

WE
CAPTURE
WHAT
MOVES

 MANE

CODE OF ETHICS



Okuqukethwe:

- I. AMAZWI AVELA KUSIHLALO.....2
- II. Iqondiswe kubani le Nkambisonhle?3
- III. UKUHLAZIYA NOKUQONDA INQUBO YEZINKAMBISONHLE YESIKHUNGO3
- IV. IMIGOMO YETHU4
 - 1. Ukuvuleleka4
 - 2. Ukugcinwa kwemithetho nemithethonqubo4
 - 3. Ukuhlonipha amalungelo abantu4
 - 4. Ukucina imithetho yabasebenzi.....4
 - a. Inkululeko yokuhlanganyela kanye nelungelo lokungena ezingxoxweni ngaphansi kwezinyunyana4
 - b. Ukuqedwa kwazo zonke izinhlobo zokusebenza okuyimpoqo5
 - c. Ukusebenza kwezingane.....5
 - d. Ukukhishwa inyumbazane5
 - e. Ezempilo nezokuphepha.....5
 - 5. Ukusebenzisana ngenhlonipho elinganayo5
 - 6. Ukuhlonipha indawo.....6
 - 7. Ukuqinisekisa ukuhlonishwa kwamalungelo empahla6
 - 8. Ubumfihlo6
 - 9. Ukulwisana nenkohlakalo7
 - 10. Ukushayisana kwemibono7
 - 11. Ukuhlonipha umthetho wezokuncintisana.....8
- V. UHLELO LWABASEBENZI LOKUXWAYISA NGEZINKAMBISONHLE8
 - 1. Incazelo8
 - 2. Izingubo zokucubungula umbiko nezinyathelo ezithathwayo8
 - 3. Ukucutshungulwa kolwazi lomuntu siqu oluqongelelwa njengengxenywe yombiko wenkambisonhle9

I. AMAZWI AVELA KUSIHLALO



I-MANE, njengenkampani enesibopho, ibeka phambili ukuziphatha ngokwezinkambisonhle.

Ukuba neqiniso, ubuqotho nokungachemi kuyizinkambiso ezintathu eziyisisekelo ezichaza indlela esiqhuba umsebenzi ngayo nsukuzonke.

Le Nqubo Yezinkambisonhle iwuhlaka lokusebenza lwethu. Yakhelwa ukuze ibe wumhlahlandlela wakho ezinqumweni nasezenzweni zakho. Omunye nomunye wenu kumele alandele imigomo endlalwe kulo mhlahlandlela futhi ayisebenzise ukuze kuzuze Isikhungo nalabo abambisene naso.

Ngokombono wami, le Nqubo Yezinkambisonhle iyisakhi esibalulekile sempumelelo yethu ehlanganyelwe. Sakhele kuyo indlelakusebenza yethu yeNtuthuko Egcinakayo sibe siqinisekisa ubuqotho bethu ngalokho sibe sikhuthaza ukuthenjwa yilabo abasizungezile. Yingakho ngethembe nina ukuthi nizoqinisekisa ukuthi lokhu kuphoqeletwa ngaphandle kokunanaza.

Jean M. MANE, Usihlalo



II. Iqondiswe kubani le Nkambisonhle?

INqubo Yezinkambisonhle yase-MANE iyisibopho futhi isebenza kubo bonke abasebenzi beSikhungo kanye nabo bonke abantu abasebenza egameni leSikhungo.

I-MANE izibophezele kakhulu emgomweni wenqubo yokuziphatha, kungakhathaliseki ukuthi yiliphi izwe Isikhungo esisebenza kulo.

INqubo Yezinkambisonhle yase-MANE ihlinzeka ngohlaka lokusebenza oluwujikelele lwendlela yokuziphatha yabo bonke abasebenzi. Bonke abasebenzi base-MANE kufanele bathobele le nqubonkambiso uma benza izinqumo futhi besebenzelana nabanye, ngaphakathi nangaphandle.

Imigomo echazwe kulo mbhalo ayiyithathi nhlobo indawo yemithetho nemithethonqubo esebenza emazweni ahlukahlukene lapho iSikhungo siqhuba ibhizinisi khona. Uma Inqubonkambiso yase-MANE ibonakala iqinile kunemithetho kazwelonke noma amasiko endawo, Inqubonkambiso yase-MANE isazosebenza ngaphandle uma ukwenza kanjalo kubhekwa njengesenzo esingqubuzana nomthetho. Uma lokho kuyiqiniso, khona-ke imithetho kazwelonke noma amasiko endawo azosebenza esikhundleni seNqubonkambiso yase-MANE.

III. UKUHLAZIYA NOKUQONDA INQUBO YEZINKAMBISONHLE YESIKHUNGO

1. Ukuhumusha nokuqeqeshwa

Ukuze kuqinisekiswa ukuthi bonke abasebenzi bayayiqonda iNqubo Yezinkambisonhle yase-MANE, lo mbhalo uhunyushelwe ezilimini ezinhlobonhlobo, okubandakanya isi-Arabic, isi-Chinese, isiNgisi, isi-French, isi-German, isi-Gujarati, isi-Hindi, isi-Indonesian, isi-Italian, isi-Japanese, isi-Kannada, isi-Kazakh, isi-Korean, isi-Malayalam, isi-Marathi, isi-Polish, isi-Portuguese, isi-Romanian, isi-Russian, isi-Spanish, isi-Tamil, isi-Telugu, isi-Thai, isi-Turkish, isi-Ukrainian, nesi-Vietnamese.

Inqubonkambiso ishicilelwe nakuwebhusayithi yebhizinisi yase-MANE futhi kanjalo iyatholakala emphakathini.

Abasebenzi base-MANE kufanele basayine isifungo esichitshiyelwe kule Nqubonkambiso futhi bamukele izimiso zenqubo ezichazwe kule dokhumenti. Ukuze sibasize benze lokhu, kuhlelwe isifundo sokuqeqesha se-e-learning. Lesi sifundo sicacisa izinhlobo zokuziphatha okungenzeka ziphula iNqubonkambiso futhi sinikeza umhlahlandlela kubasebenzi base-MANE ezimweni ezidala inkinga yezezinqubo. Njengengxenye yokuzibophezela kwe-CSR yeQembu, bonke abasebenzi kufanele benze lokhu kuqeqeshwa futhi baphendule imibuzo. Izinto zokuqeqeshwa ziyatholakala ku-Sharepoint CORP > Corporate Social Responsibility > Our Code of Ethics.

Abasebenzi base-MANE bakhuthazwa ukuba babheke le nqubo njalo ukuze bajwayelane kahle nezimfuneko ezikhethekile ezibathinta ngokuqondile emsebenzini wabo nasebuhlotsheni bebhizinisi. Uma bengabaza, abasebenzi kufanele baqale bafune usizo kumphathi wabo ngokuqondile.

2. Indima yabaphathi

Ngokuvumelana nemisebenzi yabo nezibopho, abaphathi base-MANE kufanele bagququzele futhi basakaze Inqubo Yenkambisonhle yase-MANE emsebenzini.



Ngokuphathelelene nenqubo efanele yokuziphatha, abaphathi kufanele:

- Babeke isibonelo ngokuziphatha kwabo nsuku zonke.
- Bafundise futhi bachaze izimiso ezishiwo kuNqubo Yenkambisonhle yase-MANE kubasebenzi abasha.
- Baqiniseke ukuthi abasebenzi abasha bayaziqonda lezi zimiso, ikakhulukazi ngesifundo sokuqeqesha, nokuthi bayakwazi ukuzisebenzisa.
- Bahlinzeke amathimba abo ngosizo neseluleko uma benemibuzo ngenqubonkambiso.

Njengoba abaphathi nabaqondisi befeza indima yokwenza izinqumo, kufanele bacabangele imiphumela yezinqumo zabo uma kuziwa ekulondolozeni intuthuko, kubandakanye nezinkinga ezinjengamalungelo obuntu, ukushintsha kwesimo sezulu nomthelela emvelweni wesikhathi esifushane, esimaphakathi, neside.

IV. IMIGOMO YETHU

1. Ukuvuleleka

ISikhungo sizinikele ekuqinisekiseni ukuvuleleka kunoma esiphi isinqumo esinomthelela emphakathini nasendaweni.

Phezu kwakho konke, iSikhungo sizibophezele ekuhlizekeni ngezimpendulo ezifanele nezidingekayo ezicelweni zolwazi.

2. Ukugcinwa kwemithetho nemithethonqubo

ISikhungo sizinikele ekugcineni imithetho, imithethonqubo nezibophezelo zomthetho ezisebenza kuwo wonke amazwe esiqhuba ibhizinisi kulo, ikakhulukazi maqondana namalungelo abantu kanye nemithetho yabasebenzi.

Bonke abasebenzi kumele, ohlakeni lokusebenza lomsebenzi wakhe, baveze ubuqotho futhi bagcine imithetho nemithethonqubo esebenzayo.

3. Ukuhlonipha amalungelo abantu

ISikhungo siyawahlonipha futhi siyawasebenzisa amandla aso okwazisa ngamalungelo andlalwe kwiSivumelwano Esihlanganyelwe Samalungelo Abantu. Phezu kwalokho, iSikhungo sazisa umgomo wamalungelo abantu ahlanganyelwe kuwo wonke amazwe, amasiko kanye nezimo.

Ngale ndlela, iSikhungo siqinisekisa ukuthi abekho okubanjisenwe nabo abazibandakanya ekuphulweni kwamalungelo abantu. ISikhungo silindele ukuthi bonke abasebenzisi balandela, beseka futhi baphoqebele amalungelo kulokho abakwenzayo.

4. Ukugcina imithetho yabasebenzi

a. Inkululeko yokuhlanganyela kanye nelungelo lokungena ezingxoxweni ngaphansi kwezinyunyana

ISikhungo sihlonipha ilungelo labo bonke abasebenzi lokwakha nokuhlela izinyunyana, ukuba yilungu lenyunyana abayikhethayo nokungena ezingxoxweni ngokuhlanganyela neSikhungo egameni labo.

ISikhungo sizinikele ukuqinisekisa ukuthi bonke abamele abasebenzi kanye nabasebenzi abakha inyunyana yabasebenzi abazukukhishwa inyumbazane, abazukuhlukunyezwa, abazukusatshiswa noma abazukuhlushwa ngenxa yokuba amalungu enyunyana noma ukubamba iqhaza emisebenzini yenyunyana, futhi ababamele abathintekayo bangaxhumana namalungu emsebenzini.



b. Ukuqedwa kwazo zonke izinhlobo zokusebenza okuyimpoqo

ISikhungo sethembisa ukungazibandakanyi noma ukukhuthaza ukusebenza okuphoqelekile.

Ukusebenza okuyimpoqo kusho umsebenzi owenziwa umuntu engafuni, okungenzeka ukuthi usatshisiwe noma kuphoqwe ukuthi akhokhele isikweletu.

c. Ukusebenza kwezingane

ISikhungo sethembisa ukungazibandakanyi noma ukungakhuthazi ukusebenza kwezingane, ngokulandela izinhlinzeko zeziNcomo Zabasebenzi Zesikhungo Zamazwe Ngamazwe no. 146 esikhuluma ngeminyaka emincane okungeqiwe kuyo.

Ukusebenza kwezingane kusho umsebenzi owenziwa yingane engaphansi kweminyaka eyi-15, ngaphandle kwalapho umthetho wasendaweni uveza ukuthi iminyaka yokusebenza umuntu angebe ngaphansi kwayo noma eyokufunda okuphoqelekile, okuyobe sekuba yiminyaka engaphezulu esebenzayo.

ISikhungo ngokwaso siyaziqhelanisa nokuqashwa kwezingane ezineminyaka engaphansi kwe-18 ezisebenza ebusuku noma ezenza imisebenzi enobungozi.

d. Ukukhishwa inyumbazane

ISikhungo siqinisekisa ukuthi akekho umsebenzi, abahlinzeki, amakhasimende noma abanye okuxhunyanwa nabo abayobhekana nokukhishwa inyumbazane.

Ukukhishwa inyumbazane kusho ukubekwa eceleni, ukungabandakanywa noma ukukhethwa ngesizathu sokucindezela kunesizathu esifanele, okudala ukucindezelwa kwamathuba alinganayo noma ukuphathwa ngokulinganayo. Izizathu ezingadingeki zokukhipha inyumbazane zibandakanya ubulili, iminyaka, indabuko, inkolo, ubulili okhetha ukuthandana nabo, indlela umuntu ebukeya eyiyo, ukukhulelwa, ukuphila nokukhubazeka kanye nokuba yilungu lenyunyana.

ISikhungo siphinde sasayina uSomqulu Wokuhlukahlukana enkampanini. ISikhungo sizinikele ekunqandeni zonke izinhlobo zokukhipha inyumbazane lapho kuqashwa, kuqeqeshwa futhi kuphathwa izindaba zomsebenzi.

e. Ezempilo nezokuphepha

Ngaphansi kohlaka lokusebenza lwenqubomgomo yezempilo nokuphepha eqondene nomsebenzi, iSikhungo sizibophezela ukuhlinzeka ngendawo enemipilo nephephile kubo bonke abasebenzi bayo kanye nabasebenzi benkampani bangaphandle abasebenzi kwesinye sezikhungo zayo.

Ukuze kwenzeke lokhu, iSikhungo sizinikele ekuhlinzekeni ngazo zonke izinsiza ezidingekayo ukuze kugwemwe ingcuphe yezingozu nokulimala okungase kwenzeke ngesikhathi, ngenxa, noma okuhambisana nomsebenzi ngokunciphisa yonke imbangela yobungozi evela endaweni yokusebenza.

ISikhungo silindele abasebenzi ukuthi bayihloniphe ngokuphelele imithetho nezimiso eziqondene nokuphepha kanye nenhlanzeko emsebenzini.

5. Ukusebenzisana ngenhlonipho elinganayo

Bonke abasebenzi base-MANE kulindeleke ukuthi baphathane ngendlela elungele umsebenzi, okusekelwe wukuhloniphana, ukwethembana nokuhlonipha isithunzi somuntu ngamunye. ISikhungo sigxeka zonke izinhlobo zokuhlukumezana nodlame emsebenzini futhi ikakhulukazi:

- Ngamagama noma ngokubhala.
- Ngokomqondo, ngokomzimba kanye/noma ngokocansi.



- Phakathi kozakwethu, abaphathi nabenganyelwe, abasebenzi, nabanye abantu abasebenza enkampanini ngaso sonke isikhathi.

Bonke abasebenzi base-MANE kulindeleke ukuthi bahloniphe le nqubo yenkambisonhle ekusebenzelaneni namakhasimende, abaphakeli, nabanye ababambiqhaza endaweni yabo yomsebenzi.

Ukuhlukumeza yinkulumo noma ukuziphatha okungafanelekile okuqondiswe komunye umuntu, iqembu, noma umphakathi. Lokhu kuziphatha kungase kuphazamise, kucasule, kusabise, noma kudale ukuhlukumezeka ngokomoya okukhulu ngenxa yobulili, ubuhlanga, ubuzwe, ibala lesikhumba, inkolo, ubulili umuntu abukhethayo, ukubukeka, noma ukukhubazeka.

6. Ukuhlonipha indawo

Ukuvikela imvelo kungenye yezinto eziseqhulwini eQenjini lase-MANE. Ukunciphisa umonakalo wemvelo emsebenzini yayo yebhizinisi kuyingxenye ebaluleke kakhulu yesu lokuphatha leQembu.

Ngokususela ekuzibophezeleni okwakha inqubomgomo yentuthuko eqhubekayo, iSikhungo sizinikele ukwenza okulandelayo:

- Ukuqinisekisa ukusetshenziswa okufanele nokungasaphazi kwezinsiza (amanzi, ugesi, imvelo, nezisetshenziswa) kuzo zonke izigaba zenqubo yokukhiqiza nomjikelezo wemikhiqizo.
- Ukuvikela imvelo nokusiza ekunqandeni ukucekelwa phansi kwamahlathi.
- Ukuba negalelo ekulweni nokushintsha kwesimo sezulu ngokunciphisa ukukhishwa kwamagesi abamba ukushisa.
- Ukunciphisa umonakalo wemvelo odalwa ukukhiqiza (udoti, ukungcoliswa kwemvelo, nokuchitheka kukawoyela).

Bonke abasebenzi beQembu kufanele bafeze indima yabo yokusekela izibopho zokunakekelwa kwemvelo emisebenzini yabo yansuku zonke futhi bathole izindlela ezinobuhlakani emkhakheni wabo ezihlose ukunciphisa umonakalo wemvelo.

7. Ukuqinisekisa ukuhlonishwa kwamalungelo empahla

Amalungelo empahla ahlinzekela kokubili impahla ephathekayo kanye nemisebenzi yobuhlakani okubandakanya amalungelo omhlaba kanye nempahla ephathekayo, amaphethenti, ulwazi, izimfihlo zokukhiqiza kanye nenye impahla yemboni. Angabandakanya nezicelozinxephezelo zempahla ngokubanzi njengolwazi lwakudala lwamaqembu athile (isibonelo, indawo adabuka kuyo) noma imisebenzi yobuhlakani yabasebenzi noma omunye umuntu.

ISikhungo sibophezele ekuhlonipheni amalungelo empahla abanye abantu futhi siqinisekisa ukuthi abasebenzi bayo abazibandakanyi emisebenzini elimaza la malungelo.

Abasebenzi baphoqelekile futhi ukuthi bahloniphe futhi bavikele impahla ye-MANE ngokuvikela izintshisekelo zeSikhungo kanye nempahla ephathekayo nengaphatheki kuzo zonke izimo.

8. Ubumfihlo

Ngaphansi kwemisebenzi yakhe, noma omuphi umsebenzi angahlangana nolwazi olubucayi noma oluyimfihlo oluyimpahla ephathekayo yeSikhungo, ebalulekile ngokomnotho noma ngokwesu.

Noma oluphi ulwazi oludingekayo ohlakeni lokusebenza lwezibopho zakhe futhi olungakadalulwa emphakathini luthathwa ngokuthi luyimfihlo. Lolu lwazi lungaba ngolwezesayensi, olobuchwepheshe noma oluhambisana nebhizinisi. Kubandakanya, yize kungagcini ngalokho, imiphumela yezezimali, ulwazi olubucayi lwebhizinisi oluthinta amakhasimende



noma abahlinzeki bemisebenzi, ulwazi lwezabasebenzi noma ulwazi oluqondene nomuntu siqu, ulwazi oluhambisana nemikhiqizo emisha, izinhlelo zemikhiqizo, izimfihlo zezokwakha, noma ulwazi olwakhiwe yiSikhungo, njll.

Ngaphansi kwazo zonke izimo, abasebenzi bathenjwe noma bakwazi ukuthola ulwazi oluyimfihlo kumele baqinisekise ukuthi aludalulwa noma aludluliselwa kubantu abangahlangene ngqo noma alusetshenziswa ngendlela engagunyaziwe phakathi nangaphandle kweSikhungo.

Ukuze kuvikelwe ulwazi oluyimfihlo, abasebenzi kumele baqinisekise ukuthi imibhalo eyimfihlo igcinwa endaweni ephephile futhi ayishiywa emgqonyeni ovulekile, etafuleni lokusebenzela, kuphrinta noma egunjini lomhlangano.

9. Ukulwisana nenkohlakalo

ISikhungo sigxeka inkohlakalo yazo zonke izinhlobo kulo lonke uhwebo lwabo. Njengenkampani ehlonipha imithetho nemithethonqubo, okungaba esebenza emazingeni kazwelonke noma amazwe ngamazwe, i-MANE iphinde idinge ukuthi ozakwethu kwezamabhezini (ozakwethu esihlanganyele nabo ngokomsebenzi, izikhulu, abaphakeli, amahhovisi abameleli, abahlinzeki bemisebenzi nabaphakeli) ukuze kulandelwe imithethonqubo esebenzayo kanye nezinqubomgomo eziqondene nenkohlakalo.

Inkohlakalo iwukusetshenziswa ngokungafanele kwamandla ngabantu abasebenzisa amandla abanawo emsebenzini ngendlela ezolethela bona inzuzo. Ukuziphatha okunenkohlakalo kusho noma ikuphi ukuziphatha komuntu ocela noma owamukela izipho, ukufumbathiswa, noma osizakala nganoma iyiphi indlela ukuze enze noma agweme ukwenza isenzo esiwumsebenzi wakhe. Izenzo zomuntu ofumbathisayo (ukugwazela) kanye nomuntu owamukela imfumbathiso (ogwazelwayo) ziyizenzo zenkohlakalo.

Kusobala, nokho, kuncike ezinqubweni nakumasiko asendaweni ahlukile ezweni ngalinye, noma ngokwenzela umusa, abasebenzi bangase ngezinye izinkathi bamukele izipho ezingabizi noma isimemo sokuya esidlweni. Abaphathi bendawo base-MANE kufanele banikeze abasebenzi imiyalelo ecacile ngalolu daba.

Izinkokhelo zokugqugquzela yizinkokhelo ezingekho emthethweni (ngokungafani nezinkokhelo nezintela ezisemthethweni) ezikhokhelwa ukugqugquzela noma ukusheshisa ukwenziwa kwezinqubo ezithile noma imisebenzi ethile yokuphatha njengezinkokhelo zokungeniswa kwempahla. Iqembu le-MANE alizisekeli izinkokhelo zokugqugquzela ngaphandle kwasesimweni lapho kunesizathu esisongela impilo noma ukuphepha komsebenzi okukhulunywa ngaye.

Akekho umsebenzi okufanele amukele noma ahlangoze ngokuqondile noma ngokungaqondile ukukhokhwa kwemali, izipho noma ezinye izinsizakalo ezingase zithonye ukungachemi emsebenzini esiwenzayo.

10. Ukushayisana kwemibono

Lapho benza imisebenzi yabo, abasebenzi base-MANE kumele basebenze ngendlela ebeka i-MANE phambili futhi bagweme zonke izimo noma imisebenzi engase idale ukushayisana kwemibono, ikakhulukazi maqondana nezintshisekelo zomuntu siqu kanye/noma zomndeni ezingase zibe nomthelela endleleni yabo yokucabanga nokuthatha izinqumo okuzoshayisana nomsebenzi wabo abawenzela iQembu le-MANE.

Abasebenzi base-MANE akufanele benze imisebenzi yokuzizuzisa bona. Umsebenzi wokuzizuzisa umsebenzi lapho umuntu ethola khona inzuzo ngesikhundla sakhe uma enza okuthile futhi ekwenza ukuze kuzuze yena.

Abasebenzi base-MANE bazokwazisa abaphathi babo abaqondile ngokuphazima kweso nganoma yisiphi isimo esibathintayo esingadala ukushayisana kwemibono. Abasebenzi abakulesi simo kucelwa ukuthi babhale futhi bagcwalise ifomu eliqondene nokushayisana kwemibono (bheka i-FO-RSE-022 noma i-FO-RSE-025 etholakala ku-Global Documentary



System, i-Q.S.E.É., i-Intranet ye-BSL noma ku-Sharepoint Mane CORP > Corporate Social Responsibility > Our Code of Ethics). Lesi sifungo kufanele sithunyelwe kumphathi oqondile womsebenzi kanye naseKomitini Lezesimilo nge-imeyili: ethics@mane.com.

11. Ukuhlonipha umthetho wezokuncintisana

ISikhungo nabasebenzi baso bazimisela ngokuthi bazoyihlonipha imithetho yasendaweni kanye nemithethonqubo ehlose ukunqanda izinqubo zokungancintisani, okubandakanya izivumelwano ngokuklama amanani kanye nokuchema nabathile lapho kufakwa izicelo zokwenza umsebenzi, nokukhuthaza ukuncintisana okuvulelekile nokungachemile.

V. UHLELO LWABASEBENZI LOKUXWAYISA NGEZINKAMBISONHLE

1. Incazelo

Inqubo yamanje iwuhlelo okungahloswanga ngalo ukuqeda izinhlelo zakudala zokuxhumana kwangaphakathi, ngokwemithetho esebenza ezweni ngalinye, njengohlelo lwezigaba zokuphatha, amaphiko amele abasebenzi noma umnyango wezabasebenzi.

Kodwa-ke, uma umsebenzi wase-MANE ekhathazeke ngokwepulwa kwezimiso okungase kube khona futhi engakwazi ukulandela izinqubo zokubika ezishiwo ngenhla, angase asebenzise uhlelo lwabasebenzi lokuxwayisa uma ethatha isinyathelo ngezinhloso ezinhle, ngendlela engenantsishisekelo, futhi enolwazi lwezenzo azibikayo.

Ngokuvamile, noma imuphi umuntu onolwazi lokwepulwa komthetho okwaziwayo noma okusolwayo kweNqubo Yenkambisonhle yase-MANE, ukwepulwa kwemithetho nezimiso ezisebenzayo, noma usongo olukhulu emphakathini unesibopho sokusebenzisa uhlelo lokuxwayisa lwabasebenzi ngokushesha okukhulu ngokuthumela i-imeyili: ethics@mane.com.

Izinhlabamkhosi kufanele ziveze kuphela ulwazi lomuntu siqu olunomthelela oqondile kulokho ezikubikayo. Uma kudingeka, uhlelo lokuxwayisa lungasetshenziswa ngaphandle kokuziveza igama.

Nazi izibonelo ezithile lapho uhlelo lokuxwayisa lubhekwa njengolufanele:

- Noma ikuphi ukwepulwa kokulandelayo:
 - Imithetho elwisana nezinkambisonhle.
 - Umthetho wezokuncintisana.
 - Umthetho wamabhange nokuphathwa kwezimali.
- Izenzo okungenzeka zibhekwa:
 - Njengokukhwabanisa kwangaphakathi noma kwangaphandle.
 - Ukuhlukumeza ngokokuziphatha noma ngokocansi.
 - Ubungozi kwezempilo noma kwezokuphepha.
 - Izingcuphe zemvelo ezingaba khona noma eziqinisekisiwe.

Noma ikuphi ukwepulwa kwezinkambisonhle okubikelwa i-ethics@mane.com kuzophathwa njengemfihlo ngokuphelele yiKomiti Lenkambisonhle elisebenza ngokuqondile ngaphansi kukaMongameli WeQembu lase-MANE.

2. Izinqubo zokucubungula umbiko nezinyathelo ezithathwayo

Uma iKomiti Lenkambisonhle lithola umbiko, liqala uphenyo ngokushesha ukuze liqinisekise ukuthi uyiqiniso. Zingakapheli izinsuku eziyisikhombisa, kuthunyelwa i-imeyili kunhlabamkhosi¹ ukuqinisekisa ukuthi umbiko wamukelwe. Ngaphezu



kwalokho, singakapheli isikhathi eside ngokwanele esingeqi ezinyatheni ezintathu ngemva kokwamukela umbiko, inhlabamkhosi izotshelwa ngezendo ezithathiwe noma ezihleliwe ukuze kunqunywa ubuqiniso bezimangalo futhi uma kudingeka, ukuthola isisombululo ngezinsolo nezizathu zazo.

Ekupheleni kophenyo, uma iKomiti Lenkambisonhle lithola ukuthi izinsolo ziyiqiniso, kungakhathaliseki ukuthi umbiko wawuthunyelwe ngaphandle kokuveza igama, icala libikelwa umphathi womshoshozeli ngokoqobo nakuMongameli weQembu. I-MANE kufanele ithathe isinyathelo ngokushesha ngokumelene nababhebhezeli abasolwayo ngezinyathelo ezifanele nezilingene zokuqondisa izigwegwe kanye/noma izinyathelo ezidingekayo zokusingatha umbiko ngendlela efanele ngokuvumelana nemithetho nezimiso ezisebenzayo. Kuye ngobubi becala, ukwepulwa kwezimiso zeNkambisonhle yase-MANE ngumsebenzi wase-MANE kungaba yisisekelo sokuxoshwa emsebenzini.

Uma, ekupheleni kophenyo, iKomiti Lenkambisonhle linquma ukuthi izinsolo, kungakhathaliseki ukuthi umbiko wenziwe ngokuveza igama noma cha, azifinyeleli imibandela ephathelene nokuvikelwa kwenhlabamkhosi, iKomiti Lenkambisonhle lizothumela i-imeyili kunhlabamkhosi ukuze yaziswe ngezendo ezithathiwe noma ukuthi icala livaliwe.

Iqembu lase-MANE lizoqiniseka ukuthi noma ubani obika ngezinhloso ezinhle, ukwepulwa okwaziwayo noma okusolwayo kweNqubo Yezinkambisonhle yase-MANE akabhekani nokuziphindizelela, ukhlukunyezwa, noma ukucwaswa emsebenzini ngenxa yokuphila ukwepulwa komthetho. Kodwa-ke, noma ubani osebenzisa kabi inqubo (isibonelo, ngokubika ngokungafanele noma ngezinsolo ezithunaza igama ukuze alimaze othile) uzothathelwa izinyathelo zokuqondisa izigwegwe.

Ngakolunye uhlangothi, izinhlabamkhosi ezibika ngezinhloso ezinhle ngeke zithathelwe izinyathelo zokuqondisa izigwegwe noma zijeziswe ngisho noma izimangalo zitholakala zingenasisekelo noma zingaholeli ekuthathweni kwezinyathelo ezengeziwe.

3. Ukucutshungulwa kolwazi lomuntu siqu oluqongelelwa njengengxenywe yombiko wenkambisonhle

Ikomiti Lenkambisonhle liqinisekisa ukuthi kucutshungulwa kuphela ulwazi oluthintana nezindawo ezihlanganiswa umbiko wenkambisonhle, okuwukuthi ubuwena, isikhundla kanye neminingwane yokuxhumana yenhlabamkhosi, abantu abasolwayo, kanye nabantu abathintekayo ekuqongeleleni noma ekucubunguleni umbiko; izenzo ezisolwayo; ulwazi oluqongelelwe; umbiko wokufingqwa kophenyo, kanye nezinyathelo ezithathiwe.

Ikomiti lizoqapha kakhulu ngokuphathelene nokucutshungulwa kolwazi olubucayi njengolwazi lomsuka wobuhlanga noma lokho okubizwa ubuzwe; imibono yepolitiki; izinkokhelo zenkolo noma zefilosofi; ubulungu benyunyana; ulwazi lofuzo; ulwazi lwezixivizo zemiwe; ulwazi lwezempilo; ulwazi oluphathelene nempilo yezocansi noma lokho umuntu akukhethayo kwezocansi; kanye nolwazi oluphathelene namacala, ukuboshwa, nezinyathelo zokuvikeleka zabantu abangokoqobo.

Uma kwaziwa ukuthi inhlabamkhosi ingubani, lolu lwazi luzophathwa njengemfihlo ngokuphelele yiKomiti Lenkambisonhle.

Lolu lwazi lomuntu siqu lutholakala kuphela kubantu abagunyaziwe abanomsebenzi wokusingatha umbiko wokwepulwa kwenqubo ngokuvumelana nohlaka lohlelo lokubika lwenqubo.

Ukuze kuqinisekiswa ukuthi ulwazi lomuntu siqu luyaqhubeka luvikelwa, noma ikuphi ukudluliswa kwalolu lwazi lomuntu siqu ezinhlanganweni zeQembu ngaphandle kwelase-European Union kuyoba ngaphansi kwemibandela ethile ye-Athikili



44 kanye nokulandelwa kwe-GDPR (uMthetho We-EU 2016/679 wePhalamende LaseYurophu kanye ne-European Council womhla ka-27 Ephreli 2016).

- Ubude besikhathi sokugcinwa kolwazi sincike ezenzweni ezithathwa yiKomiti Lenkambisonhle kulandelwa umbiko wokuphulwa kwezinqubo:Uma umbiko ungangeni ngaphansi kohlelo lokubika, ulwazi lomuntu siqu olucutshunguliwe luzoshatshalaliswa noma lukhishwe igama ngaphandle kokulibala;
- Uma umbiko ungena ngaphansi kohlelo lokubika kodwa kungekho zinyathelo ezithathwayo, ulwazi lomuntu siqu olucutshunguliwe luzoshatshalaliswa noma lukhishwe igama zingakapheli izinsuku ezimbili kuvalwe uphenyo;
- Uma umbiko uholela ekuthathweni kwezinyathelo zokuqondisa izigwegwe noma uma kuqalwa izinyathelo zomthetho ngokumelene nomuntu osolwayo noma inhlabamkhosi uma umbiko wenziwe ngezinhloso ezimbi, ulwazi lomuntu siqu lugcinwa kuze kube sekupheleni kwenqubo noma imigoqo yomthetho yezikhalazo.

Ngaphandle kwasezimweni lapho kungenazinyathelo ezithe xaxa ezithathwayo, iKomiti Lenkambisonhle lingase ligcine ulwazi oluqongelelwe kungobolwazi yesikhashana ngenjongo yokuqinisekisa ukuthi inhlabamkhosi iyavikelwa noma ukuze kulandelelwe amacala angase avele esikhathini esizayo. Isikhathi sokugcinwa kwalolu lwazi kufanele silinganiselwe ezinhlosweni ezifunwayo, ezinqunywe kusengaphambili, futhi eziqasheliswe kubantu abathintekayo.



Isifungo sokuhlonipha inkambisonhle

Mina u-, ngiyafunga lapha ukuhlonipha Inqubo Yenkambisonhle yase-MANE.

Akukho ukungqubuzana kwemibono kwangempela noma okungaba khona okungiphokelela ukuba ngiphule iNqubo Yenkambisonhle yase-MANE.

Uma kwenzeka ngithinteka esimweni esingaholela ekungqubuzaneni kwemibono kamuva, ngizibophezela ukukubika ngokushesha kumphathi wami ngokuqondile ngokuvumelana nenqubo echazwe esigabeni IV.10. seNqubo Yenkambisonhle yase-MANE.

Igama nesibongo sosayinayo:

Isikhundla:

Umnyango we-MANE:

Usuku :

Isiginesha :