingafaneleki, izinsongo, noma amahlaya angafaneleki. Indlela yokuziphatha enjalo, kanye nanoma yiluphi uhlobo lokuziphatha olwephula ilungelo labasebenzi bakwa-IFF lokuthi basebenze endaweni engenakho ukuhlukumeza, ayamukelekile.

Ukwenqabela ukubandlululwa nokuhlukunyezwa kusebenza kuzo zonke izici zenqubo yokuqashwa kwa-IFF, okuhlanganisa ukuthola izisebenzi, ukuqasha, ukuqeqesha, ukudlulisela, amaphromoshini, isinxephezelo, nokuphela komsebenzi. Ukuvimbela kwe-IFF ukubandlululwa nokuhlukunyezwa kudlulela kubahlinzeki bethu, amakhasimende, nabanye ophathina bethu bebhizinisi. Ngaphezu kwalokho, lokhu kusebenza ezintweni zendawo yokusebenza, kanye nezimo zebhizinisi ezingekho endaweni yokusebenza.

Uma ubhekana – noma ungufakazi – walolu hlobo lokuziphatha, kumelwe "ukhulume ngokuzwakalayo" futhi ukubike ngokushesha. Kumelwe sonke sidlale indima yethu – futhi singabi ingxenye yenkinga.

Wena Ungenzenjani?

UMBUZO

U-Sydney, owesifazane Omnyama, uvamisile ukwenza izitayela zasekhanda ezihlukene lapho eya emsebenzini. Ngelinye ilanga, umphathi ka-Sydney, u-Johann, umcela ukuthi akaqondise izinwele zakhe ezingokwemvelo. Uthi ufuna bobabili babukeke ngendlela ehloniphekile emhlanganweni ozayo nombambiqhaza obalulekile. Ingabe u-Johann uyabandlulula?

IMPENDULO

Yebo. Ngokucela lokhu ku-Sydney, u-Johann uthi uzinwele zakhe ezingokwemvelo, into eyisici sohlanga lwakhe, ayihloniphekile sidalwa. Lolu ubandlululo olusekelwe ohlangeni luka-Sydney. Kulesi simo, u-Johann akufanele aphawule ngezinwele zika-Sydney.

FUNA ISELULEKO

Nakuba le Nqubo ihlanganisa izimo eziningi ezivamile abasebenzi abangase babhekane nazo, ayisingathi zonke izimo. Kuzohlezi kunezimo okudinga ukuthi zisingathwe ngokuqondile noma ongaqiniseki ngokuthi iyiphi indlela okufanele uzisingathe ngayo.

Ngezinye izikhathi, into okufanele uyenze isobala, kodwa ezimweni eziningi isinqumo asicacile ngaleyo ndlela. Lokhu kuyiqiniso kakhulu lapho ubhekene nengcindezi yesikhathi noma izingcindezi zebhizinisi eziphikisanayo. Kulezi zimo, ukuzibuza le mibuzo kungakusiza ukuthi wenze isinqumo esifanele:

1. Ingabe kusemthethweni?
2. Ingabe kuyahambisana Nenqubo kanye nezinqubomgomo ze-IFF?
3. Ingabe ngizogcina ubuqotho bami?
4. Ingabe kuzovikela idumela le-IFF?
5. Ingabe ngizozizwa ngikhululekile uma kwaziwa umphakathi?

Uma impendulo yanoma yimiphi imibuzo ithi "cha" noma awuqiniseki, akufanele uqhubeke futhi esikhundleni salokho xhumana Nomnyango Wezimilo Nokuhambisana, Owezomthetho, noma Wezabasebenzi. Kubalulekile ukuthi ucele isiqondiso ngaphambi kokuthi uthathe isinyathelo.

I-SPEAKUP

Kwa-IFF, sonke sinesibopho sokuqinisekisa ukuthi ibhizinisi liqhutshwa ngokwethembeka nangobuqotho futhi ngokuhambisana ngokugcwele nale Nqubo, izinqubomgomo ze-IFF, nemithetho nezinqubomthetho ezisebenzayo.

Uma uzwa ngokungase kube ukwephulwa komthetho noma izinsolo zokuzingaziphathi kahle, kufanele ubike ngokushesha lokho okukukhathazayo.

Ngikubika Kanjani Okungikhathazayo?

Unokumbalwa ongakhetha kukho:

- Khuluma ngokuqondile nenduna yakho noma nelungu le-Global Ethics and Compliance yakwa-IFF ("Izimilo Nokuhambisana"), amathimba Ezomthetho noma Ezabasebenzi;
- Bika inkinga ku-inthanethi kokuthi **iff.com/speakup**;
- Shayela I-hotline ye-SpeakUp yakwa-IFF usebenzisa inombolo yocingo etholakala kokuthi **iff.com/speakup**; noma
- Thumela i-imeyili kokuthi **compliance@iff.com**.

Ezinye izinketho ezingenhla zivumela ukubika okufihlekile uma kuvunyelwe ngaphansi komthetho. Nokho, bonke abantu abafaka umbiko bakhuthazwa ukuthi badalule ukuthi bangobani njengoba lokhu kuzovumela i-IFF ukuthi ibuyekeze futhi iphendule umbiko ngendlela esebenza kakhulu neyimpumelelo.

Ukungaphindiseli

I-IFF ikwenqabela ngokuphelele ukuziphindiselela kunoma yimuphi umuntu oveza ngobuqotho into ebakhathazayo noma obika okungase kube ukungaziphathi kahle. Uma ukholelwa ukuthi ubhekane nanoma yiluphi uhlobo lokuziphindiselela, kufanele ubike lokhu ngokushesha elungwini Lezimilo Nokuhambisana, kumathimba Ezomthetho noma Ezabasebenzi.

Uphenyo Nokwephulwa Komthetho

I-IFF ibheka yonke imibiko yokungase kube ukwephulwa kwemithetho noma ukungaziphathi kahle njengento ebucayi futhi izibophezele ukubuyekeza nokuphenya zonke izinsolo ezinokwethenjelwa. Uma ucelwa ukuthi wenze kanjalo, kufanele ubambisane ngokugcwele nangeqiniso phakathi nophenyo lwangaphakathi.

Ngaphezu kwalokho, ayikho into kule Nqubo nakunoma yiziphi izinqubomgomo zethu noma izivumelwano ehloselwe ukuthi inqande noma ikhawule ukuthi ungabiki noma yikuphi ukwephulwa komthetho kunoma yimuphi uhulumeni ofanele noma inhlangano elawulayo, noma ekubambisaneni noma ekunikezeni ulwazi kunoma iyiphi inhlangano enjalo ngokuqondene nokwephulwa okungokomthetho, uphenyo, ukuhlolwa kukahulumeni, noma ukufunwa kwezimpendulo.

Ukwephulwa kwale Nqubo, izinqubomgomo ze-IFF nayo yonke imithetho esebenzayo nezinqubomthetho – kanye nemizamo yokufihla ukwephulwa komthetho – kungase kuphumele esinyathelweni sokujeziswa okungase kuholele ekutheni uxoshwe emsebenzini. Kwezinye izimo, izenzo zakho, zingase futhi ziphumele ekutheni iziphathimandlla zezomthetho zikuhlawulise noma izinhlawulo zezenzo zobugebengu. Ngakho-ke, kubalulekile ukulandela imithetho nemingcele ebekiwe kule Nqubo ngaso sonke isikhathi.

Ukuze uthole ulwazi olwengeziwe, sicela ubuyekeze i-SpeakUp ye-IFF: Inqubomgomo Yokuveza Okukukhathazayo Nokungaphindiseli kanye Nenqubo Yophenyo lwe-IFF.

Wena Ungenzenjani?

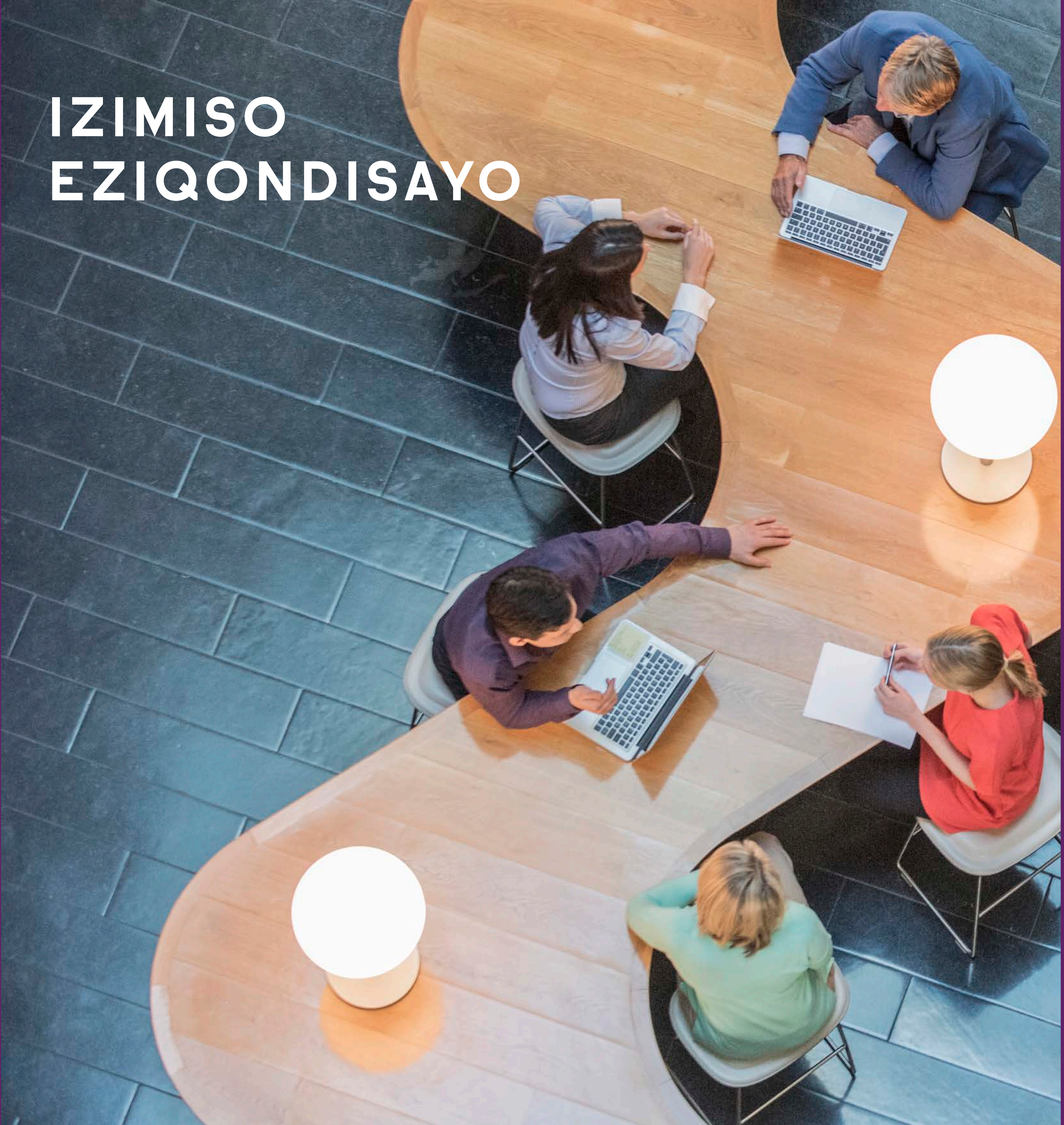
UMBUZO

Ngishayele I-hotline ye-SpeakUp yakwa-IFF ukuze ngibike ukuthi ukuphawula okuthile okwenziwe umphathi wami kungenze ngangakhululeka. Kwaxoxwa naye njengengxenye yophenyo oluqondene nesikhalazo sami futhi ngemva kwalokho wanginikeza isilinganiso sokusebenza esiphansi naphezu kokweqa kwami njalo imigomo yodayisa kanye nokutuswa okuvela kwabanye abasebenzi. Ingabe indlela yokuziphatha yemenenja yami iyayephula Inqubo?

IMPENDULO

Mhlawumbe. I-IFF inenqubo eqinile enqabela ukuziphindiselela kumsebenzi obika okumkhathazayo ngobuqotho. Uma umphathi wakho ekunikeze isilinganiso esiphansi ngenxa yokuthi ubike indlela yakhe yokuziphatha, wenza isenzo sokuphindiselela. Kufanele ubike indlela yokuziphatha yomphathi wakho ngokushesha.

IZIMISO EZIQONDISAYO



ENZA OKULUNGILE OKWENGEZIWE

Siyakuqonda ukwesekwa okudingwa ozakwethu namakhasimende ethu futhi senza noma yini ukuze siwasize ngokugxila kulokho okusihlanganisayo.

Ukusungula Nokugcina Esimweni Indawo Yokusebenza Ehlukahlukile

Kwa-IFF sikhuthaza indawo engagcini nje ngokwamukela, kodwa futhi ekhuthaza ukwehluka okuyingqayizivele yozakwethu, abahlinzeki, amakhasimende, nabanye ophathina bebhizinisi. Sigubha futhi sikhuthaze ukuvezwa kwemizwa yomuntu ngamunye, kanye nokufinyelelwe, futhi siyawazisa amandla nolwazi lwemibono ehlukene. Sinentshisekelo ngokuqondene nokwamukela amasiko ahlukahlukene, izilimi nezinkolelo, kanye nokuqinisa nokuhlomisa abasebenzi bethu abahlukahlukene nophathina bethu bebhizinisi.

I-IFF izofinyelela amandla ayo aphelele uma bonke abantu bezwa sengathi banikezwe amandla okuveza indlela abahluke ngayo. Bonke abantu kumelwe bazi ukuthi bayakwazi "ukuletha ubuntu babo bonke" emsebenzini ngaphandle kokwesaba ukuhlukunyezwa noma ukubandlululwa. Indawo yokusebenza enjalo ingafezwa kuphela futhi igcinwe esimweni uma sisebenza ndawonye futhi siphathane ngenhlonipho futhi nikezane isithunzi, futhi nangaphandle kokuchema noma ukucwasa.

Sizibophezele ukunikeza amathuba alinganayo kubo bonke. Silwela ukuqiniseka ukuthi ukwakheka kwesibalo sezisebenzi kuwo wonke amazinga enhlangano amelela kahle izimakethe esisebenza kuzo.

Ukuba Uzakwethu Ongacwasi

Asicwasi, siphathana ngenhlonipho futhi sisebenza ngendlela enobulungisa, ethembekile futhi enesimilo.

Ukuze i-IFF iveze izibopho zayo zokwakha nokugcina indawo yokusebenza ehlukahlukene, abasebenzi kumelwe bazibophezele ukukhuthaza isiko elingacwasi, elingachemile elikhuthaza amakhono ahlukile omuntu ngamunye. Uzakwethu ngamunye kumelwe abonise lesi sibopho ngokufunda amakhono alandelayo:

- Ukungachemi Ngenhloso: Thuthukisa ulwazi oluqonda ukuchema kwakho komuntu siqu, sebenza ukuze ubhekane nakho, futhi ukhuthaze ngokuqhubekayo indawo yokusebenza enokulinga futhi enobulungisa;
- Ungacwasi Ngokuqhubekayo: Lwela futhi uthathe isinyathelo ngokuqhubekayo ukuze usekele isiko elazisa futhi elikhuthaza ukwehluka kukazakwethu ngamunye;
- Ukuvumelana Nezimo Kwamasiko Amaningi: Funa ngokuqhubekayo ukuqonda indlela abanye ababhekana ngayo nomhlaba futhi uvumelanise indlela yakho yokuphila ukuze nisebenzisane ngempumelelo endaweni yokusebenza enamasiko amaningi ahlukene; futhi
- Uzibophezele Ukuhlukahlukeni: Bonisa ukusebenzisana okuqhubekayo ukuze usekele umgomo webhizinisi le-IFF lokuhlukahluka okungacwasi ngokuqinisekisa ukuthi wonke amazinga enhlangano yethu abonisa izimakethe esisebenza kuzo.

Amalungelo Abantu Nokusebenza Okunobulungisa

I-IFF ihlonipha amalungelo abantu ayisisekelo abo bonke futhi izibophezele ukunikeza iholo elifanele nelinobulungisa kubasebenzi emhlabeni wonke. Njengengxenye yalesi sibopho, i-IFF iqaphela amalungelo abasebenzi aphathelene nokuzihlobanisa nokubonisana njengeningi.

I-IFF iyakwenqaba ukusetshenziswa kwezingane, ukusebenza okuyimpoqo, nokuthunywa kwabantu, futhi lokhu kwenqatshwa kudlulela kubo bonke ophathina bebhizinisi le-IFF.

Ukuze uthole ulwazi olwengeziwe, sicela ubuyekeze Inqubomgomo ye-IFF Yamalungelo Abantu Endaweni Yonke.

Wena Ungenzenjani?

UMBUZO

Ngibamba iqhaza ohlelweni lwenkampani yami lokuqeqeshwa futhi ngithatha abasebenzi ababili noma abathathu abasha ukuze ngibaqeqeshe njalo eminyakeni embalwa. Muva nje, ngisanda kuqaphela ukuthi ngivame ukukhetha abantu abazoqeqeshwa abafana nami. Ukuze ngizisuse endaweni enginethezeke kuyo, ngingathanda ukukhetha abantu ababonisa ikhono elikhulu kodwa abeqembu lohlanga okungelona olwami. Ingabe lokhu ukubandlululwa?

IMPENDULO

Lutho neze. Eqinisweni, lokhu akugcine nje ngokungabi isibonelo sokuchema noma ukubandlulula, kodwa ukuphusha ukuze uqeqeshe abantu abanogqozi nabahlakaniphile abahlukile kuwena, uthatha izinyathelo ezisebenzisekayo ezibheke ekufezeni imigomo ye-IFF yokuthuthukisa ithalente lohlu labantu abahlukahlukene abazothatha izintambo esikhathini esizayo.

IBA NESIMILO, IBA QOTHO FUTHI UNGAFIHLI LUTHO

Ukungqubuzana Kwezinto Onentshisekelo Kuzo

Ukugwema ukungqubuzana kwezinto onentshisekelo kuzo kubalulekile ekubeni nenkampani enesimilo, eqotho, nengafihli izinto. Ngenkathi usebenza kwa-IFF, kumelwe uqinisekise ukuthi izinto onentshisekelo kuzo kanye nobudlelwano azingqubuzani – noma azibonakali zingqubuzana – nezibopho zakho zokusebenza kwa-IFF.

Ukungqubuzana kwezinto onentshisekelo kuzo kungenzeka ngezindlela ezihlukahlukene kodwa kuvela lapho imisebenzi yakho yomuntu siqu nobudlelwano kuphazamisa noma kubonakala kuphazamisa ikhono lakho lokuthatha isinyathelo esizuzisa i-IFF. Izibonelo zihlanganisa:

- Ukuba nobudlelwano bomuntu siqu noma obungokwezimali nembangi, umhlinzeki, umdayisi, noma ikhasimende;
- Ukusebenza noma ukuqhuba ibhizinisi nelungu lomndeni nanoma yiliphi ibhizinisi lapho ilungu lomndeni linentshisekelo yezimali zomuntu siqu;
- Ukuqhuba imisebenzi engeyona eye-IFF ngesikhathi senkampani noma ngezinsiza ze-IFF;
- Ukuthanda nenduna yami noma umuntu engimphethe;
- Ukusebenza njengomeluleki wembangi, umhlinzeki, noma ikhasimende le-IFF; kanye
- Ukusebenzela umsebenzi, isikhulu, noma umqondisi wenye inkampani ngesikhathi ngiqashwe yi-IFF.

Okungase kube ukungqubuzana kumelwe kudalulwe ngokushesha enduneni yakho, umnyango Wezimilo Nokuhambisana noma Wezomthetho ukuze kutholwe isixazululo. Izindaba ezinhle ziwukuthi iningi lokungqubuzana kungaxazululwa ngokuthi umane ukudalule. Ukuze uthole isiqondiso esengeziwe mayelana nokungqubuzana nenqubo yokudalula, sicela ubhekisele Kunqubomgomo ye-IFF Yokungqubuzana Kwezinto Onentshisekelo Kuzo.

Wena Ungenzenjani?

UMBUZO

Ngingathanda ukuqasha inkampani yomzala wami ukuze yenze umsebenzi wokuvikela ezakhiweni ze-IFF. Angicabangi ukuthi kuyinkinga uma nje esinikeza inani elingcono kakhulu futhi enikeza isevisi eyikhwalithi njengabanye abahlinzeki.

Ingabe kufanele ngitshele imenenja yami ukuthi ngihlobene nomnikazi?

IMPENDULO

Yebo, ngenxa yokuthi kungase kube ukungqubuzana kwentshisekelo uma isihlobo sakho singumnikazi noma sisebenzela umdayisi noma umhlinzeki wesevisi esisebenza naye. Esimweni esifana nalesi, kufanele ukudalule ukungqubuzana kwentshisekelo futhi uthole ukugunyaza kwangaphambili kumphathi wakho kanye nomnyango Wezimilo Nokuhambisana noma Wezomthetho.

ZIPHATHE NGENDLELA EFANELE NGAZO ZONKE IZIKHATHI

Kwa-IFF, sivikela impilo nokuphepha kwabantu bethu futhi silondoloza imiphakathi esisebenza kuyo.

Ukulondolozeka

Ukulondolozeka sekunesikhathi eside kuyingxenye ebalulekile yendlela esenza ngayo ibhizinisi. Lesi simiso nokuzibophezela kwethu ekusaseni siqukethwe eqhingeni lethu lokulondolozeka futhi sikhuthaza ukusungula okuphumela entuthukweni yomphakathi nendawo ezungezile – kusukela emikhiqizweni engokwemvelo esiyithola ngendlela efanele, kuye esikhungweni zethu zokukhiqiza ezingalimazi indawo ezungezile, kuye emikhiqizweni eklanywe ngokucophelela ecabangela izici zokulondolozeka ezibucayi. Isu lethu lezinsika ezine – igxathu endaweni ezungezile, ukusungula okulondolozekayo, ukuthola okunesibopho kanye nabantu nemiphakathi – lifakwe ngokugcwele futhi liqonda amathuba abaluleke kakhulu okwakhela amakhasimende ethu imikhiqizo kanye nabathengi emhlabeni wonke.

Ukuze uthole ulwazi olwengeziwe mayelana nalokho esikufezile, imisebenzi eqhubekayo nemigomo yekusasa, bheka Umbiko Wokulondolozeka wakamuva we-IFF.

Ukupha Kokusiza Abantulayo

I-IFF izibophezele ukubuyisela emphakathini lapho esisebenza khona futhi njalo iyanikela ukuze isize umphakathi njengengxenye yalesi sibopho.

Yonke iminikelo yosizo eyenziwa egameni lenkampani kumelwe ibuyekezwe futhi igunyazwe Ikomiti Leminikelo Yokusiza Abantulayo lakwa-IFF. Okubaluleke nakakhulu, iminikelo yokusiza abantulayo, kungakhathaliseki ukuthi iyimali, uxhaso lwenkampani, nanoma yiluphi olunye uhlobo lwenzuzo, akufanele inikezwe inhlangano yezepolitiki, usopolitiki, nanoma iyiphi inhlangano ehlobene noma ehlotshaniswa nosopolitiki ukuze sigweme ingozi noma ukubonakala sengathi siyafumbathisa kanye nenkohlakalo. I-IFF ngeke futhi inikele kunoma iyiphi inhlangano ebandlulula isigaba sento evikelwe.

Ukuze uthole ulwazi olwengeziwe, sicela ubheke Inqubomgomo ye-IFF Yokugunyazwa Komnikelo Wokusiza Abantulayo.

Ukugcina Indawo Yokusebenza Ephephile

Azikho izinqamuleli uma kuziwa ekuvikeleni impilo nokuphepha kwezisebenzi zethu, ophathina bebhizinisi, nezivakashi zesikhungo sethu. Kungakhathaliseki ukuthi kuhilela ukusula amanzi achithekile phansi embonini noma ukukhumbuza ozakwethu ukuthi bagqoke izibuko zabo zokuphepha noma izifonyo, kufanele sonke sizibophezele endaweni yokusebenza ephephile nevikelekile. Ngamunye wethu unesibopho sokuqonda nokulalela yonke imithetho esebenzayo, izinqubomthetho, nezinqubomgomo ze-IFF eziklanyelwe ukuqinisekisa izimo zokusebenza eziphephile kanye nokuvimba ukulimala nezingozi.

Ngokuhlala uqaphile futhi uyazi indawo yethu ezungezile, futhi ngokuthatha isinyathelo lapho kufaneleka, sonke singadlala indima ekuqinisekiseni ukuthi sinendawo ephephile yokusebenza. Thinta induna yakho, umholi wesikhungo, noma ilungu Lempilo Nokuphepha Kwendawo Ezungezile, Izimilo Nokuhambisana, Ezomthetho, noma Umnyango Wezabasebenzi ngokushesha ngokunokwenzeka uma uqaphela isimo esingaphephile noma umsebenzi, okuhlanganisa:

- Impahla edinga ukugcinwa esimweni noma engasebenzi kahle;
- Ukuchayeka ezintweni ezinobutha ngokwezinga elingase libangele ukugula noma ukulimala;
- Umsebenzi wena nozakwenu eningase nidinge ukuqeqeshwa okwengeziwe ukuze niwufeze; noma
- Noma yisiphi esinye isimo sokusebenza esingaphephile noma indlela yokuziphatha ingase ibe yingozi kuwena, abanye, noma indawo ezungezile.

Khumbula, ngisho nezinto ezincane zibalulekile uma kuziwa empilweni, ekuphepheni, nendawo ezungezile.

Wena Ungenzenjani?

UMBUZO

Muva nje kube khona umlilo kwenye yezimboni zethu eholele kumonakalo omkhulu esakhiweni sethu futhi muntu oyedwa wahanjiswa esibhedlela eshe kanzima. Lapho ngibona umbiko ohlobene nesigameko, umphathi wesikhungo wabika ukuthi kwakukhona imibiko yomusi esakhiweni, kodwa awukho umlilo otholiwe. Ukhohliwe ukubhala futhi ukuthi uzakwethu walimala. Yini okufanele ngiyenze?

IMPENDULO

Bika ukuziphatha komphathi wesikhungo. Ngamunye wethu kulindelwe ukuthi abike ngokunembile izigameko zasendaweni yokusebenza, izingozi, nokulimala. Isifiso sesikhungo sakho sokufinyelela imigomo yaso yokuphepha akufanele ivimbele noma yimuphi umsebenzi ukuthi abike noma yimuphi umonakalo wesikhungo noma ukulimala kwasendaweni yokusebenza, futhi izinduna akufanele zikhuthaze abasebenzi ukuthi bafihle isigameko sokuphepha.

Ukusetshenziswa Kabi Kwezidakamizwa

I-IFF igcina indawo yokusebenza ekhuthaza impilo nokuphepha kubasebenzi bayo futhi ivikela ubuqotho bebhizinisi layo. I-IFF ngeke ikubekezelele ukusetshenziswa, ukudayiswa, ukuphathwa, noma ukusatshalaliswa kwezidakamizwa ezingekho emthethweni emagcekeni enkampani, ngesikhathi senkampani noma lapho kusetshenzwa ngempahla noma izimoto inkampani engumnikazi wazo. Imithetho icacile: ukusebenza ngenkathi ungaphansi kwethonya lezidakamizwa ezingekho emthethweni noma utshwala kubeka wonke umuntu engozini futhi kwenqatshelwe ngokuphelele.

Ubudlova Emsebenzini

Noma yisiphi isenzo sobudlova noma sokusongela esenziwa abasebenzi nanoma yimuphi omunye umuntu emagcekeni e-IFF noma lapho eqhuba ibhizinisi le-IFF noma imisebenzi asivunyelwe futhi senqatshwe ngokuphelele. Lokhu kuhlanganisa udlame olungokoqobo nokuhlukumeza ngamazwi, kanye nokuphathwa kwezikhala. Izenzo ezinjalo kanye nendlela yokuziphatha kumelwe kubikwe ngokushesha. Uma ingozi iseduze, thinta amaphoyisi asendaweni noma umnyango wezicima-mlilo ngokushesha futhi ulandelele noma iyiphi inqubomgomo esebenzayo yesikhungo noma yokulawula inhlekelele.

UKUVIMBA UKUFUMBATHISA NENKOHLAKALO

IMITHETHO ELWA NOKUFUMBATHISA NENKOHLAKALO

Imithetho elwa nokufumbathiswa nenkohlakalo, okuhlanganisa, kodwa akugcini, nge-U.S. Foreign Corrupt Practices Act ("FCPA") kanye ne-UK Bribery Act, ngokuvamile isebenza kuzo zonke izisebenzi ze-IFF kanye nokusebenza kwe-IFF emhlabeni wonke.

Nakuba imithetho yokufumbathisa nenkohlakalo ihluka ezweni ngalinye, imithetho yakwa-IFF ilula:

- Akufanele ukhokhele noma ubani noma uthi uzokhokha ukufumbathisa noma inkokhelo yokusheshiswa kwenqubo, okuhlanganisa isikhulu sikahulumeni noma uphathina webhizinisi;
- Akufanele ucele noma wamukele ukufumbathiswa; futhi
- Akufanele usebenzise inkampani yangaphandle noma i-ejenti ezomelela wena noma emelele inkampani ukuze ikhokhe noma yamukele ukufumbathiswa.

Uma ukholelwa ukuthi uzakwethu noma umuntu wangaphandle kungenzeka ukuthi uthonya ngokungafanele, uyafumbathisa, noma uhilileke kunoma iyiphi indlela yokuziphatha eyinkohlakalo – noma uma okuthile kumane nje "akwehli kahle" – thinta umnyango Wezimilo Nokuhambisana noma Wezomthetho ngokushesha.

Yini Ukufumbathisa?

Ukufumbathisa kungenzeka ngezindlela ezihlukahlukene futhi kungase kuhlanganise ukunikeza noma ukwamukela imali, ukuhlomuliswa, amathuba ebhizinisi noma okuqashwa, izipho nokokuzijabulisa, ukuhamba, "izicelo" ezikhethekile, nanoma yini enye ebalulekile, ngenjongo engafanele yokuthi:

- Kuthonywe isinqumo;
- Kutholwe noma kugcinwe ibhizinisi;
- Ukuthola imvume yebhizinisi noma enye ilayisense; noma
- Kuthonywe umphumela wokubala kukahulumeni, ukuhlolwa noma isinqumo.

I-IFF iphinde inqabele ukwenziwa kwenkokhelo yokusheshisa izinto, ngokuvamile okuyinkokhelo enikezwa isikhulu sikahulumeni ukuze kusheshiswe izenzo esivamile sikahulumeni njengokusheshisa ukungeniswa kwempahla emngceleni.

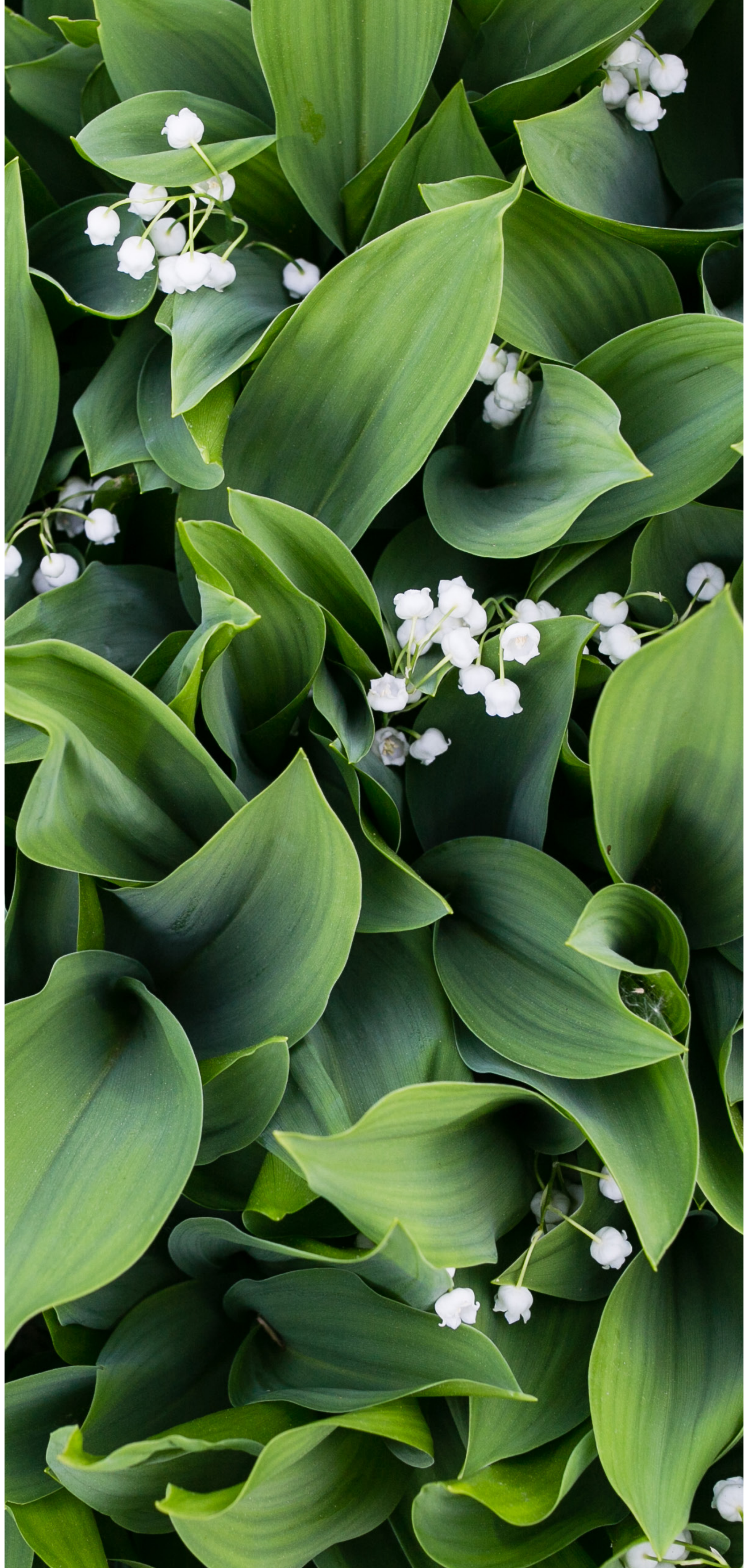
Ukusebenzisana Nezikhulu Zikahulumeni

Njengenkampani yomhlaba wonke, ngokuvamile kudingeka ukuthi sisebenzisane nezikhulu zikahulumeni walapho esisebenza khona, kodwa kufanele siqaphe ngokwengeziwe phakathi nalokhu kusebenzisana ngenxa yokuthi ngisho nezisebenzi ezinezisusa ezinhle zingase ziphule imithetho elwa nokufumbathiswa lapho kuhileleke izikhulu zikahulumeni.

Okulandelayo yizibonelo zabantu abangase babhekwe njengezikhulu zikahulumeni:

- Noma yisiphi isikhulu noma isisebenzi sikahulumeni welinye izwe, kungakhathaliseki ukuthi siyini isikhundla sabo;
- Izisebenzi zebhizinisi uhulumeni angumnikazi walo noma elilawulwa uhulumeni, njengesibhedlela;
- Osopolitiki bamazwe angaphandle, amaqembu ezepolitiki noma abantu abakhankasela isikhundla; kanye
- Nelungu lomndeni noma i-ejenti yomuntu ongenhla.

Uma ulindele ukusebenzisana nabantu abafana nalokhu okushiwo ngenhla, kufanele wenze ngokuvumelana nezinto ezinqatshelwe ezibekwe ngenhla futhi uzijwayeze Inqubomgomo ye-IFF Yokulwa Nokufumbathisa.



Wena Ungenzenjani?

UMBUZO

Umkhiqizo wesinongo okhiqizwe e-China ufike echwebeni lase-Buenos Aires, e-Argentina futhi awunayo ilebula efanele. Isikhulu somngcele sase-Argentina sangitshela ukuthi sizokhulula impahla uma sikhokha u-4,000 pesos. Sidinga lo mkhiqizo ngokushesha ukuze sanelise i-oda lekhasimende. Ngingakwazi ukukhokha?

IMPENDULO

Ngeke ukwazi ukwenza lokho. Ngokukhokha, i-IFF yase-Argentina (nawe ngokwakho) izobe yephula imithetho yokufakwa kwelebula yase-Argentina futhi kungenzeka ukuthi nephula nemithetho yokulwa nokufumbathisa. Qaphela ukuthi imithetho efanayo ikhona cishe kuwo wonke amanye amazwe emhlabeni wonke, ngakho-ke, kungakhathaliseki ukuthi bakuyiphi indawo, abasebenzi bakwa-IFF kufanele bathinte umnyango Wezomthetho lapho bebhekene nalolu hlobo lwesicelo.

UMBUZO

Phakathi nokuhlolwa okuqhutshwa ngonyaka kwemboni ye-IFF yase-India yokuvuselelwa kwelayisense yayo yokusebenza, isikhulu sedolobha esiqhuba ukuhlolwa sathola ukwephulwa okumbalwa komthetho wezempilo nokuphepha. I-ajenti yasendaweni esiyisebenzisayo ukuze kwenziwe ukuhlolwa kanye nenqubo yelayisense ithi umhloli uzoshalazela ukwephulwa komthetho futhi agunyaze ukuvuselelwa, kodwa kuzodinga ukuthi kunikelwe ngemali enkulu esikoleni sasendaweni. Singakwazi ukwenza lo mnikelo noma senze i-ajenti yethu ukuthi inikele egameni le-IFF?

IMPENDULO

Cha. Kuyinqubomgomo ye-IFF ukuthi kunganikezwa, kungaba ngokuqondile noma ngomunye umuntu, noma yini yenani elikhulu kusikhulu sikahulumeni noma yimuphi omunye umuntu kunoma yiliphi izwe ukuze kuthonywe isinqumo salowo muntu ukuze kusizwe i-IFF ithole noma igcine ibhizinisi noma ithole inzuzo engafanele. Inqubomgomo ye-IFF Elwa Nokufumbathisa idinga futhi ukuthi kwenziwe ukuhlolwa okufanele kwesizinda okuzokwenziwa kusenesikhathi umnyango Wezomthetho ngaphambi kokubekwa kwanoma iyiphi i-ejenti yenkampani yangaphandle ezosebenzisana nezikhulu zikahulumeni imelele i-IFF. Kufanele uthinte ngokushesha umnyango Wezimilo Nokuhambisana noma Wezomthetho ukuze uxoxe ngesicelo.

IMISEBENZI YEZEPOLITIKI

Sikhuthaza bonke abasebenzi bethu ukuthi bahilileke emiphakathini yabo, nokuthi babe izakhamuzi ezibamba iqhaza kwezepolitiki nezinto zezenhlalo. Nokho, asikuvumeli ukusetshenziswa kwesikhathi sokusebenza sabasebenzi noma ezinye izinsiza zenkampani noma ama-asethi – okuhlanganisa izikhungo, izingcingo, amakhompyutha, izinto zokwenza amakhophi, noma izinto zasehhovisi – ngalezi zinjongo. Asivumi futhi ukuthi abasebenzi baphoste noma basalalise izinto emagcekeni e-IFF noma ukuthi zinxenxe ezinye izisebenzi ngenkathi zisebenza.

Isinqumo sokubophezela isikhathi sakho esikhululekile noma sokunikela ngemali noma ezinye izinsiza zomuntu siqu emsebenzini yezepolitiki noma yomphakathi kukuwena ngokuphelele, futhi uma ukhetha ukuhileleka emsebenzini enjalo, inkampani ngeke ukuthathe isinyathelo ngemibono yakho yezepolitiki yomuntu siqu noma iminikelo. Lapho usebenzelana nenqubo yezepolitiki, kumelwe uhambisane nemithetho nezinqubomthetho ezilawula imisebenzi yezepolitiki neminikelo

Yonke imisebenzi yezepolitiki emelele i-IFF, okuhlanganisa ukukhankasa nemihlangano nokuxhumana nezikhulu zikahulumeni, kufanele ithole ukugunyaza kusengaphambili okuvela kumnyango Wezimilo Nokuhambisana noma Wezomthetho. Qaphela ukuthi Inqubomgomo ye-IFF Yomnikelo Wezepolitiki iyinqabela ngokuqondile noma ngokungaqondile iminikelo yezinkampani eyenziwa kunoma yimuphi umkhankaso wezepolitiki noma izinhlangano zepolitiki, kanye nesinxephezelo seminikelo enjalo eyenziwa isisebenzi.

IZIPHO KANYE NEZENZO ZOMUSA

Kwa-IFF, sikhuthaza ubudlelwano bokusebenza obuyimpumelelo kanye nomusa namakhasimende ethu, abahlinzeki nabanye ophathina bebhizinisi, njengoba bebalulekile empumelelweni yethu. Siyaqaphela ukuthi ukuzijabulisa kwezebhizinisi, okufana nokuyodla noma ukuhambela imicimbi, kungase kudlale indima ebalulekile ekuqiniseni lobu budlelwano. Ngaphezu kwalokho, siyaqonda ukuthi kukhona izinqubo zamasiko ezihlanganisa ukunikeza izipho emazweni lapho esiqhuba khona ibhizinisi.

Nakuba sizihlonipha lezi zinqubo, kufanele siqaphele ukuthi zingathathi indawo yesibopho sethu sokuhambisana nomthetho nezinqubomgomo zethu. Njengomthetho ovamile, izipho, ukungenisa izihambi nokokuzijabulisa akufanele kunikezwe noma kwamukelwe ngenhloso yokuthola noma yokugcina ibhizinisi, noma ukuthonya isikhulu sikahulumeni. Kufanele futhi sigweme izimo ezingase zakhe umuzwa wenhloso engafanele.

Ukunikezwa noma ukwamukela isipho senani elincane kungase kuvunyelwe, uma nje kwenziwa ngokukhululekile nangokusemthethweni ngokuvumelana nezinqubo ezivumelekile embonini yethu kanye nendawo okwenzeka kuyo. Izipho zingaba nezinhlobo ezihlukahlukene, okuhlanganisa imikhiqizo noma amasevisi amahhala, ukuboniswa umusa okhethekile, izaphulelo, okokuzijabulisa ngisho nezokuthutha zamahhala ukuya nokubuya emhlanganweni. Nokho, ukunikezwa noma ukwamukelwa kwezipho zikanokusho, imali, noma okulingana nemali okufana namakhadi ezipho ***akusoze*** kwamukeleka.

Nakuba ukuqonda umehluko okhona phakathi kokuzijabulisa kanye nezipho ezifanelekayo nezingafanele akuhlezi kulula, nakhu okufanele kukuqondise: uma kukwenza ungakhululeki, cishe akulungile. Uma ukudalulwa kwakho emphakathini kungase kuphoxe i-IFF, noma wena ngokoqobo, akwamukelekile. Uma ungaqiniseki ngesipho esithile noma umsebenzi wokuzijabulisa, noma uma isipho noma okokuzijabulisa kuhilela izikhulu zikahulumeni, kufanele njalo uthinte umnyango Wezimilo Nokuhambisana noma Wezomthetho ngaphambi kokuthatha noma yisiphi isinyathelo.

Ukuze uthole ulwazi olwengeziwe mayelana nezipho, okokuzijabulisa nomusa, sicela ubuyekeze Inqubomgomo ye-IFF Yohambo Nezindleko Zebhizinisi.

Wena Ungenzenjani?

UMBUZO

Sikhethe umhlinzeki omusha wesevisi ye-IT futhi lapho sesisayine inkontileka nenkampani, umnikazi unginikeza ibhodlela le-champagne eyimvela kancane, ebizayo. Ngingakwazi ukulamukela?

IMPENDULO

Cha. Ukwamukela izipho ezingabizi ezivela kophathina bebhizinisi, ezifana namapeni, amakhalenda, ubhasikidi wezithelo, noma ezinye izinto ezifanayo, kuyamukeleka. Akuvumelekile ngabasebenzi noma ophathina bethu bebhizinisi ukuthi banikeze noma bamukele izipho ezibizayo, okuhlanganisa newayini elibizayo noma utshwala, imigexo, izinto zikagesi, imali, noma amakhadi ezipho.

UMBUZO

Omunye umdayisi wangimema ukuthi ngizobuka naye imeshi yebhola lezinyawo. Ngingakwazi ukwamukela isimemo?

IMPENDULO

Mhlawumbe. Uma umdayisi ubekunikeza uhambo olukhokhelwe zonke izindleko lokubuka imeshi yamanqamu Yendebe Yomhlaba okuhlanganisa nendawo yokulala, isimemo besizobhekwa njengeseqisayo futhi besingeke samukelwe. Uma umdayisi ekumema ukuthi kumeshi yeqembu lasendaweni nindawonye nozakwabo bomdayisi futhi ingekho inkontileka okufanele isayinwe noma amathuba ebhizinisi elisha nomdayisi, isimemo singase samukelwe inqobo nje uma usibika isipho kumphathi wakho ukuze kungaphakami umbuzo kamuva wokuthi ingabe isipho besiwumzamo yini wokuthonya ngezindlela eziphansi ubudlelwano be-IFF nomdayisi.

Wena Ungenzenjani?

UMBUZO

Bengisekela ikhasimende ukuze lisungule umkhiqizo omusha lisebenzisa elinye lama-enzyme ethu amasha. Njengophawu lokubonga, wanginikeza iwashi noswidi bendawo njengoba ngangiphuma ehhovisi. Ngingakwazi ukukugcina lokhu?

IMPENDULO

Ungabagcina oswidi basendaweni, kodwa kufanele ubuyisele iwashi. Siyafuna ukwaziswa ngokusekela okuhle kwamakhasimende ethu nokusebenzisana futhi asifuni uthonywa ukunikezwa izipho ezibizayo noma ukuzijabulisa okweqisayo. Ukwamukela iwashi elivela kuphathina webhizinisi kungase kubhekwe njengokweqisa futhi kungafaneleki, kodwa ezinye izipho ezinenani eliphansi ezifana noswidi noma izinto zokuphromotha ezingabizi ezinelogo yekhasimende zingase zamukelwe.

UKUQHUBA IBHIZINISI NGOBUQOTHO

OPHATHINA BETHU BEBHIZINISI

Sigxila ebhizinisini ngokuphelele futhi sihlomisa amathimba ethu ukuthi enze izinqumo ezilungile eziqotho.

Ukuqhuba ibhizinisi ngobuqotho ngendlela elungile kusho ukuthi kufanele sicabangele idumela nemiphumela yezezimali yakho konke ukusebenzisana kwethu nophathina bethu bebhizinisi. Njengengxenye yalesi sibopho, i-IFF izosebenza kuphela nophathina bebhizinisi abanedumela elihle abenza ngokuvumelana nayo yonke imithetho nezinqubomthetho futhi abanezimiso ezifanayo zokuziphatha i-IFF esebenza ngazo. Lezi zimiso zibekwe kokuthi Inqubo Yokuziphatha Yomdayisi ye-IFF.

Lapho sisebenzelana nophathina bethu bebhizinisi, kumelwe:

- Ugweme noma yiziphi izindlela ezingenabo ubulungisa noma ezikhohlisayo;
- Uphathe bonke aphathina bebhizinisi ngokwethembeka, ngobulungisa, ngomqondo ovulekile;
- Ube neqiniso futhi ungakhohlisi ngokuphathelene nemikhiqizo namasevisi ethu;
- Ulandele izinqubo ezifanele zokuthengwa kwempahla nokutholwa lapho okufaneleka khona; futhi
- Ukhethe ophathina bebhizinisi ngokusekelwe ekufanelekeni futhi hhayi ngoba kukhona ukungqubuzana kwentshisekelo.

Ngaphezu kokungenhla, kufanele uqiniseke ukuthi ophathina bethu bebhizinisi benza ukuhlolwa kwezisinda okufanele ukuze kuvikelwe i-IFF enkohlakalweni nezinye izingozi ezivela ngokusebenzisana nophathina bebhizinisi abangabazisayo. Ukuze uthole ulwazi olwengeziwe, sicela ubuyekeze Inqubo Yokuhlolwa Kwesizinda ye-IFF.

Ukukhwabanisa Imali Nezinto Ezihlobene

I-IFF inqabela zonke izinhlobo zokukhwabanisa imali, ukuxhaswa kwamaphekula, nanoma yiluphi uxhaso lwezinjongo ezingekho emthethweni noma ezingafaneleki. "Ukukhwabanisa imali" kwenzeka lapho umuntu noma inhlangano izama ukufihla imali etholwe ngobugebengu ngokwenza kubonakale sengathi leyo mali itholwe ngendlela efanele. Ngokuvamile, lezi zimali zidluliswa ngenkampani eyodwa noma engaphezulu engasebenzi kanye nama-akhawunti ebhange laphesheya ukuze kufihlwe umsuka wangempela nokuthi iyaphi ngempela imali.

Uma usola ukuthi uphathina webhizinisi uhilileke emsebenzini ongekho emthethweni noma osolisayo, thinta umnyango Wezomthetho ngokushesha.

IMITHETHO YOKULAWULA UHWEBO

Njengenkampani yomhlaba wonke, i-IFF iletha ulwazi lwayo, ukusungula, nemikhiqizo yayo kuwo wonke umhlaba nangale kwemingcele eminingi. Ukusebenza emhlabeni wonke kusho ukuthi i-IFF ingaphansi kwemithetho yokulawula uhwebo emazweni ahlukahlukene, esiqhuba ibhizinisi kuwo, futhi i-IFF isimisele ukuhambisana ngokugcwele nale mithetho, okuhlanganisa:

- Ukulawulwa kokuthunyelwa, imikhawulo yokuhweba, ukuvinjelwa kokuhweba, nemingcele yezomnotho, ekhawula noma evimba i-IFF ekutheni iqhube ibhizinisi namazwe athile, abantu, noma izinhlangano;
- Imithetho elwa nokubhikisha evimba izinkampani ukuthi zibambe iqhaza noma ukuthi zisebenzisane nokubhikisha komhlaba wonke okungagunyaziwe noma okukhuthazwa uhulumeni wase-U.S; kanye
- Neminye imithetho yokungenisa noma ukuthumela edinga ukuthi i-IFF kanye nophathina bayo bebhizinisi bakhokhe izintela kanye/noma bathole amalayisense athile, izimvume, noma amanye amadokhumenti ngaphambi kokuthi kudluliswe imikhiqizo nedatha yobuchwepheshe ngaphesheya kwemingcele.

Uma unesibopho sokwenza izinqumo kwa-IFF ezimayelana nokuthi uyithenga noma uyidayisa kuphi noma kubani imikhiqizo, noma uhililekile ekuhwebelaneni okweqa imingcele yamazwe, kufanele uzijwayelanise Nenqubomgomo ye-IFF Yokulawula Ukuhweba Kwamazwe Angaphandle kanye Nezinqubomgomo ze-IFF Zokudayisa Okuvinjelwe.

Imithetho yokulawula uhwebo nemithetho evimba ukubhikisha iyinkimbinkimbi kakhulu. Uma unanoma yimiphi imibuzo noma izinto ezikukhathazayo mayelana nokuthi kungenzeka ukuthi uhilileke ebhizinisini elinqatshelwe, noma uma uthola isicelo sokuthi uyeke ukusebenzisana, kufanele umnyango Wezindaba Zokulawula Zomhlaba Wonke noma Wezomthetho.

Wena Ungenzenjani?

UMBUZO

U-Isabel ubesebenza nommeleli womdayisi osebenza eMpumalanga Emaphakathi iminyaka embalwa edlule. Ummeleli usanda kuthi uthole umsebenzi ongase obalethele imali eningi wekhasimende elisesifundeni. Nokho, ummeleli akazange aphumele obala lapho u-Isabel ebuza imibuzo emayelana nekhasimende. Kunalokho, utshele u-Isabel ukuthi "angakhathazeki" ngokuthi imikhiqizo iyaphi kodwa avele athumele yonke impahla ehhovisi lakhe elise-Istanbul. Ube esefakela i-IFF inkokhelo egcwele esebenzisa i-akhawunti yasebhange esegameni lomunye umuntu ohlukile. Ingabe u-Isabel kufanele athumele impahla?

IMPENDULO

Cha. Akufanele athumele impahla futhi esikhundleni salokho kufanele athinte umnyango Wezomthetho Nowezindaba Zokulawula Zendawo Yonke ukuze asizwe anqume ukuthi izimpahla kufanele yini zithunyelwe nokuthi ingabe imali kufanele yini ibuyiselwe. Le ndlela yokuziphatha ingase ibonise ukuthi umdayisi uzama ukudayisa impahla ezweni noma kubhizinisi i-IFF engavunyelwe ukwenza ibhizinisi nayo futhi ukuhlaziywa okufanele kufanele kwenziwe ngaphambi kokuthi kuphothulwe ukudayiselana.

UKUSEBENZELANA NEZIMBANGI

I-IFF izimisele ukufinyelela impumelelo ngokuncintisana okulungile nokusemthethweni futhi iwenqabela ngokuphelele noma yimuphi umsebenzi owephula imithetho emelene nokwethenjwa noma ekhawula ngokungemthetho ukuncintisana.

Akufanele uxoxe noma uvumelane nezimbangi zethu noma abanye ukuthi:

- Uzokhwabanisa noma uzolawula amanani noma eminye imigomo yokudayisa, okuhlanganisa imali ebuyiselwayo, izaphulelo, imali yezokuthutha, noma eminye imigomo yokudayisa;
- Uzoqondanisa okuqukethwe ukuze kuvumelane neziphakamiso zethenda;
- Uzokubhikishela abahlinzeki noma ukukhawulwa kokukhiqiza; noma
- Uzohlukanisa izimakethe, izindawo zokudayisa, imigqa yomkhiqizo, noma amakhasimende.

Ngisho nezingxoxo ezingahleliwe nezimbangi zethu mayelana nalezi zinhlobo zemisebenzi zenqatshelwe futhi azivumelani nomthetho. Uma unemibuzo mayelana nokuxhumana noma ukusebenzisana nezimbangi, kufanele ufune iseluleko kumnyango Wezomthetho.

Ukuze uthole ulwazi olwengeziwe, sicela ubuyekeze Inqubomgomo ye-IFF Emelene Nokwethenjwa.

Ulwazi Lwembangi

I-IFF ayikuvumeli futhi ngeke iwubekezelele noma yimuphi umsebenzi ongekho emthethweni noma ongalungile wokuthola noma ukudalula ulwazi lwembangi – kungakhathaliseki ukuthi ulwazi luzuzisa kangakanani.

Esikhundleni salokho, ulwazi lokuncintisana kufanele lutholwe ngendlela esemthethweni nelungile njengokubuyekeza amafayela okulawula, izinkulumo zezikhulu ezenziwe emphakathini, izihloko zezindaba, nolunye ulwazi olutholakala emphakathini.

Wena Ungenzenjani?

UMBUZO

Umnyango wami uhlela ukuqasha umsebenzi ovela kwenye yezimbangi zethu. Ingabe ikhona imithetho ekhethekile okufanele ilandelwe?

IMPENDULO

Yebo. Kufanele uthinte umnyango Wezabasebenzi ngaphambi kokuqasha umuntu obesebenzela imbangi. Nakuba kungase kwamukeleke ukuthi uqashe umsebenzi, lowo muntu kungenzeka ukuthi ungaphansi kwesibopho esingokomthetho sokuthi angasebenzi ne-IFF noma adalule ulwazi oluyimfihlo noma izimfihlo zohwebo. Umnyango Wezabasebenzi kuzodingeka ukuthi ubuyekeze izimo eziqondile ngaphambi kokuthi kwenziwe noma yisiphi isivumelwano nalo muntu.

UMBUZO

Emhlanganweni wenhlangano yokuhweba ngeviki elidlule, enye yezimbangi zethu iqale ukukhuluma nami ngokungahleliwe mayelana "nokudeda" kwelinye lamakhasimende ayo. Uthe ingxoxo "ayikho emabhukwini."

Ingabe lokho bekulungile?

IMPENDULO

Ngeke ukwazi ukwenza lokho. Nakuba imihlangano yezinhlangano zohwebo inenjongo ewusizo nesemthethweni kwa-IFF nakuzimbangi zethu, kufanele isingathwe ngokucophelela. Izingxoxo nezimbangi zethu, ngisho nalezo okungenzeka ukuthi "azikho emabhukwini" ezimayelana nezinto ezifana namanani, imigomo yokudayisa, izindawo, noma amakhasimende, kumelwe zigwenywe. Uma imbangi izama ukuxoxa nganoma yiziphi kulezi zihloko, kufanele ucele lowo muntu ukuthi ayeke ngokushesha futhi, uma kudingekile, kufanele uhambe kulowo mhlangano bese ubika isimo kumnyango Wezomthetho.

UMBUZO

Phakathi nokuvakashela ikhasimende elibalulekile, nginikezwe isampula lobuchwepheshe besiqholo esivaliwe esakhiwa imbangi kodwa esingakatholakali ezimakethe. Ikhasimende libuze ukuthi ngingakwazi yini ukufanisa isampula. Ngingakwazi ukwenza lokhu?

IMPENDULO

Cha. Uma isampula lingathengiswa, asikwazi ukulamukela. I-IFF iyohlezi ihlonipha impahla yobunikazi evumelekile yamakhasimende ethu, izimbangi, nanoma iyiphi inkampani yangaphandle. Uma kukhona noma yikuphi ukungabaza mayelana nokuthi isampula lingakwazi yini ukutholwa noma lihlaziywe, thinta umnyango Wezomthetho ukuze uthole isiqondiso.

UMBUZO

Ingabe kuke kwamukeleke ngami ukuthi ngixoxe ngamanani emikhiqizo yethu nezimbangi zethu?

IMPENDULO

Mhlawumbe. Ngenxa yokuthi sinikeza ezinye izimbangi zethu imikhiqizo, ningase nixoxe ngamanani ngokuqondene nalokhu kudayisa. Nokho, akufanele nixoxe ngamanani nembangi yethu uma i-IFF nembangi belwela ukuthola ibhizinisi elifanayo nelinye ikhasimende, kungafaka kokubili wena (ngokomuntu siqu) kanye ne-IFF emacaleni abucayi obugebengu noma omphakathi.

Kulula: ukukhwabanisa amanani noma ukuvuma ukukhwabanisa amanani akukho emthethweni.

UKUHWEBA UNOLWAZI LWANGAPHAKATHI

Ukuthenga noma ukudayisa amasheya e-IFF (okuhlanganisa isitokwe, amayunithi esitokwe esikhawuliwe, izinketho zesitokwe, noma amalungelo okwenyuka esitokwe esikhokhelwe) lapho unolwazi olubalulekile olungekho emphakathini olumayelana ne-IFF akugcini nje ngokuba okungalungile, kuphambene nomthetho kungase kuphumele ekutheni wena kanye ne-IFF nihlawuliswe kanzima ngokomphakathi nangokobugebengu. Lo mthetho usebenza kubo bonke abasebenzi futhi usebenza kulo lonke ulwazi olubalulekile okungelona elomphakathi noma "lwangaphakathi" olumayelana nebhizinisi le-IFF.

Ukuhweba amasheya e-IFF noma ngalawo anoma iyiphi enye inkampani (okuhlanganisa amakhasimende nabahlinzeki) ngenkathi unolwazi lwangaphakathi olubalulekile olumayelana nanoma yiliphi ibhizinisi kwenqatshelwe ngokuphelele; kungokufanayo ngokutshela abanye abantu, okuhlanganisa amalungu omndeni nabangane, mayelana nolwazi olubalulekile olungekho emphakathini olumayelana ne-IFF nanoma iyiphi enye inkampani (ngisho noma ungahwebi ngokwakho). Abantu ngabanye, okuhlanganisa amalungu omndeni, abahweba amasheya ngenxa yokuthola icebiso noma abanolwazi lwangaphakathi olubalulekile, kungenzeka ukuthi baphula umthetho futhi bazifaka ngaphansi kwenhlawulo yecela lomphakathi nelobugebengu.

Luyini Ulwazi Olubalulekile Okungelona Elomphakathi?

"Ulwazi olubalulekile okungelona elomphakathi" yinoma yiluphi ulwazi olungatholakali emphakathini futhi olungase lubhekwe njengolubalulekile umuntu onengqondo lapho enquma ukuthi athenge, adayise, noma agcine amasheya enkampani. Lokhu kuhlanganisa ulwazi olumayelana ne-IFF, kanye nolwazi olumayelana nezinye izinkampani ezifana nophathina bethu bebhizinisi nezimbangi. Izibonelo zolwazi lwangaphakathi olubalulekile zihlanganisa:

- Izibikezelo zemali engenayo ezingashicilelwe, izilinganiso, noma imiphumela;
- Ukutholwa, ukudayiswa kwezingxenye ezithile, noma ukuhlelwa kabusha kwebhizinisi;
- Izinguquko kubaphathi;
- Ukwethulwa komkhiqizo okuzayo noma ukusungulwa komkhiqizo;
- Ukuzuzwa noma ukulahleka kwamakhasimende abalulekile noma izinkontileka; kanye
- Ukuthathwa kwesinyathelo sezomthetho esilindiwe noma esisongelwayo noma isenzo sokulawula.

Ukuze uthole ulwazi olwengeziwe, sicela ubuyekeze Inqubomgomo ye-IFF Yokuhweba Ngolwazi Lwangaphakathi.

Izikhathi Zokuhweba

Kuye ngendima yakho kwa-IFF, noma ukufinyelela kwakho kulwazi oluyimfihlo kwa-IFF, ungase ubhekane nezimfuneko zangaphambi kokugunyazwa noma izinkathi zesikhathi lapho uvinjelwe ukuthi uhwebe amasheya akwa-IFF. Uma ungabaza ukuthi ukuthenga kuvunyelwe yini, buyekeza Inqubomgomo ye-IFF Yenkathi Yesikhathi futhi uthinte umnyango Wezomthetho.

Wena Ungenzenjani?

UMBUZO

Angisebenzi kumnyango wezimali futhi ngingumsebenzi ophansi futhi anginakho ukufinyelela kulwazi lwabaphathi. Ngingakwazi ukuyiziba Inqubomgomo Yokuhweba Unolwazi Lwangaphakathi?

IMPENDULO

Cha. Ulwazi olubalulekile olungekho emphakathni lungase luqhamuke ngendlela ezihlukene, futhi kungenzeka ukuthi unolwazi olungekho emphakathini – ngisho nangezingxoxo ezingasho lutho nabantu osebenza nabo – olungase lubhekwe njengolubalulekile kumtshali-zimali onquma ukuthi athenge noma adayise amasheya akwa-IFF.

UMBUZO

Ingabe kuyinto engalungile ukwabelana ngolwazi lwangaphakathi nabanye ngisho noma ngingalusebenzisi ukuze kuzuze mina?

IMPENDULO

Yebo. Eqinisweni, ungase utholwe usephutheni nakakhulu ngenxa yokuthi ungumuntu oqala "uchungechunge" lokuziphatha okungafanele. Ukuxoxa ngolwazi olubalulekile, olungekho emphakathini nanoma yimuphi omunye umuntu, ngisho noma ungayiboni inzuzo yako, kungase kuholele ekutheni wena ubekwe icala lomphakathi nelobugebengu.

UKUHAMBISANA KOMKHIQIZO NEZINDABA ZOKULAWULA

I-IFF iqhuba ibhizinisi ngokuhambisana ngokugcwele nayo yonke imithetho esebenzayo, izimiso nezinqubomthetho noma kuphi lapho esiqhuba khona ibhizinisi. Lokhu kuhlanganisa yonke imithetho yokulawula ukudla, izimonyo, umuthi, namakhemikhali, eminingi yayo engase ibe yinkimbinkimbi. Le mithetho ibusa:

- Ukufakwa kwelebula emkhiqizweni ye-IFF noma izimpahla zabathengi ezinemikhiqizo yethu;
- Lokho esikushoyo ngemikhiqizo yethu; kanye
- Nendlela imikhiqizo yethu ekhiqizwa futhi ithunyelwe ngayo.

Idumela lomhlaba wonke le-IFF kanye nempumelelo incike ekutheni ngamunye wethu aqonde futhi ahambisane nemithetho elawula ibhizinisi lethu. Uma unanoma yimiphi imibuzo mayelana nale mithetho, kufanele ufune isiqondiso esisheshayo enduneni yakho, kumnyango Wezindaba Zokulawula Zomhlaba Wonke noma Wezomthetho.

Wena Ungenzenjani?

UMBUZO

Ngifuna ukupha ikhasimende isiqholo esiqukethe isithako esingagunyaziwe ngaphakathi ukuthi singasetshenziswa kusiqholo. Isithako sesivele sigunyazelwe ukusetshenziselwa ukunambitheka. Ngingakwazi ukulinikeza lesi siqholo?

IMPENDULO

Cha. Isithako asikwazi ukusetshenziswa kuze kube yilapho inqubo yokugunyaza yangaphakathi isiphelile ukuze "sisetshenziswe ekugcineni" kumkhiqizo. Imithetho esebenza kuziqholo ngokuvamile ayisebenzi ekunambithekeni, futhi kunjalo nangokunambitheka.

Isinyathelo okufanele usithathe: linda.

UMBUZO

Umhlinzeki ungitshele ukuthi umkhiqizo wakhe uqukethe amazinga athile okonakaliswa, kodwa amazinga aphansi kakhulu futhi ngeke alimaze. Ungitshele ukuthi umhlinzeki uthatha izinyathelo zokuqeda ukonakala. Ingabe ngiyadinga ukutshela induna yami?

IMPENDULO

Yebo, ngokushesha. Ngisho nokusikisela okuncane kokuthi kungase kube khona inkinga yendawo ezungezile, yokuphepha noma yekhwalithi ngomunye umkhiqizo wethu noma isithako, kumelwe ibikwe ngokushesha ngokunokwenzeka lapho itholwa. Kufanele uthinte ilungu lomnyango Wezindaba Zokulawula Kwendawo Yonke noma Wezomthetho ngokushesha.

UKUVIKELA IMPAHLA NAMA-ASETHI E-IFF

GWEMA UKUKHWABANISA, UKWEBA, UKUMOSHA, NOMA UKUSEBENZISA NGOKUNGEYIKHO

Sonke siziphatha njengabanikazi uma kuziwa ekuvikeleni impahla ye-IFF, ama-asethi, kanye nendlela yokwenza, njengoba lokhu kusivumela ukuthi sikwazi ukwakha futhi silethe imikhiqizo namasevisi angcono kakhulu kumakhasimende ethu.

Impahla nama-asethi e-IFF ahloselwe ukuthi asetshenziselwe izinjongo zebhizinisi kuphela. Ukuntshontshwa noma ukusetshenziswa kabi kwempahla nama-asethi e-IFF, kanye nokusetshenziswa kwempahla noma ama-asethi enkampani ngenjongo yomuntu siqu, ngendlela engenazimilo, ngezindlela ezingekho emthethweni, noma ngokwenzuzo yomuntu siqu, kwenqatshelwe ngokuphelele. Sonke sinesibopho sokuvimba ukuntshontshwa, ukumoshwa noma ukusetshenziswa ngokungeyikho kwempahla nama-asethi e-IFF.

Njengengxenye yalesi sibopho, kumelwe:

- Namathela Kunqubomgomo ye-IFF Yokuthengwa Kwempahla Yendawo Yonke lapho uthola imikhiqizo engokwemvelo namasevisi;
- Gwema ukumoshwa noma ukungasetshenziswa kahle kwezimali zenkampani ohambweni lwebhizinisi noma kokuzijabulisa Ngenqubomgomo ye-IFF Yohambo Nezindleko Zebhizinisi;
- Qiniseka ukuthi konke ukuthenga kugunyazwe ngendlela efanele futhi kungaphakathi kwemikhawulo yokugunyaza ebekwe kokuthi Inqubomgomo ye-IFF Yemikhawulo Yokugunyaza Yendawo Yonke; futhi
- Ubuyisele yonke impahla nama-asethi e-IFF – kungakhathaliseki ukuthi angokoqobo noma awekho ngokoqobo – lapho uyeka ukusebenzela i-IFF.

IMPAHLA YOBUNIKAZI NEZIMFIHLO ZOHWEBO

Yonke impahla yobunikazi esungulwe, eyakhiwe, noma ethuthukiswe yi-IFF noma uwena ngenkathi uqashwe kwa-IFF kuyimpahla yenkampani futhi ngokuvamile kuyimfihlo. Ngokufana nawo wonke ama-asethi e-IFF, impahla yobunikazi ye-IFF ingasetshenziswa kuphela ngokuqondene nebhizinisi le-IFF futhi ngokwenzuzo ye-IFF.

Lokhu kuhlanganisa noma yikuphi okusunguliwe, amafomula, izinqubo, imikhiqizo, izinhlu zamakhasimende, ama-patent, izimpawu zohwebo, amalungelo okushicilela, izimfihlo zokuhweba, ubuchwepheshe, amagama esizinda, imicabango, okutholiwe, ukuthuthukiswa okucatshangelwe noma okwakhiwe nguwe nanoma yimuphi umsebenzi ngenkathi esebenza noma esebenzela i-IFF. Akufanele usebenzise noma wabelane ngempahla yobunikazi ye-IFF ngaphandle kwezivikeli ezingokomthetho namadokhumenti afanele.

Sicela uthinte umnyango Wezomthetho uma unanoma yimiphi imibuzo ehlobene nempahla yobunikazi.

Ukuvikela Ama-asethi Ethu

Ukuvikela ubumfihlo nobuqotho bezinto esizitholile, amafomula ahlukile, izinqubo zokukhiqiza, nedatha yesayensi kugcina i-IFF iphambili emkhakheni wethu. Ukuze sigcine inzuzo yokuhola ye-IFF kanye nekhono lokuletha ngokuqhubekayo imikhiqizo namasevisi angenakuqhathaniswa kumakhasimende ethu, kubalulekile ukuthi sisebenze ndawonye ukuze sivikele lawa ma-asethi ayingqayizivele nayimfihlo, kanye nolunye ulwazi oluyimfihlo nelobunikazi, olufana nolwazi lokusayisa, lwebhizinisi, nolwamanani.

Unesibopho sokuthi uvikele futhi uthathe izinyathelo zokuvimba ukufinyelelwa okungagunyaziwe noma ukusetshenziswa kolwazi oluyimfihlo nelobunikazi le-IFF kanye nolwabasebenzi bethu, amakhasimende, abahlinzeki, nabanye ophathina bebhizinisi.

Njengoba singeke sikwazi ukuyekethisa inzuzo yethu yokuncintisana ngokudalula ulwazi oluyimfihlo nelobunikazi lwe-IFF nophathina bethu bebhizinisi, asikwazi ukuyekethisa izindinganiso zethu eziphakeme zezimilo, ukwethembeka nobuqotho ngokwamukela noma ukusebenzisa ulwazi oluyimfihlo nelobunikazi lezinkampani zangaphandle, okuhlanganisa amakhasimende nezimbangi zethu.

Luyini Ulwazi Oluyimfihlo Nelobunikazi?

Noma yiluphi ulwazi olumayelana ne-IFF, izisebenzi zethu, amakhasimende, ophathina bebhizinisi, nanoma yimuphi omunye umuntu olungatholakali emphakathini. Lokhu kuhlanganisa:

- Izinguquko eziphakanyisiwe Zabaphathi Abaphezulu
- Izinhlelo zokutholwa noma ukuhlanganiswa
- Idatha yokuqondwa kwabathengi
- Ama-asethi ebhrendi ye-IFF, okuhlanganisa amalogo, imiklamo, nemikhankaso yedijithali
- Idatha yomsebenzi
- Izimfihlo zokuhweba ezihlanganisa amafomula namaresiphi
- Izici zomkhiqizo
- Idatha yezesayensi nobuchwepheshe
- Izinhlelo nemibono yebhizinisi
- Amagama amakhasimende noma imikhiqizo ethengwa yiwo
- Ukwethulwa komkhiqizo
- Izinqubo, imidwebo, nemiklamo
- Ulwazi lwezimali nokusebenza
- Ubuthakathaka kumanethiwekhi namasistimu ethu
- Amaphasiwedi
- Amakheli E-IP Yenethiwekhi
- Ulwazi oluphathelene nocwaningo nentuthuko
- Izinhlelo zokukhangisa noma ukudayisa, izinhlelo noma amasu
- Izici zokukhiqiza, izindlela, amasu, nezinqubo
- Izinhlelo noma imiklamo yentuthuko
- Izincwadi zeziqondiso zokusebenza nokuqeqesha
- Umazisi, ibanga, noma umthombo wezinto ezingokwemvelo
- Amasu amanani
- Noma yiluphi olunye ulwazi olungavamile ukutholakala emphakathini

Uma ungaqiniseki ngokuthi ulwazi oluthile luyimfihlo yini, cabangela imibuzo elandelayo:

- Ingabe ulwazi alwaziwa emphakathini?
- Ingabe ukudalulwa kolwazi kungase kulimaze noma kungazuzisi i-IFF, nanoma yimuphi umsebenzi noma uphathina webhizinisi we-IFF?
- Kungenzeka yini ukuthi umsebenzi wakho noma owabanye ufakwe engcupheni uma ulwazi lwabelwa?
- Ingabe ukudalulwa noma ukusetshenziswa kolwazi kuzokwephula noma yimuphi umthetho noma inqubomthetho?

Uma impendulo yakho kunoma yimiphi kule mibuzo engenhla ithi “yebo,” kuzofanele ubheke ulwazi njengoluyimfihlo futhi uliphathe ngendlela efanele. Ngaphezulu kwalokho, olunye ulwazi oluyimfihlo nolubunikazi lungase lugcinwe njengemfihlo yokuhweba ye-IFF. Ngokuvamile, ulwazi oluphathelene nezinqubo nezindlela zethu zokwenza zingase zibhekwe njengemfihlo yokuhweba uma:

- Lwaziwa abantu abalinganiselwe kuphela;
- Kubalulekile ngokwezentengiselwano ngenxa yokuthi kuyimfihlo; futhi
- I-IFF ithatha izinyathelo ezinengqondo ukuze ivikele ulwazi ukuze lungadalulwa.

Ukuze usize i-IFF ihlale ihamba phambili, kufanele uthathe izinyathelo zokuthi uvikele ngokuphumelelayo izimfihlo zokuhweba nolwazi oluyimfihlo ngokuhambisana Nenqubomgomo ye-IFF Yolwazi Oluyimfihlo Nemfihlo Yokuhweba. Lesi sibopho sisebenza ngazo zonke izikhathi phakathi nokuqashwa kwakho, okuhlanganisa nangaphandle kwendawo yokusebenza namahora okusebenza, futhi siqhubeka ngisho nalapho ungasasebenzi kwa-IFF.

UKUGCINA UBUMFIHLO LAPHO UXOXA

Qapha njalo futhi ucabangele lapho wabelana ngolwazi oluyimfihlo noma lobunikazi, kungaba olubhaliwe – okuhlanganisa ama-imeyili, imiyalezo esheshayo, kanye nama-akhawunti ezinkundla zokuxhumana omuntu siqu noma omsebenzi – noma phakathi nezingxoxo zobuso nobuso noma eziqhutshwa nge-inthanethi. Qaphela indawo ekuzungezile lapho ukhuluma ngeselula noma usendaweni yomphakathi (njengaku-elevetha, indawo yokudlela, noma izinto zokuthutha zomphakathi) noma embuthanweni. Khumbula ukuthi isibopho sakho sokuvikela ulwazi oluyimfihlo nolobunikazi sisebenza ezingxoxweni nabangane, ozakwenu kwezinye izinkampani, ngisho nakumalungu omndeni wakho. Isibopho sisebenza ngisho nalapho ungasasebenzeli i-IFF.

Ukudalulwa kolwazi oluyimfihlo kufanele kugcine ngokuqinile kubasebenzi (noma abeluleki) be-IFF abagunyaziwe futhi okudingeka ukuthi bazi lolu lwazi ukuze bafeze imisebenzi yabo enkampanini. Ngokufanayo, ukwabelwa kolwazi oluyimfihlo ngaphandle kwe-IFF kufanele kwenzeke kuphela lapho kudingeka ngezinjongo zebhizinisi futhi ngemva kokuthi kuthathwe izinyathelo, ezifana nokusayinwa kwesivumelwano sobumfihlo, ukuze kuvinjwe ukudluliselwa noma ukusetshenziswa ngokungeyikho okwengeziwe kolwazi.

Uma unanoma yimiphi imibuzo mayelana nokuthi ingabe ulwazi luyimfihlo yini noma elobunikazi noma ukuthi lungakwazi yini ukudalulwa, sicela ufune isiqondiso komnyango Wezomthetho.

Wena Ungenzenjani?

UMBUZO

Usokhemisi eqenjini lethu le-R&D usanda kwesula futhi uhlela ukujoyina inkampani yokukhiqizwa kwemithi. Ungitshele ukuthi uhlela ukukopisha amafayela akhe aphathelene nezinqubo ezithile ezihlukile kanye namangqamuzana awasungulile ngenkathi ekwa-IFF ngenxa yokuthi uthi cishe ngeke i-IFF iwasebenzise. Ingabe kulungile ngaye ukuthi athathe lolu lwazi?

IMPENDULO

Cha. Yonke into eyakhiwa umsebenzi endimeni yakhe njengomsebenzi we-IFF, okuhlanganisa izinqubo nokusunguliwe, i- IFF ingumnikazi wako. Okusunguliwe kuhloselwe ukuthi kusetshenziswe kuphela ngokuhlobene nebhizinisi le-IFF futhi akufanele, ngaphansi kwanoma yiziphi izimo, kuthathwe noma kusetshenziswe umsebenzi kulandela ukuyeka kwakhe.

UMBUZO

Ngiyimenenja yenye i-akhawunti enkulu ye-IFF yamakhasimende Okunambitha. Ikhasimende lisanda kucela ukuthi ngilinikeze ifomula yomkhiqizo othengwe ikhasimende. Ngingakwazi ukunikeza lolu lwazi?

IMPENDULO

Mhlawumbe, kuye ngokugunyaza nemibandela efanelekayo. Ukudalulwa kwefomula nezithako kungenziwa kuphela ngokugunyaza okutholwe kusengaphambili okuvela elungwini lomnyango Wezindaba Zokulawula Kwendawo Yonke noma Wezomthetho ngokuvumelana nezici zokudalulwa eziqinile nezinqubo zobumfihlo. Kufanele uthinte ilungu lomnyango Wezindaba Zokulawula Kwendawo Yonke uma ikhasimende licela ukudalulwa ngezinjongo zokulawula. Kuzo zonke izimo, sicela uthinte umnyango Wezomthetho.

UMBUZO

Umdayisi obalulekile we-IFF ucele ukusebenzisa ilogo ye-IFF nezithombe zomsebenzi wabo ehhovisi lethu kuma-akhawunti omdayisi ezinkundla zokuxhumana nakuwebhusayithi. Ingabe lokhu kuvunyelwe

IMPENDULO

Cha. Ilogo ye-IFF nama-asethi ebhrendi kubhekwa njengempahla nobunikazi be-IFF. Ngokufanayo, izithombe zehhovisi lethu zingase ziveze ngephutha ulwazi oluyimfihlo noma lobunikazi kubantu bangaphandle. Ngenxa yalokho, asikwazi ukuvumela umdayisi ukuthi asebenzise ilogo ye-IFF nanoma yiziphi izithombe zomsebenzi wabo kuwebhusayithi yomdayisi ngaphandle kokuthola ukugunyaza okubhaliwe okuvela kumnyango Wezokuxhumana Kwebhizinisi.

UMBUZO

Ngiku-R&D, futhi sisanda kusungula ingqamuzana elisha. Abasebenzi bakwa-IFF abasebenze ngengqamuzana kuphela abaziyo ngalo. Ngizodla idina nekhasimende lethu lesikhathi eside namuhla kusihlwa, futhi ngiyazi ukuthi ngingamethemba. Ngingakwazi ukuthola ukuthi angaba nayo yini intshisekelo engqamuzeni elisha ukuze ngikwazi ukunikeza ithimba labadayisi impendulo?

IMPENDULO

Cha. Kufanele uqale ukhulume nomnyango Wezomthetho ukuze uqinisekise ukuthi zikhona yini izivikeli zempahla yobunikazi ngaphambi kokuthi wabelane ngalokhu nanoma ubani ongaphandle kwe-IFF. Empeleni, awukwazi ngisho nokuxoxa ngaleli ngqamuzana nanoma ubani ngaphakathi kwe-IFF ngaphandle kwalapho ukwabelana ngolwazi kudingekile ekufezeni kwakho umsebenzi wakho noma imisebenzi yalo munye umuntu.

AMAREKHODI ANEMBILE

Amabhuku namarekhodi aphelele nanembile ayadingeka ngokomthetho futhi abalulekile ekuphatheni ibhizinisi le-IFF nasekugcineni ukunemba nobuqotho bokubika nokudalula kwezezimali – konke ekugcineni okuthinta ukwethenjelwa nedumela le-IFF.

"Amabhuku namarekhodi" awabhekiseli nje kuma-akhawunti ezimali, kodwa kuwo wonke amarekhodi alungiselelwe, akhiqiziwe, noma agcinwe esimweni phakathi nokuqhubeka kwebhizinisi le-IFF, okuhlanganisa ama-invoyisi, ama-oda okuthenga, izivumelwano, amaphepha esikhathi, amadokhumenti e-payroll, imibiko yohambo nezindleko, imiphumela yokuhlolwa, imibiko yamathuluzi, imibiko yokuba buthukathaka kobuchwepheshe, imibiko yokuphepha nendawo ezungezile, namafayela okulawula.

Njengoba kunohlu olude lwamarekhodi, isibopho sokuqinisekisa ukunemba nokuphelela kwawo sincike kumuntu ngamunye, hhayi nje izisebenzi ze-akhawuntingi nezimali zakwa-IFF. Lapho ufaka isandla ekwakhiweni kwamarekhodi ebhizinisi, ngokwesibonelo ngokuthumela umbiko wezindleko, iphepha lesikhathi noma i-oda yokuthenga, unesibopho sobuqotho nokunemba kolwazi oluthumelayo.

Noma yimuphi umzamo wokufihla noma wokubeka ngokungeyikho ulwazi emabhukwini e-IFF noma kumarekhodi kuwukwephulwa komthetho okubucayi. Lokhu kuhlanganisa:

- Ukulibazisa ukurekhodwa kosuku lwe-oda noma inkokhelo;
- Ukubika ulwazi olunganembile noma olukhohlisayo mayelana nokuthenga; kanye
- Nokukhohlisa embikweni yokuhlolwa, idatha yokuhlolwa, noma amanye amadokhumenti enkampani.

Umthetho ucacile: wonke amarekhodi nokubika kumelwe kuphelele, kube nobulungisa, kunembe, kube sesikhathini, futhi kungakhohlisi. Akukho okuhlukile.

Ukugcinwa Kwedokhumenti

Wonke amarekhodi ebhizinisi kufanele agcinwe futhi asuswe ngokuvumelana Nenqubomgomo ye-IFF Yokugcinwa Kwamarekhodi.

Izinkathi zokugcina ze-IFF eziphathelene namarekhodi ebhizinisi azisebenzi uma uthole isiqondiso sokuthi ugcine amadokhumenti athile noma amarekhodi abalulekile kusimangalo sangempela sezomthetho, esisongelwayo, noma okunengqondo ukukholelwa ukuthi singenzeka, uphenyo, ukubalwa kwamabhuku, noma inqubo yokulawula. Ukuhambisana kwakho nalesi sibopho kubalulekile njengoba ukushatshalaliswa noma ukushintshwa, ngisho nangephutha, kwedokhumenti ebalulekile noma engaphansi kodaba lwezomthetho kungase kuchaye i-IFF kanye nawe ecaleni lomphakathi nelobugebengu.

Uma ungaqiniseki ngedokhumenti ethile noma inkathi yokugcina, gcina idokhumenti futhi ubheke Inqubomgomo Yokugcina Amarekhodi nomnyango Wezomthetho ukuze uthole isiqondiso.

Wena Ungenzenjani?

UMBUZO

Ngizwe ngandlebenye othile kumnyango wezimali ecela omunye umhlinzeki ukuthi "angathumeli" ama-invoyisi kuze kudlule amaviki ambalwa ngokuqondene nezinto esesizitholile kakade ukuze izinombolo zethu zokuphela konyaka zizobukeka zingcono. Lokhu akubonakali kulungile kimi. Yini okufanele ngiyenze?

IMPENDULO

Umuzwa wakho ulungile. Ukugodla ama-invoyisi ukuze ushintshe izinombolo akwamukelekile futhi kuwukwephulwa kwenqubomgomo ye-IFF. Ukungavezi noma ukufihla izikweletu noma ukungafaki izinto okufanele zibe semabhukwini okubhalansisa kuyindlela yokuziphatha engafanele, akukho emthethweni, futhi ngeke kubekezelelwe. Uma ungufakazi wanoma iyiphi indlela yokuziphatha enjalo, kufanele uyibike ngokushesha kumnyango Wezimilo Nokuhambisana noma Wezomthetho.

UKUXHUMANA NOBUMFIHLO

UKUXHUMANA KWANGAPHANDLE

Njengenkampani ehweba emphakathini, kubalulekile ukuthi sikhulume ngazwi linye ukuze yonke imiyalezo yangaphandle ibe yiqiniso, inembe, futhi ingaphikisani. Ukuze siqinisekise ukuthi kuba njalo, i-CEO, i-CFO, kanye nethimba lethu Lezindaba Zabatshali-zimali kuphela abangakwazi ukukhuluma bemelele i-IFF.

Ngaphandle kwalapho ugunyazwe ngokuqondile ukuthi wenze kanjalo, awukwazi ukwenza izitatimende emphakathini noma uphendule imibuzo ephathelene ne-IFF, ibhizinisi le-IFF noma ukusebenza, nanoma yimuphi umsebenzi wakwa-IFF. Lo mkhawulo usebenza:

- Abazindaba abavamile kuwo wonke amashaneli;
- Imisebenzi yokukhuluma;
- Ama-akhawunti omuntu siqu noma omsebenzi ezinkundla zokuxhumana;
- Amabhuku, ama-athikhili, noma enye idatha eshicilelwe;
- Amabhulogi nezinye izinkundla zokuqukethwe kwe-inthanethi; kanye
- Nanoma yiziphi izicelo zokuthola ulwazi "ezisemabhukwini" noma "ezingekho emabhukwini", okuhlanganisa nalezo ezivela kubatshali-zimali nabahlazayi.

Uma uthintwa ukuze kutholwe ulwazi, qondisa leso sicelo elungwini lethimba Lokuxhumana Kwebhizinisi. Ukuze uthole isiqondiso esengeziwe, sicela ubuyekeze Inqubomgomo ye-IFF Yokuxhumana Kwangaphandle kanye Nenqubomgomo ye-IFF Yezinkundla Zokuxhumana.

Wena Ungenzenjani?

UMBUZO

Ngifuna ukuvula i-akhawunti yezinkundla zokuxhumana eyimfihlo futhi ngabelane futhi ngisebenzisane nozakwethu namakhasimende. Futhi ngingathanda ukuyisebenzisa ukuze ngihileleke ezingxoxweni ze-inthanethi namanye amalungu asembonini. Ingabe lokhu kuvunyelwe?

IMPENDULO

Cha. Ngokwenza lokhu, ungase wephule izinqubomgomo ze-IFF ezihlukahlukene, ezifana Nenqubomgomo Yokuxhumana Kwangaphandle kanye Nenqubomgomo Yezinkundla Zokuxhumana. Ungase futhi wephule izinqubomgomo nemithetho emelene nokwethenjwa uma uqhuba izingxoxo nezimbangi mayelana nemisebenzi yebhizinisi le-IFF. Akufanele uphoste ku-inthanethi mayelana ne-IFF ngaphandle kwalapho ugunyazwe ngokuqondile ukuthi wenze kanjalo.

I-IT NAMASISTIMU OKUXHUMANA

Amasistimu e-IFF, okuhlanganisa izindlela zokuxhumana zikagesi namasistimu olwazi, afana namakhompyutha, amadivayisi eselula, amaseva, izingcingo, i-imeyili nokufinyelela ku-inthanethi okuvamile, nalo lonke ulwazi nokuxhumana okuthunyelwe, okutholiwe, noma okugciniwe ngalawo masistimu, lutholakalela abasebenzi ngezinjongo zebhizinisi. Ukusebenzisa komuntu siqu okuhlobene nokwezikhathi ezithile kwamasistimu e-IFF kuvunyelwe, kodwa ukusetshenziswa okunjalo akufanele kuphazamise ibhizinisi le-IFF, kulimaze i-IFF, noma kuphazamise ukusebenza kwesisebenzi.

Ngamunye wethu kulindelwe ukuthi asebenzise lezi zinsiza ngendlela efanele. Ukusebenzisa okufanele kuhlanganisa:

- Ukuxhumana okuqukethe izinto ezihlukumezayo, ezisongelayo, ezihlambalazayo, ezinenhlamba, ezicwasayo, ezocansi, noma izinto ezingabazekayo;
- Ukukopishwa okungagunyaziwe noma ukudluliselwa kolwazi lomuntu siqu, olubucayi, noma oluyimfihlo, okuhlanganisa izimfihlo zokuhweba;
- Ukufinyelela noma ukubuka amanethiwekhi, amaseva, amadrayivu, amafolda, noma amafayela ukufinyelela okungagunyaziwe kuwo;
- Ukucelwa kwabasebenzi ngenxa yanoma iyiphi injongo engagunyaziwe, okuhlanganisa ukuqoqwa kwemali yezepolitiki noma imisebenzi yezenkolo;
- Imisebenzi yebhizinisi yomuntu siqu; kanye
- Nanoma yimuphi umsebenzi ongekho emthethweni, ungenasimilo, noma owephula le Nqubo nanoma iyiphi inqubomgomo ye-IFF.

Kulindelwe ukuthi uvikele amasistimu e-IFF ekufinyelelweni okuyiphutha noma okungagunyaziwe, ukugcina ubumfihlo bamaphasiwedi kuwo wonke amasistimu e-IFF futhi uhambisane nezinqubomgomo ze-IFF ezihlobene namasistimu e-IFF nokuvikeleka kolwazi.

Ulwazi oluqukethwe yilawa masistimu luyimpahla ye-IFF, futhi ukuze ugcine ulwazi lwebhizinisi le-IFF luvikelekile, kumelwe usebenzise amasistimu e-IFF kuphela ukuze uthumele, wamukele, noma ugcine ulwazi olunjalo. Lokhu kusho ukuthi amasistimu angewona awe-IFF, okuhlanganisa ama-akhawunti e-imeyili yowomuntu siqu noma omuntu wesithathu, ama-akhawunti okwabelana ngefayela enkampani yangaphandle, amadivayisi kagesi, kanye nama-thumb drayivu akufanele asetshenziswe ukuze kuqhutshwe ibhizinisi le-IFF ngaphandle kwalapho kugunyazwe ngokombhalo yi-IFF.

Ukuze kuvikelwe ama-asethi nedumela le-IFF futhi kuvikelwe abasebenzisi, i-IFF igodla ilungelo, ngokuvumelana nomthetho osebenzayo, lokuqapha, ukufinyelela, ukubuyekeza, ukususa nokurekhoda ulwazi nokuxhumana, okuhlanganisa ama-imeyili omuntu siqu, atholiwe, abukiwe, noma alondoloziwe kumasistimu e-IFF, kanye nokusebenzisa kwakho kanye nomsebenzi (okuhlanganisa ukuphequlula ku-inthanethi) kumasistimu noma ngamasistimu e-IFF. Ngenxa yalokho, akufanele ulindele ukuba nobumfihlo ngokuqondene nolwazi olunjalo, ukuxhumana, noma umsebenzi.

Uma ukholelwa ukuthi idatha ye-IFF iphathwe ngendlela engafanele noma idaluliwe ngokungenhloso noma ngenhloso, sicela uthinte ithimba le-IFF Lokuvikeleka Kolwazi.

Wena Ungenzenjani?

UMBUZO

Ngidinga ukusebenza ngephrezentheshini ebalulekile ngempelaviki, kodwa ngizozikhipha ngiyodla idina uma ngiphuma ehhovisi futhi angifuni ukuphatha i-laptop yami edolobheni. Ngingakwazi ukuthumela idrafti yakamuva ku-akhawunti yami ye-imeyili yomuntu siqu noma ngiyilondoloze ku-thumb drayivu ukuze ngisebenze ngayo ngempelaviki?

IMPENDULO

Cha. Impahla namasistimu e-IFF ahlonyiswe ngokuvikeleka okufanelekayo ukuze kuvinjwe ukwephulwa komthetho. Ngakho-ke, idatha ye-IFF kufanele ihlale kumasistimu e-IFF. Izinqubomgomo ze-IFF zikwenqabela ngokuqondile ukuthi izisebenzi zithumele noma yiluphi ulwazi lwebhizinisi lwe-IFF kusistimu engeyona eye-IFF noma ngesistimu engeyona eyayo. Lokhu kusho ukuthi abasebenzi akumelwe bathumele ulwazi lwe-IFF ku-imeyili yabo yomuntu siqu. Nokho, i-IFF inikeza izindlela ezihlukene zokuhambisana zokufinyelela ukude amafayela ebhizinisi. Sicela uxhumane ne-IT noma ithimba le-IFF Lokuvikeleka Kolwazi ukuze uthole ulwazi olwengeziwe.

UBUMFIHLO NEDATHA YOMUNTU SIQU

Idatha yomuntu siqu iwulwazi olukwazi ukudalula umuntu, okuhlanganisa abasebenzi, osonkontileka, ophathina bebhizinisi, amakhasimende, nanoma ubani omunye i-IFF eqhuba naye ibhizinisi. I-IFF idinga futhi ukuqoqa ulwazi lomuntu siqu, phakathi kwezinye izizathu, ukunikeza izinzuzo zezisebenzi, ukuphatha ubudlelwano bethu namakhasimende nophathina bebhizinisi, futhi ihambisane nezimfuneko zomthetho. I-IFF iyabuhlonipha ubumfihlo bedatha yomuntu siqu, kungakhathaliseki ukuthi isephepheni noma ingohlobo lukagesi, futhi idinga ukuthi ulwazi olunjalo lusingathwe ngendlela efanele futhi ngokuhambisana nemithetho yobumfihlo esebenzayo.

Uma ukwazi ukufinyelela idatha yomuntu siqu lapho wenza umsebenzi wakho, kubalulekile ukuthi uqoqe, ufinyelele, usebenzise, noma wabelane ngedatha enjalo kuphela ngokwezinga elidingekayo futhi elibalulekile kuzibopho zakho zomsebenzi wakho owabelwe futhi ngokuvumelana nezinqubomgomo ze-IFF, imithetho yendawo, nezinqubomthetho. Ungadaluli ulwazi lomuntu siqu kunoma ubani ongenaso isizathu esisemthethweni sokwazi ulwazi olunjalo, ngaphakathi noma ngaphandle kwe-IFF, kungaba phakathi noma ngemva kokuqashwa kwakho. Uma wazi noma usola ukuthi ulwazi lomuntu siqu lusetshenziswe ngokungeyikho, lulahlekile, luntshontshiwe, noma lufinyelelwe ngendlela engafanele, bika ngokushesha kumnyango Wezomthetho.

Imithetho yobumfihlo iyahluka ngobubanzi nobunkimbinkimbi, kuye ngokuthi uliqhuba kuphi ibhizinisi. I-IFF iqapha imithetho yobumfihlo esungulwayo emhlabeni jikelele futhi ingase ibuyekeze izinqubomgomo ze-IFF nezindlela zokwenza ngenxa yalokho. Uma unanoma yimiphi imibuzo ngokuphathelene nemithetho yobumfihlo esebenza kuwena noma ngokuphathelene nezibopho zakho, thinta umnyango Wezomthetho.

UMYALEZO OVELA KUZIMILO NOKUHAMBISANA KWENDAWO YONKE

Izindinganiso, okulindelwe, nesiqondiso esingokoqobo esitholwa ngaphakathi kwale Nqubo zakha isisekelo sendlela esilindele abasebenza bakwa-IFF ukuthi baziphathe ngayo. Nokho, amagama Enqubo amane ayisiqalo, kukumuntu ngamunye ukuthi enze Inqubo iphile.

Ukuze uthole usizo ngokuphathelene nalokhu, kukhona ezinye izinsiza eziningi kakhulu ezisebenzisekayo ezingatholwa esigabeni esithi Ukuhambisana se-IFFConnect, okuhlanganisa izinqubomgomo ezengeziwe nezinqubo okufanele uzibuyekeze, uziqonde futhi uzilandele.

Ngiyazi ukuthi akuhlezi kulula ukwazi ukuthi okufanele uyenze esimweni ngasinye obhekana naso, kodwa ithimba Lezimilo Nokuhambisana Lendawo Yonke Le-IFF likulungele ukusiza lapho unemibuzo. Kufanele futhi uzizwe ukhululekile ukuxhumana Nomnyango wakho Wezabasebenzi wasendaweni yangakini noma wesifunda kanye namalungu ethimba Lezomthetho ukuze uthole usizo nesiqondiso.

Ekugcineni, ungakwazi njalo ukubuza imibuzo noma ubike izinsolo zokwephulwa Kwenqubo ngokusebenzisa **I-hotline ye-SpeakUp yakwa-IFF**.

Impumelelo ye-IFF incike kubasebenzi abaziphatha ngendlela enesimilo, abafuna iseluleko, nabakhuluma kuzwakale lapho izinto zingahambi kahle. Sindawonye sizokwakha indawo yokusebenza ekahle egubha yonke into ehlukile nge-IFF nabantu bayo.

U-Brynn Samson
Isikhulu Esiphezulu Sezimilo Nokuhambisana

Ngemibuzo evamile noma ukuze ubike okungase kube ukwephulwa Kwenqubo yethu Yokuziphatha, thinta okuthi **compliance@iff.com** noma vakashela **iff.com/speakup**.

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Wonke amalungelo agodliwe.

I-IFF iwuphawu lokuhweba olubhalisiwe.

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