

IKHODI
YOKUZIPHATHA
EBHIZINISINI



a member of  **InterCement**

OKUQUKETHWE

	UMYALEZO OVELA KWIBHODI YABAQONDISI BE-INTERCEMENT	05
01	IYINI LE KHODI YOKUZIPHATHA?	06
02	IMIGOMO YEKHODI YOKUZIPHATHA EBHIZINISINI	06
03	IQONDISWE KUBANI LE KHODI?	07
04	AMATEMU NAMAGAMA	07
05	IZINTO EZIBALULEKILE	08
06	IKHODI YOKUZIPHATHA NEKHOMISHANA YEZIMISO ZOKUHLE	09
07	INDLELA YOKUSABELA EZIMWENI EZIHLUKAHLUKENE	10
08	UKUZIPHATHA KWE-INTERCEMENT KUBO BONKE ABASEBENZI BAYO	10
09	AMALUNGELO AYISISEKELO OMSEBENZI	12

10	UKUZIPHATHA KOMSEBENZI UQOBO	12
11	UKUZIPHATHA MAYELANA NEMAKETHE - AMAKHASIMENDE ABAPHAKELI, AMABHANGE, OPHATHINA NALABO ESINCINTISANA NABO	14
12	UKUZIPHATHA MAYELANA NABEMITHOMBO YEZINDABA	15
13	UKUZIPHATHA MAYELANA NENKAMPANI NEMPAHLA YAYO	16
14	UKUZIPHATHA MAYELANA NOMPHEKATHI ONGOMAKHELWANE NEMVELO	18
15	UKUZIPHATHA MAYELANA NOMSEBENZI NEZINHLANGANO ZAMABHIZINISI	20
16	UKUVOLONTIYA NESIBOPHO EMPHEKATHINI	21
17	UKUZIPHATHA MAYELANA NEZIKHULU ZIKAHULUMENI	21
18	UKUZIPHATHA MAYELANA NEMAKETHE	22
19	UMTHWALO NGEKHODI YOKUZIPHATHA	23



UMYALEZO OVELA KWIBHODI YABAQONDISI BE-INTERCEMENT

Isisekeloesisekela ukukhulano kuqinakwe-InterCement ukuziphatha kwethu okuhle. Njengoba igqugquzelwa yizinkolelo zabaphathi futhi ihambisana nezinto ezibalulekile ku-Camargo Correa Group, iKhoêi yethu Yokuziphatha iqukethe izimiso eziyingxenye yesiko le-InterCement, noma ngabe kukusiphi isifunda, futhi ibonisa izindlela zokuziphatha ezilindelekile kunoma yimuphi umuntu osebenzela izinkampani zethu.

Ibhizinisi lethu kufanele lisekelwe ezenzweni ezineqiniso nezokunakekela ngokwezenhlalo nangokwezemvelo, ezigqugquzela ukuba izinkampani zethu zihlonishwe emakethe.

Izimiso ezikuKhodi Yokuziphatha kufanele ziqondise umsebenzi ngamunye oqeqeshiwe lapho enza imisebenzi yakhe, kuwo wonke amazwe esisebenza kuwo. Kufanele zilawule izenzo zethu kubo bonke esixhumana nabo ngaphakathi nangaphandle.

Sicela ufunde, uqonde, uxazulule ukungabaza uma kudingeka futhi uyisebenzise kahle le ncwadi njengento ewusizo ongabhekisela kuyo lapho wenza imisebenzi yakho yansuku zonke.

U-José Édison Barros Franco

USihlalo weBhodi Yabaqondisi
InterCement Participações S.A.

01

IYINI LE KHODI YOKUZIPHATHA?

I-InterCement and Camargo Corrêa Group isebenza emazweni ngamazwe emikhakheni yomnotho ehlukeno.

Ngisho nakuba imisebenzi yaleli Qembu ihlukahlukene, izindlela zokucabanga kufanele zifane yonke indawo, ngenxa yalesi sizathu, le Khodi Yokuziphatha Ebhizinisini ichaza indlela iqembu, izinkampani ezingaphansi kwalo nabasebenzi abenza ngayo emphakathini.

Bonke abantu kufanele benze ngokuneqiniso, ngokwethembeka nangendlela ekahle lapho befuna imiphumela, bafake izinto ezibalulekile ezibekwe lapha futhi bahambisane neziqondiso nezimiso zangaphakathi.

02

IMIGOMO YEKHODI YOKUZIPHATHA EBHIZINISINI

IKhodi Yokuziphatha Ebhizinisini yalungiselelwa ukuba

- Yenze izinto ezibalulekile ebhizinisini zicace, ukuze bonke abasebenzi bakwazi ukuziqonda, bazihloniphe futhi bazisebenzise.
- Isebenze njengesibonelo esingasodwa nesihlangene sendlela yokucabanga nokuziphatha komsebenzi ngamunye.
- Ibe neqhaza ekuhlonishweni kwalezi zinto ezibalulekile kuzo zonke izindawo nasekutheni abasebenzi benze ngendlela enokwethembeka, eneqiniso nenenhlonipho emphakathini nasemvelweni.

03

IQONDISWE KUBANI LE
KHODI?

IKhodi Yokuziphatha Ebhizinisini iqondiswe kubo bonke abasebenzi abasebenzela i-InterCement futhi kufanele ilawule ubudlelwane balabo basebenzi ngaphakathi nangaphandle kwenkampani

- › nabanye abasebenzi abasenkampanini noma eqenjini lezinkampani
- › nabaphakeli, amakhasimende, amabhange, nabanye ophathina kanye nesincintisana nabo
- › nezikhulu zikahulumeni, kuwo wonke amazanga
- › nomphakathi wendawo esikuwo kanye nabo bonke abantu

04

AMATEMU NAMAGAMA

Ukuziphatha

Indlela yokwenza enesimilo, ukuziphatha.

Ikhodi

Iqoqo lemithetho noma izimiso.

IKhodi Yokuziphatha Ebhizinisini

Izimiso ezilawula imisebenzi yenhlangano futhi zichaze ukuthi yini eyilindele kubasebenzi bayo, abaphakeli nabanye ophathina.

Abasebenzi

Umuntu ngamunye osebenza enkampanini, kungakhathaliseki isikhundla anaso, umsebenzi awenzayo noma isikhathi asesisebenzile, ungumsebenzi ngokombono we-InterCement.

Izinto Ezibalulekile

Izinto ezibalulekile zidlulisela ukuzibophezela okuhlala njalo emphakathini uwonke nakubantu abasebenza kuwo noma abanobudlelwano nawo.

I-Camargo Corrêa Group

IQembu lezinkampani ezilawulwa yi-Camargo Corrêa S.A.

05

IZINTO EZIBALULEKILE

I-InterCement ilandela izinto ezibalulekile ku-Camargo Corrêa Group, ezihlala njalo futhi ezivela emlandweni wayo nasolwazini lokwenza izinto.

UKUHLONIPHA ABANTU NEMVELO

Ukusebenza njalo ngokulandela izimiso zokwethembeka neqiniso kubanini-masheya, abasebenzi, amakhasimede, abaphakeli, uhulumeni, imiphakathi yendawo nabo bonke abantu. Ukwenza ngokunakekela imvelo.

UKUSEBENZA NGOKUNAKEKELA

Ukuhambisana ngokugcwele nemithetho esebenzayo lapho sisebenzela khona. Ukuhlonipha ukuhlukahlukana ngokwezimiso zendawo yonke zokuhlalisana kahle kwabantu, ngaphandle kokucwasana ngohlanga, ngobulili, ngezinkolelo, ngenkolo, ngesikhundla, ngomsebenzi noma nanoma yini enye.

UKUBEKA IZINTO OBALA

Ukunikeza ulwazi olucacile, olubanzi mayelana nemisebenzi yeqembu, lokho elikufinyelele, izinqubo-mgomo nokusebenza kwalo, ngendlela ekahle nefinyelelekayo.

UKUGXILA EMIPHUMELENI

Njalo nje sifuna ukukhuphula imizamo yeqembu, njengendlela yokuqinisekisa ukuqhubeka kwalo, utshalo-mali, imbuyiselo kubanini-masheya nezimo ezikahle zabasebenzi.

IKHWALITHI NEKHONO LOKUSUNGULA IZINTO

Ukuqinisekisa ikhwalithi yezinsizakalo nemikhiqizo yethu njalo nje sitshale imali ekufanelekeni kwabasebenzi nezinkampani.

06

IKHODI YOKUZIPHATHA NEKHOMISHANA YEZIMISO ZOKUHLE

Ikhodi Yokuziphatha iyisinyathelo esibalulekile ekuqiniseni izinto ezibalulekile nezimiso zokuhle ebhizinisini futhi yabekwa ngokusekelwe kulokho okuye kwenzeka kanye nengxoxo ebanzi phakathi kwabanini-masheya, abaphathi, nabasebenzi.

Ikhomishana Yezimiso Zokuhle, eyakhiwa uSihlalo weBhodi, iPhini LikaMongameli we-Organizational Development, iPhini LikaMongameli we-Business Support, uMqondisi we-Corporate Legal kanye noMqondisi we-Risk and Audit Corporate, inomthwalo wokuthuthukisa lo msebenzi futhi iyakwamukela ukusikisela okuvela kubo bonke abasebenzi.

07

INDLELA YOKUSABELA EZIMWENI EZIHLUKAHLUKENE

IKhodi ikhombisa lokho inhlanganano ekulindele kumsebenzi ngamunye ezimweni ezihlukahlukene angase abhekane nazo emsebenzini noma ngaphandle komsebenzi.

Noma nini lapho umsebenzi engabaza mayelana nokuthi kufanele enzeni, kufanele abheke iKhodi. Uma esangabaza, kufanele athintane nomphathi wakhe noma abe-HR abalapho esebenza khona noma neKhomishana Yezimiso Zokuhle nge-imeyili ethi: comissaoetica@intercement.com

08

UKUZIPHATHA KWE-INTERCEMENT KUBO BONKE ABASEBENZI BAYO

I-InterCement ikholelwa ukuthi ukuhlukahluka kwabasebenzi kungenye yezici eziyinhloko zempumelelo yayo eqhubekayo, ukusimama nokukhula. Ngenxa yalesi sizathu, ifuna ukuqasha futhi igcine abantu abafanelekayo, abanekhono futhi isebenzise imali ekubathuthukiseni.

I-InterCement izibophezele ekulinganeni kwamathuba omsebenzi kubo bonke abantu, kungakhathaliseki uhlanga lwabo, ubulili, inkolo, inkolelo nomaubuzwe. Noma yikuphi ukukhushulwa kwesikhundla emsebenzini kuncike kuphela ekusebenzeni komuntu, ikhono, ukufaneleka, nokuzibophezela ezintweni ezibalulekile eqenjini, ukuzinikela nokuzibandakanya. Akukhokucwaswa kwanoma yimuphi umsebenzi noma umuntu ofuna umsebenzi okuyobekezelelwa.

Inqubo-mgomo yebhizinisi ye-InterCement ihlanganisa ukugqugquzela ukuthuthukiswa kwabasebenzi bayo, kwaziswe futhi kuqashelwe abantu ngokwalokho abakufinyelele futhi kuqinisekiswa ukuthi umsebenzi owenziwa ezinkampanini uyindawo yokusungula izinto nokufeza okuthile.

Ngenxa yalokhu, inqubo-mgomo ye-HR ikhuthaza ukubambisana nobumbano ebudlelwaneni babasebenzi, ukusebenza njengeqembu, ubuholi obunakekelayo nokuqalisa imizamo emisha njengezinhlalo zempihle, ukuxhumana okucacile nokubeka izinto obala, phakathi kokunye, okungase kuthuthukise isimo senhlangano esihlukile.

Inhlangano igqugquzela inhlonipho nokubambisana phakathi kwabasebenzi, ukuze kwakhiwe indawo yangaphakathi evumela ukukhula kwebhizinisi nokuqhubeka kweqembu.

Ukucekelwa phansi kwesithunzi somuntu nokuhlukunyezwa ngokocansi akwamukeleki endaweni yokusebenza ehloniphekile netusekayo futhi ngeke kubekezelelwe.

Izenzo zokwesabisa, intukuthelo noma ukuba nobudlova okwenziwa ngabasebenzi, ngaphakathi emagcekeni enhlangano noma lapho benza imisebenzi yabo, ezibhekiswe kozakwabo noma kwabanye abantu abangahlangene ngokuqondile nenkampani (amakhasimende, abaphakeli, abathengi, izikhulu zikahulumeni, amalungu omphakathi, njll.) kuyobhekanwa nazo ngokwenqubo-mgomo nemithetho yendawo.

Uma senziwe kuwe isenzo esinjalo noma wazi umuntu othile obhekane nalolo hlobo lwesimo, sicela utshele umphathi wakho noma abe-HR noma iKhomishana Yezimiso Zokuhle.

Ukuphatha izidakamizwa noma izikhali emsebenzini kwenqatshelwe futhi kubhekwa njengecala futhi kuyobhekanwa nazo ngokwenqubo-mgomo nemithetho yendawo.

09

AMALUNGELO AYISISEKELO OMSEBENZI

Umsebenzi ngamunye, noma ngabe wenza muphi umsebenzi, unasiphi isikhundla, isiqu noma uholo malini, uyophathwa ngenhlonipho nangokucabangela, futhi uyonikezwa izimo zokukhula yena ngokwakhe nasemsebenzini kuye ngezimo ezikhona ngokoqobo nezokuncintisana emsebenzini wakhe.

Izimo zezempilo nokuphepha emsebenzini kufanele zihlaleziqashiwe futhi kuqinisekiswa ukuthi bonke abasebenzi basengcupheni encane ngangokunokwenzeka lapho benza imisebenzi yabo.

Ngakho-ke, wonke umuntu kufanele alandele izimiso ezivamile zokuvikela impilo nezokuphepha futhi abambe iqhaza ekuqeqeshweni nasezintweni zokuqondisa ezenziwayo.

Ukuphepha kuyinto ebalulekile eyisisekelo, futhi lokho kubonakala kuleli binzana: Kuphakathi kokuthi sisebenza ngokuphepha noma asisebenzi nhlobo.

10

UKUZIPHATHA KOMSEBENZI UQOBO

Noma yiziphi izinto ezenziwayo nobudlelwano obushayisana nezinzuzo ze-InterCement kufanele kugwenywe kutuswa lokhu okulandelayo.

Uma ungabaza ukuthi kukhona yini ukushayisana kwezinzuzo, sicela uthinte umphathi wakho, abe-HR noma iKhomishana Yezimiso Zokuhle.

Umsebenzi akufanele amukele umsebenzi ezinkampanini noma ezinhlanganweni ngesikhathi esifanayo nakule Nkampani Imisebenzi yokufundisa ingase yamukelwe ngemva kwamahora omsebenzi, kodwa kufanele uvumelane nabaphathi. Okuhlukile kwamukelwe kuphela ezimweni ezikhethekile futhi kufanele kubhaliswe ne-HR yangakini.

Izimemo zokuba uMqondisi wenkampani engekho ngaphansi kweqembu le-Camargo Correa kufanele zilethwe kusengaphambili ukuze zihlaziywe.

Noma yimuphi umsebenzi owenziwa egameni le-InterCement noma kusetshenziswa kwegama layo noma izindawo zayo kufanele kube ukuthi uvunyelwe kusengaphambili yimenenja yendawo.

Abasebenzi kulindeleke ukuba batshele imenenja yabo, yona okufanele ithinte iKhomishana Yezimiso Zokuhle, uma noma iyiphi inkampani okungeyabo abasebenzi, okungeyamalungu omndeni wabasebenzi noma yanoma yimuphi umuntu osondelene nomsebenzi, ifaneleka noma inikeza izinsizakalo noma iphakela imikhizozo ethile ku-InterCement.

Ukuthumela izihlobo noma abangane uma kunezikhala zemisebenzi e-InterCement kuyisiko futhi kulawulwa yizinqubo-mgomo zendawo. Izindawo ezinezikhala kufanele zinqume indlela yokukhetha nokuqasha eqinile, futhi ngeke kubekezelelwe ukudala ingcindezi yokuba nethonya ekuqasheni, ekukhuphuleleni esikhundleni noma ekuxoshweni kwabasebenzi abathile.

Izipho ziyoba nenani elingeqi ku-US 100 futhi leli nani liyohlolwa umuntu owamukela isipho. Izimo ezingangeni kule ncazelo ziyokwenqatshwa. Uma kungenakwenzeka ukwenqaba noma ukudlulisa, izipho ezingaphandle kwenani eliwumngcele elibekiwe manje ziyoyiswa eKomitini.

Izimemo zezenzakalo ezithile kanye nohambo olubandakanya izinzuzo zenkampanikufanele kwaziswe iKomiti Lezimiso Zokuhle Nokuziphatha (comissaodeetica@intercement.com.) Ukuhlola kuyokwenziwa ngomuntu ngamunye nangodaba ngalunye. Izimemo zezenzakalo nokuhamba okungahlangabezani nezimfuneko ezichazwe ngaphambili kuyokwenqatshwa.

Izindleko zomsebenzi ngamunye kufanele zivunyelwe, okungenani, ngumphathi wakhe.

1 1

UKUZIPHATHA MAYELANA NEMAKETHE - AMAKHASIMENDE ABAPHAKELI, AMABHANGE, OPHATHINA NALABO ESINCINTISANA NABO

USIZO LWEKHASIMENDE

Ngaphandle kokuqinisekisa ikhwalithi yemikhiqizo nezinsizakalo ezinikezwayo, i-InterCement izibophezele ekusizeni amakhasimende nabathengi njalo ngendlela ephumelelayo, evumelana nezimo, enesizotha nesobala. Lapho ikhasimende noma umthengi engenakusizwa, lelo qiniso kufanele lishiwo ngokucacile, ngokuchaza izingathu ngendlela enenhlonipho.

IKHWALITHI NOKUHAMBISANA NOMTHETHO

Yimikhiqizo noma izinsizakalo ezihambisana nemithetho yemboni kuphela eziyonikezwa. Uma kwenzeka kutholakala noma yini engahambisani nomthetho, kufanele kuthathwe izinyathelo zokuchaza noma zokunxephezela.

UKUGCINWA KWEMFIHLO

I-InterCement, kanye nabasebenzi bayo, bazibophezele ekugcineni imfihlo yolwazi olutholakala kumakhasimende nakophathina bebhizinisi. Ukwethembana kungesinye sezisekelo zobudlelwano emakethe.

UKUNCINTISANA NAMALUNGELO OMTHENGI

I-InterCement iyaqonda ukuthi ukwethembeka kulabo esincintisana nabo kanye nokuhlonipha amalungelo amakhasimende kuyizici ezineqhaza ekuthuthukisweni kwemakethe ngendlela esimeme. Akukho khasimende elingaphoqelelwa ukuba lamukele izimo eziphikisana nale mithetho ukuze lithole umkhiqizo noma insizakalo ophikweni lwebhizinisi lwaleli qembu.

UKUNCINTISANA

I-InterCement iyabahlonipha labo encintisana nabo futhi ifuna ukubahlulanga ndlela eneqiniso, ngokunikeza imikhiqizo nezixazululo ngezinga elihlukile lezindleko nezinzuzo kumakhasimende ayo. Izimo zengqondo ezingase zibonise indelelo noma ezilimaza idumela lalabo esincintisana nabo ngeke zibekezelelwe.

UKUTHENGA NEZIVUMELWANO

Ubudlelwano nabaphakeli nabanye ophathina kufanele buhlale busekelwe ekufuneni ikhwalithi, izinga elifanele lezindleko nezinzuzo, indlela yokwenza nokuphatha izimali enengqondo, ubuqotho ekuqhubeni izingxoxo, nokuhlonipha imithetho, imvelo kanye namalungelo ezentengiselwano, ezenhlalo nezivumelwano. Ukuze inwebe ukusebenza kwayo okusimeme, i-InterCement itusa izindawo zayo Zokuthenga izinto Nokuphakela ukuba zifune izindlela ezihlala njalo zokuba nethonya kubaphakeli bemikhiqizo, izinsizakalo nempahla ukuze zithole umsebenzi ofanele ezindaweni zezokuxhumana nakwezemvelo.

12

UKUZIPHATHA MAYELANA NABEMITHOMBO YEZINDABA

I-InterCement ikholelwa ukuthi ilungelo lomphakathi lokwaziswa ngezindaba zomphakathi lifanele, ngisho noma kumayelana nezinkampani ezizimele, futhi ikholelwa ukuthi abezindaba kufanele baluthole lolu lwazi futhi baludalule. Ngaphezu kwalokho, iyaqonda ukuthi ukuba khona kwemithombo yezindaba ekhululekile, ezimele nengachemile kuneqhaza ekuthuthukiseni imakethe, uMbuso wentando yeningi nezakhamizi zawo. Ngenxa yalesi sizathu, i-InterCement iyakwenqaba ukusebenzisa amandla ezomnotho ukuze uhlazise abezindaba noma ubathonye ukuba badalule izindaba ezingamanga.

I-InterCement ikholelwa ukuthi indima yabezindaba ibalulekile ekwakheni idumela lenhlangano emphakathini futhi ifuna ukunikeza ulwazi noma iphendule izicelo, uma kufaneleka, icabangela ilungelo lokungakhiphi umbono ezindabeni eziphikisana nezinzuzo zayo noma ilugcine luyimfihlo ulwazi oluhleliwe.

Yilabo basebenzi kuphela abamiselwe ukuba abakhulumeli abagunyazwe ukukhuluma egameni lenkampani. Uma kuxhunyanwa nawe ukuba unikeze ulwazi, ubhale izihloko noma uqhube izingxoxo noma wenze izitatimende egameni lenkampani kunoma yimuphi umthombo wokuxhumana, sicela utshele imeninja yakho noma abophiko lwezokuxhumana.

13

UKUZIPHATHA MAYELANA NENKAMPANI NEMPAHLA YAYO

Umsebenzi ngamunye unesibopho sokusebenzisa kahle nokugcina impahla yenkampani ngendlela ephephile kanye nempahla eyingxenywe yomsebenzi wakhe ngokuqondile noma ngokungaqondile. Yindaba efanayo nangempahla yamakhasimende, abaphakeli nophathina esetshenziswayo emisebenzini yenkampani. Le mpahla akufanele isetshenziselwe izinjongo zomuntu siqu, ngaphandle kwalapho egunyazwe ngokucacile.

Phakathi kwale mpahla kukhona impahla, imishini, izindawo, amapulani ebhizinisi, ulwazi lwendlela yokwenza nokukhangisa, izinhlelo zamakhompyutha, izibonelo, amaphepha nezincwadi zokusebenza nokunye okwakha impahla yeqembu.

Ukwabela ngokungafanele noma ukusebenzisa kabi noma iyiphi yaleyo mpahla, kuhlanganise ukukopisha, ukuthengisa noma ukuyinikeza abanye kuwukwephula umthetho futhi kuyobhekanwa nakho ngokwenqubo-mgomo nemithetho yendawo.

AMALUNGELO OKUSUNGULA NEZINTO EZISUNGULIWE

Izinto ezisunguliwe ezenziwe ngabasebenzi abaqeqeshiwe ngomsebenzi wabo kanye namalungelo okusungula namalungelo empahla alezo zinto ezisunguliwe kufakwa empahleni yenkampani futhi kungokwayo ngisho nangemva kokuba lowo msebenzi esayeka kuleyo nkampani.

UKUXHUMANA KWANGAPHAKATHI NOKWANGAPHANDLE

Ukusetshenziswa kwempahla yenkampani namadivayisi okuxhumana (ucingo, i-imeyili, i-Intanethi nokunye) ngezinjongo zomuntu siqu nokuxhumana nabangane bakho kufanele kulinganiselwe, kusetshenziswe uma kudingeka kuphela. Intanethi akufanele isetshenziselwe ukudlulisa noma ukwamukela ulwazi oluyindelelo, ubudlova noma izithombe zocansi noma ulwazi olumayelana nezepolitiki, ezenkolo noma eminye imibono, kuye ngokweziqondiso zangaphakathi eziqondile mayelana nalolu daba.

ULWAZI MAYELANA NE-INTERCEMENT NEBHIZINISI LAYO

Ulwazi kufanele ludalulwe ngaphakathi nangaphandle kuphela ngumuntu ogunyaziwe ukwenza kanjalo futhi noma yikuphi ukuludalula kufanele kube okushaya emhloneni, okunenjongo nokwenziwe ngendlela efanele. Umsebenzi ngamunye unesibopho sokunakekela ulwazi aphantsiwe lona futhi kufanele atshele abamphethe nganoma yiliphi iqiniso elingase libonakale lingavamile noma lingahambisani nezinto ezibalulekile ku- Camargo Correa Group.

Noma yiziphi izitatimende ezingamanga, ezinyundelayo noma ezikhohlisayo ngozakwenu, ngenkampani, ibhizinisi layo, ophathina, abaphakeli noma amakhasimende kuyobhekanwa nazo ngokwenqubo-mgomo nemithetho yendawo.

UKUGCINWA KWAMABHUKU NAMANYE AMAREKHODI

Amarekhodi kufanele alungiselelwe futhi empeleni aqashwe yiko kokubili abantu abanomthwalo oqondile ngawo kanye nezimenenja zophiko lwebhizinisi, njengoba kushiwo emithethweni, eziqondisweni zentela nasemithethweni yangaphakathi. Izinto ezifakiwe namarekhodi kuyatholakala kuzimenenja, izindawo zokulawula nokucwaninga, neziphathimandla zomthetho.

ULWAZI OLUYIMFIHLO

Umsebenzi onolwazi olungatholakali emphakathini kufanele alugcine luyimfihlo, ngisho noma eseyekile ukusebenza kule nkampani. Ukusetshenziswa kolwazi oluyimfihlo egameni lakho siqu noma egameni labanye kuyicala futhi kuyobhekanwa nakho ngokwenqubo-mgomo nemithetho yendawo.

AMAPHEPHA NEZINCWADI ZOKUSEBENZA

Amaphepha okusebenza, imibiko, izincwadi ezithunyelwe ngeposi kanye nezinye izincwadi ezisetshenziswa umsebenzi ngamunye lapho enza imisebenzi yakhe kuyimpahla yeNkampani futhi akufanele kuthathwe noma kukopishwe lapho umsebenzi eyeka ukusebenza kule nkampani.

14

UKUZIPHATHA MAYELANA NOMPHAKATHI ONGOMAKHELWANE NEMVELO

I-Camargo Corrêa Group ne-InterCement bafuna ukuphila ngokuvumelana nemiphakathi okukuyo ibhizinisi labo, ngokuhlonipha abantu balapho, amasiko abo, izinto ezibalulekile kubo kanye nemvelo. Ngesikhathi esifanayo, bafuna ukubambisana nentuthuko eyenziwa endaweni, bathuthukise

ukuphila izinga lokuphila futhi banciphise izinkinga nokungalingani emphakathini. Izenzo zokufinyelela le migomo ziqaliswa uphiko lwenkampani nge-Camargo Corrêa Institute nezinhlangano ezixhaswe i-InterCement.

UKUSETSHENZISWA KWEZINGANE

Ibhizinisi alizisebenzisi izingane futhi kufanele lifune ukuqinisekisa ukuthi abaphakeli balo bahambisana nesimiso esifanayo. I-InterCement isekela futhi yenza imisebenzi esiza ekuthuthukiseni izingane emiphakathini esebenza kuyo futhi, ngokwezinga okungenzeka ngalo, inikeza usizo lokuqeqesha nezinhlelo zokufunda kubantu abasha.

IMISEBENZI YEZEPOLITIKI NAMALUNGU AMAQEMBU EZEPOLITIKI

I-InterCement ayizenzi izinto ezihlela ipolitiki, futhi umsebenzi ngamunye ofisa ukubamba iqhaza enqubweni enjalo kufanele azenzele ngokwakhe lokho, ngaphandle kokusebenzisa igama lenkampani noma izinto zayo. Akukho msebenzi ogunyazwe ukucela ukubamba iqhaza, ukusekela, ukuxhaswa noma ukubandakanyeka kwabasebenzi bakhe noma uphiko lwebhizinisi ngokuqondene noma yimuphi umuntu noma iqembu. Imisebenzi yezepolitiki eyenziwa ngabasebenzi kufanele yenzeke ngaphandle kwendawo yomsebenzi nangemva kwesikhathi somsebenzi.

IMISEBENZI YEZINYUNYANA

I-InterCement ifuna ukulondoloza ubudlelwano obusekelwe enhloniphweni ngezinyunyana futhi ayicwasi noma yimuphi umsebenzi ongaphansi kwenyunyana.

IMVELO

Yonke imisebenzi yebhizinisi kufanele yenziwe ngokuvumelana nemithetho neziqondiso zemvelo, ngaphandle kokuzama ukwandisa ukusetshenziswa kwezinto zemvelo futhi kulondolozwe imvelo. nezinto eziphilayo ezihlukahlukene. Ngenxa yalokhu, uphiko ngalunye lwebhizinisi lukhuthazwa ukuba luqalise izinhlelo zokulawula ezihlangene, ngezemvelo, ezempilo nokuphepha emsebenzini kanye nokuqinisekiswa kwezinga lokuphepha.

Uphiko lwebhizinisi ngalunye lubambisana nemiphakathi olusebenzela kuyo ukuze lakhe izinyathelo zokuqwashisa nokulondoloza imvelo.

EZEMFUNDO NEMISEBENZI YOMPHAKATHI

InterCement ifuna ukubambisana nokuthuthukiswa kwezemfundo namaphrojekthi omphakathi emiphakathini esebenzela kuyo, ngokukhuthaza ukunqontshwa kokuntula nokufaka izimo zengqondo ezintsha nezinqubo ezintsha.

IZINHLANGANO ZEZENKOLO

I-InterCement ifuna ukugcina ubudlelwane obuhle nezihlangano zezenkolo, ngokuhlonipha izimiso nezinkolelo zazo, kokubili zamalungu azo nezomphakathi ezisebenzela kuwo.

15

UKUZIPHATHA MAYELANA NOMSEBENZI NEZINHLANGANO ZAMABHIZINISI

Ifilosofi ye-InterCement ukubamba iqhaza ezihlanganweni ezimelela imboni yayo esebenzayo, noma nini futhi uma lokho kubamba iqhaza kunesandla ekukhuleni kwemboni futhi kungabangeli ukwepulwa kwemithetho nezimiso zokuncintisana ngokukhululekile.

Ukubamba iqhaza kufanele kuchazwe uphiko lwebhizinisi ngalunye lucabangela imininingwane yezihlangano zendawo.

Ukubamba iqhaza kwabasebenzi ezihlanganweni zezenhlalo, zamasiko noma zokusiza abaswele ezaziwayo, kubhekwa njengeqhaza elibalulekile emphakathini nasezweni, uma nje kungaphazamisi abakwenzayo nomsebenzi ovamile.

16

UKUVOLONTIYA
NESIBOPHO EMPHAKATHINI

I-InterCement yakha imisebenzi yezenhlalo yangaphakathi neyokuvolontiya nge-Camargo Corrêa Institute kanye nezinhlangano ezixhaswe yiyo ngezimpiko zayo zebhizinisi.

Le misebenzi ibhekwa njengengxenye yesibopho emphakathini esebenza kuyo futhi kufanele yakhiwe futhi ihlelwe ukuze kutholakale inzuzo enkulu kakhulu engatholakala kwezenhlalo maqondana nezinto ezisetshenzisiwe nesikhathi sabasebenzi ababandakanyekayo.

I-InterCement njalo nje ishicilela imibiko yayo yonyaka noma olunye olwazi mayelana nemisebenzi eyisibopho emphakathini eyenziwe kanye nemiphumela etholakele.

17

UKUZIPHATHA MAYELANA
NEZIKHULU ZIKAHULUMENI

Ubudlelwane nezikhulu zikahulumeni, osopolitiki nosaziwayo kumelwe busekelwe ekuziphatheni okufanele. I-InterCement iyazenzisa noma yiziphi izenzo ezingase zilimaze amagugu esizwe noma yiliphi izwe. Kuwumsebenzi wanoma yimuphi umsebenzi oqeqeshiwe we-InterCement ukusekela imisebenzi yakhe nobudlelwane bakhe nosaziwayo bomphakathi ekuziphatheni okufanele nokuhambisana nomthetho.

I-InterCement ayikubekezeleli ukuziphatha okubandakanya noma yikuphi ukusetshenziswa kabi okwenziwa kusaziwayo noma okwenziwa nguye, inkohlakalo yenkontileka kanye/noma ithenda, ukusetshenziswa kabi kokulingana ngokomnotho/ngokwezimali kwezinkontileka,

ukuvinjwa kokuphenywa noma komsebenzi wokuqondisa kosaziwayo. Kuwumthwalo womsebenzi we-InterCement, onolwazi ngokuziphatha okunjalo ukuba akubike kusuphawayza wakhe kanye/noma iKomiti Lezimiso Zokuhle Nokuziphatha. I-InterCement ihambisana ngokuqinile nemithetho yalawo mazwe esebenza kuwo, futhi ilindele ukuziphatha okufanayo kubasebenzi bayo. Kodwa-ke, ikubheka njengokusemthethweni ukulwisana nezinyathelo eziwukhulukumeza, ezicwasayo noma ezingafanele, mayelana nomthetho noma nezimali, eziyokwenziwa ngabaphathi kanye/noma abomthetho ngamandla afanele.

18

UKUZIPHATHA MAYELANA NEMAKETHE

I-InterCement ihlose ukwamukela izindlela zokulawula ibhizinisi ezinhle kakhulu futhi njalo nje isebenzele ukwenza kanjalo kufanele ilandele ngokuqinile imithetho neziqondiso ezisebenzayo ezinkampanini zikahulumeni ngokunikeza abanini-masheya, abasebenzi bezimakethe nalabo abangase batshale izimali ulwazi oludingekayo ukuze benze izinqumo zokutshala izimali, kanye nangokusebenza kwayo namaprojekthi angase abe khona.

Abasebenzi kufanele bagweme ukuthenga noma ukuthengisa amasheya, amabhondi kanye nanoma yimaphi amaphepha akhishwa yizinkampani ezingaphansi noma ezilawulwa ngokubambisana futhi kufanele balwele ukulugcina luphephile futhi luyimfihlo ulwazi olufanele olumayelana nebhizinisi noma isimo salezi zinkampani olungakadalulwa emakethe. Ngakho-ke, ulwazi olungase luthinte intengo, ukusebenza kwamasheya emakethe kanye nesinqumo sokuthenga noma ukuthengisa amaphepha akhishwe yilezi zinkampani lubhekwa njengolwazi lwangaphakathi, futhi ukuludalula kufanele kuhambisane ngokuqinile nezinqubo ezibekwe ngamabhodi aqondisayo nahlolayo ezimakethe ezinkulu, futhi akufanele lusetshenziswe ngokuqondile ngabaphathi nangabasebenzi noma lunikezwe ezinye izinkampani.

Ngokwalo mqondo, abasebenzi beqembu kufanele benqatshelwe ukunikeza iseluleko mayelana nokuthenga noma ukuthengisa amasheya,

amabhondi nanoma yimaphi amanye amaphepha akhishwa yizinkampani ezingaphansi noma ezilawulwa ngokubambisana esisekelwe olwazini lwangaphakathi. I-InterCement ngeke ikubekezelele ukudalulwa kolwazi lwangaphakathi emakethe.

19

UMTHWALO NGEKHODI YOKUZIPHATHA

IKhomishana Yezimiso Zokuhle yiyo kakhulu enomthwalo ngeKhodi Yokuziphatha Ebhizinisini ye-InterCement, engaphansi kwezincazelo zeBhodi Yabaqondisi be-InterCement Participações S.A.

UBUHOLI

IKhomishana Yezimiso Zokuhle yiyo kakhulu enomthwalo ngeKhodi Yokuziphatha Ebhizinisini ye-InterCement, engaphansi kwezincazelo zeBhodi Yabaqondisi be-InterCement Participações S.A.

- ayazi ngisho elele iKhodi, ukuze acacise noma yikuphi ukungabaza okuphakanyiswa abasebenzi bakhe, ume engenakukwazi, athumele imibuzo kuKhomishana Yezimiso Zokuhle,
- amukele ukuziphatha nezimo zengqondo ezihambisana nalokho okubekwe kwiKhodi, futhi abe yisibonelo,
- adalule izibalo ze-Grupo Camargo Corrêa Group kanye nezincazelo ezikuKhodi kubasebenzi bakhe, ophathina, nabanye axhumana nabo, abayale ngezinqubo ezilindelekile,
- ahlonze ukwepulwa kweKhodi futhi asebenze ukuze akulungise futhi akuqede, abike noma yiziphi izenzakalo kuKhomishana Yezimiso Zokuhle ukuze athole ulwazi nezinyathelo ezengeziwe ezingase zithathwe

ISIBOPHO SOMUNTU NGAMUNYE

Umsebenzi ngamunye we-InterCement kufanele alwele ukugcina iKhodi Yokuziphatha Ebhizinisini futhi atshele umphathi wakhe, i-HR noma iKhomishana Yezimiso Zokuhle nganoma yikuphi ukwepfulwa kwemithetho. Akukho muntu oyojeziswa noma aphindiselwe ngokubi ngenxa yolwazi alukhiphe kufanele mayelana nezinsolo zokuziphatha okubi noma nanoma yikuphi ukuziphatha okuphambene nalokho okubekwe kuKhodi.

Izimo ezikhethekile kufanele zithunyelwe kuKhomishana Yezimiso Zokuhle.

ISITATIMENDE SOKUZIBOPHEZELA

Ikhodi Yokuziphatha Ebhizinisini

Lapha ngivuma ukuthi ngiyazi ukuthi abasebenzi be-InterCement kufanele baqondise ukuziphatha kwabo kuhambisane nezinto ezibalulekile nezimiso ezikuKhodi Yokuziphatha engiyitholayo lapha futhi engizimisele ukuyifunda futhi ngiyilalele.

____ / ____ / ____

Igama: _____

Isiginesha: _____



a member of  **InterCement**