Indlela Yethu

Yokuziphatha

Isiqondiso esincane esiwusizo

ISIHUMUSHO
SESI ZULU

GOLD FIELDS

ISIQONDISO ESINCANE

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Umthetho usebenza kimi.

YINI ELINDELEKE KIMI?

Njalo xoxisana futhi uphumele obala

Umthetho ovamile ngeNdlela Yokuziphatha yakwa-Gold Fields Group (Indlela Yokuziphatha) **ukuthola izimvume ezithile nokuveza obala okuthile**. Abantu abafanele abangakusiza ngalokhu babhaliwe eNdleleni Yokuziphatha.

Awuqinisekile ukuthi isimo sidinga imvume noma ukuthi sivezwe obala, noma awuqinisekile ukuthi nanoma yiliphi itemu noma igama elithileeMthethweni lichaza ini? **Njalo buza** kumuntu ofanele (njengoba kubhaliwe ekhasini le-6 lomthetho), umuntu ongumeluleki oyiSekela Mphathi Wesigungu: uMmeli Omkhulu Wenkampani noma uSekela Mphathi: Ukuthobela kweNkampani ukuze uthole usizo.

Makubhalwe phansi

Ziningi izimo okukhulunywe ngazo emthethweni, okumele ucele kuzo imvume noma uveze obala ngokuthi ubhale phansi ebhukwini lokubhala elibekiwe. Wonke amabhuku okubhala ayatholakala ku-inthanethi yangaphakathi ngaphansi kwendlela yokuziphatha ye-Group, noma kuloyo oyiNhloko Yezomthetho weRijini i-Regional VP: Head of Legal noma iqembu lokuthobela i-VP: Group Compliance. Ukuthola ukwamukelwa okubhaliwe noma imvume ebhaliwe kubalulekile futhi kungumsebenzi wakho njengomsebenzi ukuqinisekisa ukuthi uyayithola. Ukwamukelwa noma imvume oyinikwe ngomlomo ngeke yamukelwe uma kwenzeka kuba ukuthi kumele ubhekane nekomidi eliqondisa izigwegwe ngenxa yokuthi uphule umthetho.

Ukushayisana kwezinhloso zomqashwa nomqashi

Zigweme izimo lapho lokhu ozozuza kukho kungase, noma kubukeke sengathi, kungqubuzana nalokhu kwakwa-Gold Fields. Khumbula ukuxoxisana futhi ubhale phansi uma kukhona isimo esikhona noma ukushayisana okukhona lokhu ukwenze nomuntu ofanele ngaphambi kokuthi kube khona okwenzayo.

Umthetho usebenza kimi.

Ukusebenza ngaphandle kwakwa-Gold Fields

Ikhasi 10 lomthetho weNdlela Yokuziphatha

Abasebenzi bakwa-Gold Fields abavumelekile ukuba nezikhundla ngaphandle kwaseNkampanini noma benze eminye imisebenzi ezobakhokhela imali – **ngaphandle uma kugunyazwe abantu abafanele futhi kuhambisana nemithetho Yendlela Yokuziphatha.** Imvume ebhaliwe kumele ifakwe kuRejista yokubhalisa Ukushayisana kwezinhloso zomqashwa nezomqashi.

Unayo imvume yokuchitha isikhathi sakho usebenzela umphakathi noma wenza umsebenzi wesihle (ongenankokhelo), noma uma umele ibhodi lemboni ezintweni ezizoba wusizo noma ezizozuzisa abakwa-Gold Fields, kodwa njalo qala ngokukhuluma nomuntu ofanele ukuze akweluleke ngalokhu uma ungaqinisekile. Nalapha thola imvume ebhaliwe ngokuhambisana nemigomo yeYendlela Yokuziphatha.

Q **Ngabe isihlobo somsebenzi (indodana) sivumelekile ukuthi siqashwe ethimbeni elilodwa noma emnyangweni owenza umsebenzi ofanayo?**

A Ngaphandle uma izinqubomgomo ezikhona manje zikuvimbela lokhu, izihlobo zingasebenza endaweni eyodwa yokusebenzela. Kodwa-ke, akumele omunye abike komunye ngqo phakathi kwezihlobo futhi asikho isihlobo okumele sibe yingxenye yesinqumo sokuqasha noma ukuba yinduna yomuntu oyisihlobo sakhe futhi akumele kuthikameze imigomo noma imibandela yokuqasha, noma kuthonye ukupathwa kwesihlobo leso. Umuntu kumele **aveze obala** ukuthi isihlobo sakhe singumsebenzi wenkampani noma womnyango.

Ulwazi lwakwa-Gold Fields

Lonke ulwazi mayelana no-Gold Fields olungakaziwa umphakathi, luphathe njengoluyimfihlo. Uma ungaqinisekanga ukuthi ulwazi luyimfihlo noma cha, noma kungani futhi lungasetshenziswa kanjani, luphathe njengoluyimfihlo uze ukhulume nomuntu ofanele ukuze uthole isiqiniseko.

Buhloniphe ubumfihlo babanye abasebenzi nomunye umuntu wesithathu, lonke ulwazi oluyimfihlo luphathe ngokucophelela, futhi ulandele imithetho mayelana nobumfihlo esiFundeni sakho oqashwe kuso noma lapho kusebenzela khona abakwa-Gold Fields.

Ukukhuluma, ukufundisa noma ukwenza isethulo mayelana nezindaba zakwa-Gold Fields, noma ngezindaba eziphathelene neNkampani, akuvumelekile **ngaphandle kokuthola imvume ebhaliwe** eSigungwini esiphakeme sesiFunda noma ilungu lesigungu esiphakeme sakwa-Gold Fields. Lokhu kusebenza noma ungasaqashiwe ngabakwa-Gold Fields. Imithetho neminye imithethonqubo esiFundeni sakho.

Imithetho neminye imithethonqubo

Qinisekisa ukuthi **uthobela yonke imithetho, imithethonqubo, imigomo kanye nemiyalelo** yalapho uqashwe khona noma lapho iNkampani isebenzela khona.

Umthetho usebenza kimi.

Abasebenzi baHulumeni nemisebenzi yezombusazwe

Ikhasi 20 lomthetho weNdlela Yokuziphatha

Ukuba negalelo kwezombusazwe egameni leNkampani kuvumeleke kuphela ngokuthola imvume kuqala kuBhodi lenkampani – futhi uma umthetho wasekhaya uvumelana nakho.

Uma kumele usebenze nabasebenzi bahulumeni noma bomphakathi, **yiba nokuthembeka nenhlonipho, uphinde uqinisekise ukuthi imininingwane** yenikhulume ngakho **uyibhala** phansi ebhukwini elifanele.

Ungalibamba iqhaza ezintweni zezombusazwe, inqobo nje uma kuhambisana nomthetho wesiFunda, futhi ukwenza lokhu ngokwakho hhayi njengomele iNkampani.

Q

Umxhumanisi wakwa-Gold Fields osetshenziselwa ukusiza ngezindaba eziphathelene nohulumeni usanda kungicela ukuthi ngimkhuphulele kakhulu imali yokwenza umsebenzi eyaziwa ngekhomishini. Ngiyasola ukuthi umxhumanisi uhlose ukudlulisela le mali kumsebenzi kahulumeni wasekhaya. Kumele ngenze njani?

A

Bika ukukhathazeka kwakho kulowo oyiNhloko yezoMthetho VP: Head of Legal kanye/noma nomeluleki EVP: Group General Counsel khona manjalo. Akumele ukhokhe leyo mali kuze kube ukuthi inkampani isilwenzile uphenyo ngokukhathazeka kwakho.

Izipho, ukudla nokuzijabulisa

Ikhasi 14 lomthetho weNdlela Yokuziphatha

Awuvumelekile ukunika noma ukwamukela izipho, usizo, okokuzijabulisa, ezezivakashi noma umusa webhizinisini okungase kubeke (noma kubonakale sengathi kubeka) engcupheni umsebenzi wakho, ukungathathi uhlangothi kanye nokwethembeka kwakho wenzela ukuthi kuzuze abakwa-Gold Fields. Lokhu kusebenza nasemndenini wakho oseduze.

Ukukhokha ngemali engukheshi nakho akuvumelekile ngaphandle uma kuvunyiwe ngokulandela okuhlinzekelwa Yindlela Yokuziphatha.

Ungayemukela into eyigugu noma izinto zokukhangisa imikhiqizo zenani elincane (inani elincane ngesiFunda ngasinye lichaziwe emthethweni). **Kodwa khumbula ukuthi kumele usheshe ukudalule lokho okuwusizo, isipho noma umusa webhizinisi, ezezivakashi noma okokuzijabulisa okunikwa noma okwamukelwe nguwe noma okunikwe wena** – noma ngabe kuncane kangakanani, noma ngabe inani lakho lithini – kumuntu ofanele ngokuthi ukubhale phansi. Futhi bhala imininingwane yesipho, ezezivakashi kanye nokuzijabulisa ebhukwini lokubhalisa. Ilungu leSigungu esiphakeme seRijininoma ilungu leSigungu esiphakeme lakwa-Gold Field yilo eliphasisa liphinde ligcwalise ibhuku elibhalisa izipho, ezezivakashi nokuzijabulisa. Qinisekisa ukuthi akukho nqubo yamathenda eyenzekayo noma ngabe uyabandakanyeka kuyo noma cha.

Indawo yokusebenzela yase-South Deep isiqoke ukungamukeli futhi inganikezi ngezipho noma umusa webhizinisi wanoma iluphi uhlobo noma inani.

Q

Umhlinzeki ungiphe amathikithi amabili ombukiso omkhulu e-Sydney. Bona abakwazi ukuya ngakho bacele ukuthi ngiye nomunye umuntu. Amathikithi abiza A$150 lilinye. Ngingawemukela?

A Lokhu kuthathwa njengesipho. Inani elincane ongalemukela ngaphandle kokuthola imvume ngu- A$100, ngakho-ke kuzomele uthole imvume elungwini leSigungu esiphakeme seRijini noma elungwini lesigungu esiphakeme sakwa-Gold Fields bese ugcwalisa ibhuku lokubhalisa izipho, ezezivakashi kanye nokuzijabulisa. Qinisekisa ukuthi akukho nqubo yamathenda eyenzekayo noma ngabe uyabandakanyeka kuyo noma cha.

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Umthetho usebenza kimi.

Ukugwazisa nenkohlakalo

Ikhasi 18 lomthetho weNdlela Yokuziphatha

Awukwazi ukucela, ukunika, ukuthembisa, ukugunyaza noma ukwamukela noma yini yenani elithile, kubandakanya ukufumbathisa, okuthile noma nakuphi ukukhokhisa okungafanele. Awukwazi ukusebenzisa isikhundla sakho ukuthola okuzokuzuzisa noma okuzokusebenzela kumuntu wesithathu, kubandakanya nokomndeni oseduze.

Ukukhokhela abasebenzi bakahulumeni akuvumelekile (bheka ikhasi 19 lomthetho lapho kuchazwa khona 'umsebenzi kahulumeni'). Ukukhokha ukuze uthole usizo abakwa-Gold Fields okumele vele baluthole ngokomthetho, kuwukuphula umthetho, futhi kungase kube yicala ongaxoshelwa lona.

Uma umuntu wesithathu ezame ukukufumbathisa, tshela umuntu ofanele ngalolo daba bese lubhalwa eBhukwini lokubhalisa Imizamo yokuGwazisa. Ukusebenzisana nalowo muntu kumele kuqedwe ngaleso sikhathi.

Izindaba zezimali emsebenzini

Ikhasi 26 lomthetho weNdlela Yokuziphatha

Qinisekisa ukuthi ukugcina kwakho isikhathi, izinsuku zekhefu, ibhizinisi, amathransekushini ebhizinisi kanye nokusebenza ngamasheya uhlala ungasoleki kukho, nokuthi uyawabika amaphutha okukhokha enzekile ngaphandle kokulibazisa.

Zwakalisa uvo lwakho!

Uma ubona indlela yokuziphatha engahambisani nomthetho, kumele ukubike lokho kumuntu ofanele noma ukubike ngokungazivezi ngokushayela inombolo yamahhala **yakwa-Gold Fields Hotline (imininingwane isekhasini 8 lalesi siqondiso).**

Abakwa-Gold Fields **ABAKU**bekezeleli ukuziphindiselela noma ukuhlukumeza umuntu oze ngaphambili wazobika ukuphulwa komthetho.

Q

Kungabe kumele ngibike? Angikhululekile ngokusebenzisa i-Hotline mayelana nodaba engikhathazeke ngalo. Umphathi wami ungicele ukuthi ngenze into engaba ukukhwabanisa kodwa uyangisabisa uthi angenze okuphambana nezinqubomgomo nezinqubo zenkampani.

A Kubalulekile ukuthi ubike okungaba udaba olubalulekile. Zonke izingcingo eziya ku-Hotline ziyimfihlo ngakho-ke ukungazivezi kwakho kuvikelekile. Kodwa-ke uma umuntu eziphindiselela kuwe, kumele ulubike ngokushesha lolo daba. Abakwa-Gold Fields abakubekezeleli ukuphindisela kumuntu obike ukuphulwa komthetho, ababandakanyekayo bazothathelwa izinyathelo ngokushesha

IMININGWANE YOKUXHUMANA

Izinombolo zocingo lwe-Hotline	
Australia	1800 623 245
Chile	800 914 279
Ghana	0800 10 987
Peru	0800 54760
South Africa	0800 203 711

Ikheli le-imeyili ye-Hotline:
goldfields@tip-off.com

Executive Vice President:
Group General Counsel
Ucingo: +27 11 562 9724

OKUBALULEKILE!

Lesi isihumusho esifingqiwe somthetho wendlela yokuziphatha yakwa-Gold Fields. Uma ufuna imininingwane egcwele, njalo ubobheka idokhumenti ephelele, etholakala ku-inthanethi yangaphakathi yomthetho wendlela yokuziphatha noma kuleli kheli lesizindalwazi www.goldfields.com

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Umthetho usebenza kimi.

ISIQONDISO ESINCANE

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