Sappi

Umgomo wendlela yokuziphatha

sappi

Inspired by life

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Umyalezo KaMphathi Omkhulu

Sesiyikhiphile incazelo nge-2020Vision, izinjongo zethu kwezezimali kanye nezimiso zethu njenge nkampani. Siphinde sakusho ukuthi ngamandla ka-Sappi oyimbumba (One Sappi) izinhloso zethu ukuthi sibe inhlangano ethembekile futhi enenqubekela phambili enekusasa eliqhakazile emkhakheni esikuwona wokukhiqiza umsebenzi wezingodo (woodfibre).

Ngiyagqugquzeleka uma ngibona intshisekelo abantu abanayo nangendlela abamukele ngayo amaqhinga, izimiso nezinjongo zethu ezintsha okubalwa kuzo ne-2020Vision yethu.

Njenge nkampani esebenza emazweni ahlukene futhi ngaphansi kwemithetho eyahlukene, kubalulekile ukutshengisa u-Sappi obambisene futhi kubasebenzi bethu, abathumeli-mpahla, amakhasimende kanye nakuzozonke izinhlaka esisebenzisana nazo. Lokhu singakwenza ngokuqinisekisa ukuthi siziphatha kahle, kakhulu kunangaphambili. Ngokuhambisana namaqhinga ethu nokuzinikela ekubeni izakhamizi eziqhotho, sibe sesibhala Ikhodi yendlela yokuziphatha yenkampani.

Noma sikwazi ukuthi esisebenzisana nabo banezindlela zokusebenza ezinhle futhi ezinesithunzi, kodwa ukhona umehluko phakathi kwezifunda nasemazweni futhi lezindlela azimile kodwa zishintsha zikhathi zonke. Njengo Sappi Omunye, inhloso yethu enkulu ukuthi bonke esisebenzisana nabo bayazi imigomo esisebenzela ngaphansi kwayo ukuze nabo bethathe izinqumo ezinomthelela omuhle futhi baziphathe ngendlela efanele. LeKhodi ingena kuwowonke umuntu esisebenzisana naye, okubalwa namalungu ebhodi kanye nabasebenzi bethu abasebasha.

LeKhodi imaphakathi kwendlela esaziwa ngayo lwethu, okuyilapho impumelelo yethu iqhamuka khona. Kumele siqinisekise ukuthi konke esikwenzayo kuyakha futhi kuvikela lona udumo lwethu njengenkampani. Ngokuziphatha ngendlela efanele ehambisana neKhodi, sizobe sinekeza uxhaso, sakha umoya omuhle wokusebenza lokho okunikeza umdlandla futhi kuthuthukise udumo lwethu njengenkampani.

Ngokuhambisana nezinjongo zethu zokuba nomthelela ekushintsheni u-Sappi ukhule ube ibhizinisi elinenzuzo futhi elisabalele ngokwenza umsebenzi embonini ye-woodfibre, kumele siqhubeke njalo nokuzinikela ekulandeleni imigomo nemithetho yokusebenza njenhlangano. Asibukeli isikhathi samanje kuphela uma senza ibhizinisi, kodwa kumele sibheke phambili futhi senze okuzosiza ibhizinisi. Ukuze ibenomthelela omuhle Ikhodi Yendlela Yokuziphatha ngazo-zonke izinsuku, kumele siphile izimiso zethu zokwenza ibhizinisi ngendlela enesithunzi nesibindi; senze izinqumo esihlakaniphile ngokushesha.

Ukuzinikela kwethu ekulandeleni imithetho njengenkampani eziphethe ngendlela efanele kuhambisana ngokulandela imithetho nemigomo ekhona emazweni esisebenzela kuwona njengo-Sappi. Zonke izihloko ezibalulekile okumele zibhekwe zikhona kule Khodi yethu.

Njengoba ukwazile ukwamukela ngenhliziyo yakho yonke i-2020Vision yethu, Ngiyacela ubungaze futhi uyamukele iKhodi Yendlela Yokuziphatha, uzibandakanye nokuqwashisa kanye nezinhlelo zokuqeqesha, uhlale wazi ukuthi iziphi izinguquko ezikhona kwimigomo yakwa-Sappi futhi uziphathe ngendlela ezothuthukisa udumo lwethu.

Ngiyabonga

Steve Binnie
Umphathi Omkhulu,
Sappi Limited

> “LeKhodi imaphakathi kwendlela esaziwa ngayo, okuyilapho impumelelo yethu iqhamuka khona.”

Ikhodi Yendlela Yokuziphatha

Umhlahla-ndlela uqala ngokuthi njenge nkampani, silandela imithetho ekhona kuwo wonke amazwe ezenza kuwo umsebenzi wethu kanye nohwebo.

Wonke umuntu acabangele futhi abenozwelo kwabanye abantu, ngokusebenzisa umqondo nokwenza izinto ngendlela ehambisana nenqubomgomo yenkampani.

> “Kwa-Sappi senza ibhizinisi ngobuqotho futhi sitshengisa isibindi, siphinde senze izinqumo ezikhaliphile ngokushesha.”

Lemigomo elandelayo iyona ezokunikeza umhlahlandlela ekwenzeni izinqumo nalapho udinga ukuthatha izinyathelo:

- Ukuphatha abanye kahle ngendlela nawe ongathanda ukuthi uphathwe ngayo
- Ukuba neqiniso nokwethembeka
- Ukusiza ekuqedeni ukungathembeki kanye nobugebengu
- Ukuvikela imvelo, futhi
- Ukuhlonipha ukwehluka kwezinhlanga nokungacwasi ngebala.

Ukuzinikela ekuphakamiseni isithunzi senkampani u-Sappi ngokuziphatha ngendlela efanele futhi uziqhelelanise nezenzo ezizokwehlisa isithunzi sakwa-Sappi ngokuthi:

- Uzijwayeze ukufunda okubhaliwe kwi-Khodi yendlela yokuziphatha, ukuze ukwazi ukuthi kuchaza ukuthini futhi kulindelekeni kuwena
- Ukuxhumana nesibambisene nabo ebhizinisini, Osonkontileka, amakhasimende kanye nabanye abenza umsebenzi wethu ubazise ukuthi kulindeleke ukuthi nabo bazijwayeze iKhodi yendlela yokuziphatha futhi balandele imiyalelo ekhona
- Ukuveza uma kukhona abenza okuphambene okungahambisani neKhodi Yendlela Yokuziphatha, futhi
- Ukugwema noma iyiphi indlela yokuhlukumeza, ubuqhwaga, ukucwasana ngebala kanye nokunye ukucwasana, lapho uzobe uvikela amalungelo ethu sonke njengabantu.

Indlela yokusebenzisa nokuqinisekisa ukuthi iyalandelwa imigomo ekhona kwi-Khodi Yendlela Yokuziphatha

IKhodi ibhekiswe kubobonke abanqondisi, izikhulu kanye nabasebenzi base-Sappi. Ukwenza okuphambene nokubhalwe kule Khodi kuzoholela ekutheni udaba ludluliselwe lapho kuqondiswa khona izigwegwe okuhambisanayo nohlelo lakwa-Sappi lokuqondiswa izigwegwe. Isinqumo esiphumayo lapho kungaba ukuxoshwa emsebenzini noma uvulelwe icala lobugebengu uphinde uzithole usubhekene nengalo yomthetho.

LeKhodi equkethe indlela yokwenza ibhizinisi ngendlela eqotho angeke igcine ngokutshengiswa abasebenzi bethu kuphela kodwa izosabalala nakumakhasimende, izinkontileka nabanye ababambe iqhaza kwa-Sappi, ukuze bakuqondisise ukuthi sisebenzisana kanjani nabo futhi bakwazi nesikulindele kubona uma senza ibhizinisi. Uma kukhona abasebenzisana no-Sappi, osonkontileka noma amakhasimende anqabayo ukuhambisana nemigomo nendlela yokuziphatha eveziwe kule-Khodi, thina njengebhizinisi sizokucubungula ubudlelwane bethu nalabo abangahambisani nemigomo yethu, siphume nesinqumo sokuthi sisengakwazi ukusebenzisana nabo noma sibuqede ubudlelwane. Ikhona inhlahlandlela ebhaliwe ezosiza esisebenzisana nabo ukulungisa nokunqanda izimo ezingamukelekile.

Lapho ungaqondi khona indlela efanele yokuziphatha, kufanele uxhumane nomphathi wakho, umnyango wezomthetho noma umnyango wabacubunguli bamabhuku bangaphakathi. Noma uthumele i-imeyili ku-Ethics@sappi.com.

Yonke imigomo ingatholakala ku Sappi Net http://sappinet.za.sappi.com/policies (kwabasebenza kwaSappi) noma ku webhusayidi yethu http://www.sappi.com/policies.

Siyakukhuthaza ukuxhumana okuvulelekile futhi siyazikhuthaza izingxoxo nabaphathi ukuze kubonakale izindlela zokuziphatha ezingalungile.

Ukubika nokuveza imikhuba engalungile

Siyakukhuthaza ukuxhumana okuvulelekile futhi siyazikhuthaza izingxoxo nabaphathi ukuze kubonakale izindlela zokuziphatha ezingalungile.

Uma kukhona okusolayo noma kukhona okubonile esingakubala njengokungaziphathi kahle noma kukhona ophula umthetho, kumele wazise umphathi wakho ngokushesha.

Uma ungazizwa ukhululekile ngokuletha izinsolo zakho zesenzo ezingalungile noma ezingekho emthethweni kumphathi wakho, bakhona abanye abangabaphathi ongakhuluma nabo. Zonke izikhulu zakwa-Sappi zihlale zikhona ukwamukela imibiko enjengalena futhi zizoqinisekisa ukuthi kuthathwa izinyathelo ezifanele. Ungakwazi futhi nokubika izigameko zokungaziphathi ngendlela kwaNdabazabantu (HR), abezomthetho kanye nakubacubunguli bamabhuku, lapho ungaziyela khona noma ubabhalele.

Lapho kwenzeka unganeliseki ngokuphathwa kanye nophenyo lombiko wakho owuhambisile kulezindawo ezibaliwe, ungathumela i-imeyili e-Ethics@sappi.com noma uthinte ngocingo inombolo ye-Sappi Hotline, esebenza ngokuzimela futhi engadaluli nhlobo imibiko nemininingwane elethwa kubona. Izinombolo zayo i-Sappi Hotline ezibhalwe ngezansi ngokwamazwe ahlukene:

Inombolo yamahhala yakwa-Sappi	
ENingizimu Afrika	0800 00 3235 (Eyamahhala)
EMelika	+1 800 233 8213 (Eyamahhala)
Kuwo wonke amazwe	+27 (0)12 543 5380
i-imeyili	Ethics@sappi.com Ethicsline@kpmg.co.za

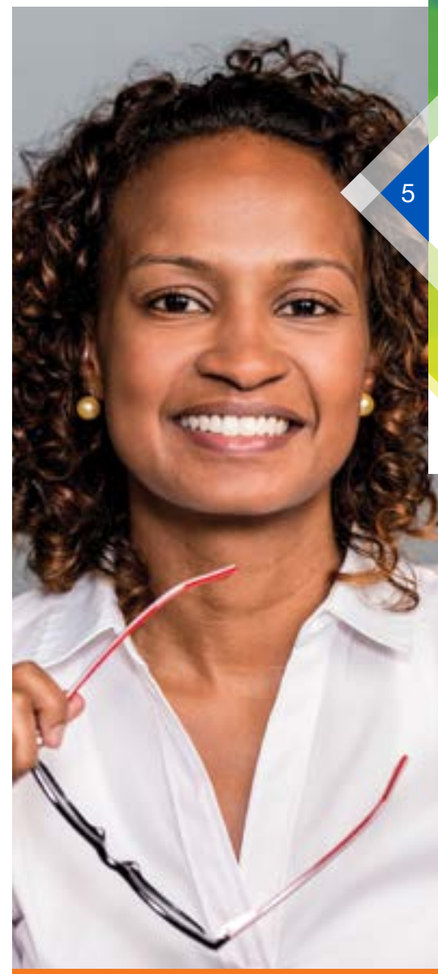
Indlela yokumgena kuwebhusayithi:
http://www.thornhill.co.za/kpmgethicslinereport

Akukho Ukuziphindiselela

Imigomo yethu yokuletha imibiko engemihle neyimikhuba, itholakala kuwebhusayithi yethu inikeza nangesiqinisekiso sokuvikela labo abaletha ulwazi. Sicela ukwazisa ukuthi u-Sappi angeke akuvumele futhi akwamukele ukuziphindiselela kumsebenzi obike udaba lokungaziphathi ngendlela efanele noma ophula umthetho wenkampani. Nokubika ngento engasilo iqiniso ubewazi kungaholela ekuthathelweni izinyathelo zokuqondiswa kwezigwegwe ezinqala.

Ngingayitholaphi eminye imininingwane?

- Imigomo yokubika yakwa-Sappi.



“Ngamandla kaSappi omunye sihlose ukwethembeka nokuba inhlangano enempilo ende nethakaselwayo ku woodfibre.”

Amalungelo Abantu

Umhlahlandlela wethu njengo-Sappi uma kukhulunywa ngamalungelo abantu siwufake Kwimigomo Yamalungelo Abantu. Amalungelo abantu ngokwencazelo ejwayekile kuba indlela efanele yokuphathwa ngayo wonke abantu, okumele bayithole ngokungakhethi ubuzwe, ubulili, inkolo, ibala, impilo yangasese yocansi, nesimo sezimali kanye nesifunda sabo.

Sizinikele ekuhambisaneni nemigomo ye-United Nations Global Compact, izinhlangano zamaLungelo Abantu omhlaba (Universal Declaration of Human Rights) kanye neNhlangano yamazwe emele (International Labour Organisation).

- **Abasebenzi:** Siphatha abasebenzi bethu ngenhlonipho nangesithunzi, siphinde sikhuthaze ukwamukelana endaweni yomsebenzi.
- **Imiphakathi:** Siyaxhumana nemiphakathi ukuze sakhe ukuzwana futhi sikhulume nangezinto ezithinta amalungelo abantu ukuze sithuthukise umsebenzi wethu nama-phrojekthi futhi sigweme nomonakalo ongenzeka.
- **Abasithumela Umsebenzi:** Sikhuthaza abasithumela umsebenzi ukuthi baphathe futhi baxhumane kahle nabasebenzi babo, ngendlela etshengisa ihlonipha yamalungelo abantu.

Indlela elindelekile yokuziphatha

- Bonke abasebenzi bakwa-sappi kulindeleke ukuthi baphathane ngenhlonipho nange sithunzi futhi bakwenze lokhu nakwabanye abaxhumana nabo ngokomsebenzi.
- Siyakuhlonipha ukuhluka ngobuzwe futhi sikhuthaza indawo eyamukela wonke umuntu ongumsebenzi ukuthi azibandakanye afake isandla ekuthuthukiseni u-Sappi ufinyelele empumelelweni.
- Sinika bonke abantu amathuba alinganayo emisebenzi, futhi siphathe kahle abasebenzi bethu kanye nabafaka izicelo zomsebenzi ngendlela engenzeleli futhi engachemile.
- Akekho umuntu e-Sappi okumele ahlukumezeke futhi athole ukucwaswa ngenxa yebala lakhe, ubulili, iminyaka noma ngempilo yakhe yangasese ngokocansi.
- Asikwamukeli ukuhlukunyezwa emsebenzini, ubuqhwaga, ukusabisana kanye nodlame.

Okungenzeka okuyisibonelo

U **Umbuzo:** *U-Harry njalo uphawula kabi ngendlela uMary abukeka ngayo, lokhu kwenza uMary angakhululeki futhi abe amahloni. Sekuze kwafika lapho uMary esekuzonda khona ukuza emsebenzini. Yini angayenza ngalenkinga uMary?*

I **Impendulo:** U-Mary kumele abike lesisimo kumphathi azizwa ekhululekile naye noma komunye osebenza ehhovisi le-HR. Lokhu okwenziwa uHarry akumphathi kahle uMary futhi ngokomthetho kungathathwa njengokuhlukunyezwa.

U **Umbuzo:** *U-Dick ufake isicelo sokunyuselwa esikhundleni esiphezulu. Noma uDick eneziqu kanye nesipiliyoni esingcono uma eqhathaniswa nabanye abafake izicelo zalesikhundla, akawutholanga lomsebenzi kodwa kuqashwe omunye umuntu. U-Dick ubona sengathi kubekhona ukubonelelwa ngesikhathi sekuqashwa yena wathola ukucwaswa. Yini okumele ayenze?*

I **Impendulo:** U-Dick kumele ahambise izikhalo zakhe ehhovisi le-HR futhi alandele izindlela eziqondile zokufaka izikhalo.

U **Umbuzo:** *U-Frank uzwe omunye wabasebenza naye ebiza omunye ngegama elinokucwasa ngebala. Yini angayenza ngalokhu?*

I **Impendulo:** Uma uFrank ekhululekile kumele akhulume naye lomsebenzi, azame ukumbonisa ubucayi balamagama anokucwasa awaphimisile. Uma lokhu kucwasana nokwedelela kuqhubeka kwenzeka, uFrank kumele aludlulisele phambili loludaba kungaba umphathi wakhe noma axhumane nehhovisi lakwa-HR.

Ngingayitholaphi eminye imininingwane?

- Imigomo Yamalungelo Abantu yakwa-Sappi.
- Imigomo YakwaNdabazabantu (HR) yakwa-Sappi.

> Zonke izisebenzi zakwa Sappi kulindeleke ukuthi ziphathe bonke ezisebenza nabo kanye nababambi qhaza ezixhumana nabo ngehlonipho nangesizotha

Ezempilo,ezokuphepha kanye nezemvelo

Ukuvikela abantu kanye nemvelo kugqamisa indlela esiqhuba ngayo ibhizinisi. Sikubeka phambili ukuphepha nempilo enhle yabasebenzi bethu kanye nemvelo nomhlaba esisebenza kuwo.

Omunye umsebenzi wethu ohamba phambili ugxile kakhulu ezingodweni, oncike kakhulu emhlabeni esiphila kuwona wemvelo. Ingakho sikhuthaza Ukunakekelwa kwamahlathi okwenziwa ngaphansi kwenzinhlaka zamazwe ekunakekeleni kwemvelo, osomaqhinga bemvelo abazimele nalapho okunezinhlelo ezigunyaziwe ezinika abalimi bamahlathi isitifiketi zokunakekelwa kwamahlathi. Ezimbonini zethu sigxila kakhulu, sigxila kakhulu ekusebenziseni izindlela zokukhiqiza ezingangcolisi imvelo, sikhuphule nezinga lokusebenzisa ngokuphinda-phinda. Lokhu okwenza sikwazi ukungenisa inzuzo ngaphandle kokusebenzisa ngokweqile amanzi nezinye izinsiza kusebenza zemvelo – Okuyindlela ethuthukisa umnotho futhi ugcine imvelo ihlanzekile.

Indlela elindelekile yokuziphatha:

- Sigxila ekulandeleni imithetho, imigomo kanye nezindlela zokuphepha nezokuphathwa kahle kwemvelo ezihambisana nebhizinisi esikulona.
- Siyazibika izimo ezingezinhle zokuphepha kanye nezemvelo ezinhlakeni ezifanele.
- Siyazinikela ekunciphiseni umthelela ongemuhle kwezemvelo, ngendlela ezosiza ibhizini lethu futhi uvikele nemiphakathi esiyisebenzelayo, silandela imigomo esuka kwesigungu sethu esengamele imigomo yokuvikela imvelo (Group Environmental Policy).
- Sithuthukisa izindlela zokonga izinsiza kusebenza ngokuziphinda-phinda kuwowonke umsebenzi esiwenzayo.
- Senza isiqiniseko sokuthi sigcina izindawo zokusebenzela ziphephile futhi zinempilo ngaso sonke isikhathi ukuze sivimbe izingozi nokulimala.

Okungenzeka okuyisibonelo

U

Umbuzo: *Umphathi ka-Obed ucela u-Obed ukuthi enze umsebenzi ongahambisani nemithetho yezemvelo ngokubona kuka-Obed. Kumele enzenjani u-Obed?*

I

Impendulo: U-Obed kumele akhulume nomphathi wakhe, aqinisekise ukuthi usizwe kahle lesicelo futhi aveze nezikhalo zakhe. Uma u-Obed enganeliseki ngencazelo ayitholayo futhi esabona isicelo somphathi wakhe singahambisani nemithetho eyengamele ezemvelo, kumele abike loludaba kubaphathi balapho okhona noma besifunda okusona noma ushayele ngocingo i-Sappi Hotline.

U

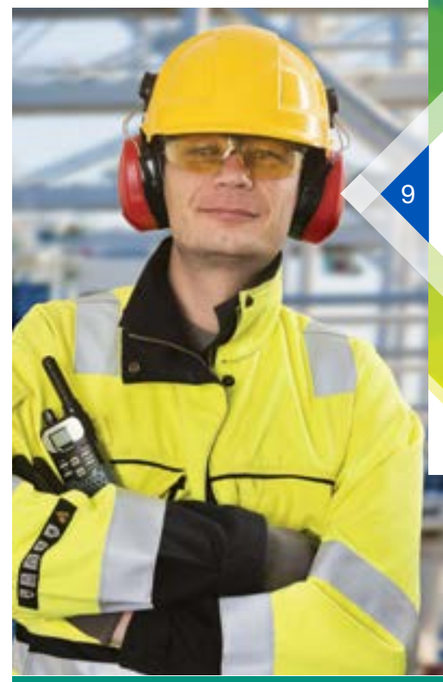
Umbuzo: *Lapho kusebenza khona u-Matthew banohlelo lwamabhonasi uma benze kahle kwezokuphepha. U-Matthew uyazi kodwa ukuthi akubikwa okunye ukulimala okwenzekalayo egunjini lakhe. Yini angayenza u-Matthew?*

I

Impendulo: Kubalulekile kakhulu ukuphanda ngezingozi ezidala ukulimala (kanye nokucishe kube nokulimala) ukuze kutholakale izindlela zokugwema ezinye izingozi esikhathini esizayo. Abasebenzi ngasosonke isikhathi kumele bazise ophethe egunjini labo uma kukhona ingozi emsebenzini. Uma uzakwenu noma ophethe emaqhika ukubika noma ukufaka kumarekhodi ingozi eyenzekile, u-Matthew kumele amkhuthaze ukuthi ayibike ingozi eyenzekile. Uma kungenzeka lokho, u-Matthew usengabikela osebenzela umnyango wezokuphepha ngaphakathi, abaphathi bangaphakathi noma athintane ne-Sappi Hotline.

Ngingayitholaphi eminye imininingwane?

- Funda imigomo yeZokuphepha.
- Funda I-Sustainability Charter.
- Ufunde nemigomo ekhona kwi-Group Environmental Policy noma ye-Group Climate Change etholakala kuwebhusayithi available yakwa-Sappi noma. Yonke imigomo ingatholakala ku Sappi Net http://sappinet.za.sappi.com/policies (kwabasebenza kwaSappi) noma ku webhusayidi yethu http://www.sappi.com/policies.
- Ukhulume noMsebenzi wezokuphepha esifundeni sakho.
- Ukhulume nomphathi weZemvelo emsebenzini noma esifundeni okusona.



“Ukuvikela abantu kanye nemvelo kugqamisa indlela esiqhuba ngayo ibhizinisi. Sikubeka phambili ukuphepha nempilo enhle yabasebenzi bethu kanye nemvelo nomhlaba esisebenza kuwo.”

Ukuvimba ukweba nenkohlakalo

Ukuvimba inkohlakalo nokweba akuphathelene kuphela nesimilo, kodwa kuthinta nokwenza ibhizini ngendlela efanele. Ubugebengu nenkohlakalo kulimaza indlela esenza ngayo imikhiqizo kanye nesimo somnotho futhi nenhlalakahle yabantu, lokho okungaba nomthelela ongemuhle ngokuhamba kwesikhathi enkampanini. Sizothatha izinyathelo ezinqala ukuze sihambisane nayo yonke imithetho yamazwe evimba inkohlakalo nobugebengu, efana ne-Foreign Corrupt Practices Act yase-Melika, ukuze sigcine izinga eliseqophelweni eliphezulu lemithetho engamele ezezimali ekhona e-Sappi.

Kwa-Sappi, kulindeleke ukuthi bonke esisebenzisana nabo baziphathe ngendlela ezophakamisa igama lenkampani futhi baziphathe ngendlela eyamukelekile. Izinqumo zebhizinisi kumele zenziwe ngendlela engashayisani futhi esobala. Kufanele senze izinqumo ezicutshunguliwe zebhizinisi (okuhambisana nesimiso sethu esithi 'senza izinqumo ezikhaliphile'). Ukushayisana kungenzeka uma umuntu enza imisebenzi yakhe yangaphandle komsebenzi ebukeka ishayisana noMsebenzi wakhe awenzela u-Sappi. Izenzo zomuntu zangaphandle zingathathwa njenge zishayisana nomsebenzi ngendlela engalungile uma:

- Zinomthelela ongemuhle ekuqhubeni ibhizinisi
- Zilimaza igama nodumo lakwa-Sappi kulabo esinobudlelwano nabo, noma
- Zingenelela futhi zinomthethelela lapho umuntu enza umsebenzi wakhe wenkampani.

Indlela elindelekile Yokuziphatha

- Sizuza ibhizinisi ngokwenza imikhiqizo nezinsiza kusebenza ezisezingeni eliphezulu, ngaphandle kokwamukela nomaukuphisana ngezipho. Kukhona lapho kungenzeka kunganambithisiseki uma ungazamukeli izipho. Umbuzo okumele uzibuze wona ukuthi 'Ingabe umuntu ocabanga ngendlela elungile, angabona ukwamukela izipho kuzoba nomthelela ezinqumeni engizozithatha ngebhizinisi?' Uma Impendulo ithi 'Yebo', kumele ungazamukeli lezozipho.
- Kumele ukubhale phansi konke okukhiphile, ngezipho ozitholile nezinye ozinikeze osebenza nabo osebenza nabo, ungasebenzisa izinhlaka ezikhona zokwenza lokhu. Eziningi zitholakala kuwebhusayithi yakwa-Sappi (SappiNet).
- Kubalulekile ukuvula umqondo uma usebenzisana namakhasimende noma laba abasenzela imisebenzi futhi uqinisekile ukuthi izinqumo ozenzayo azihlangani ngezipho, kanye nezinto ezinhle ozithola kubona, okungenza:
  - Amakhasimende kanye nabasenzela umsebenzi bazibone befanelwe ukuthola okuthile
  - Ubeke izimfuno zakho phambili, ushiye ezakwa-Sappi ngemumva
  - Ulimaze ukuzimela kwakho, noma
  - Kubenomthelela ongemuhle ekwenzeni umsebenzi bakwa-Sappi.
- Kumele ubike konke ukugwazelwa noma imizamo yokugwazelwa nenkohlakalo onolwazi ngayo.
- Kumele ugweme konke okungashayisana noma okubukeka kungashayisana nomthetho wokusebenza wenkampani.
- Kumele wazise umphathi wakho okungaba ukushayisana okwaziyo futhi uthathe izinyathelo ezifanele.
- Akufanele usebenzise isikhundla sakho enkampanini ukuze ufeze izinhloso zakho noma zabanye abantu.

Okungenzeka okuyisibonelo

U **Umbuzo:** *Inkampani kababa ka-Jo izama ukuba ingxenye yabathumela umsebenzi kwa-Sappi. Njengoba u-Jo esebenzela u-Sappi, ingabe lokhu kungaba inkinga?*

I **Impendulo:** Uma uJo enamandla okwenza izinqumo futhi kunguyena owenza umsebenzi wokuthenga nokwamukela umsebenzi kuzobakhona ukushayisana. Ngisho ngabe u-Jo akanawo amandla okwenza izinqumo, kodwa ubudlelwane bakhe kungabukeka kunokushayisana nemithetho yenkampani. U-Jo kumele abikele umphathi wakhe ngokulandela imigudu efanele yokuveza imininingwane efana nalena. U-Jo kumele aziqhelanise nalapho kwenziwa khona izinqumo ezithinta inkampani kababa wakhe.

U **Umbuzo:** *Umlingani ka-Anna u-Pat ungumsebenzi wasemshinini okunguyena oqapha futhi aqinisekise izinga lomkhiqizo ukuthi lisezingeni elihle. U-Anna usezwa ukuthi u-Pat akasazenzi izivivinyo ezifanele futhi uhambisa amaphepha anemibiko engalona iqiniso. Ingabe u-Anna kufanele amazise umphathi wabo ngaloludaba?*

I **Impendulo:** Yebo. U-Anna kufanele abazise abaphathi ngokushesha. Udumo lwaka Sappi lwakhelwe phezu kwemikhiqizo esezingeni eliphambili.

U **Umbuzo:** *Lapho kuhlala khona u-Zack kujwayekile futhi kulindelekile ukuthi abathumeli bomsebenzi banikeze labo abenza nabo ibhizinisi izipho ezibizayo futhi ezinhle. Ngenxa yalelisiko, u-Zack ukuthola kunzima ukunqaba izipho nokwaziza abathumeli bomsebenzi ukuthi bangazikhiphi izipho.*

I **Impendulo:** u-Zack kumele ababonise kahle labathumeli bomsebenzi ukuthi Ikhodi Yendlela Yokuziphatha yakwa-Sappi ayibavumeli abasebenzi ukuthi bamukele izipho. Umnyango owamukela izimpahla kumele uzame izindlela zokwazisa labathumeli bomsebenzi ngalemigomo ngaphambi kokuqala kwezinkinga, kungakuhle uma lokhu bengakwenzi uma kusaqala ubudlelwane noma ngesikhathi samaholidi lapho kukhishwa khona izipho kakhulu.

U **Umbuzo:** *u-Thabo usenobungani asebakhile nomthumeli womsebenzi futhi sebecabanga ukubambisana kwelinye ibhizinisi eliseceleni elingahlangene nomsebenzi wakwa-Sappi. Ingabe lokhu kungashayisana nendlela yokwenza izinto?*

I **Impendulo:** Yebo, kungenzeka. ukuthi u-Thabo engakwazi ukuhlukanisa umsebenzi wakhe oseceleni nezimali nomngani wakhe ekutheni uphazamise umsebenzi wakhe wakwa-Sappi, kodwa abanye bengabona sengathi u-Thabo uyenzelela kulomngani wakhe. Ngaphambi kokuthi u-Thabo enze okuthile, kumele aveze futhi athole imvume efanele ngokomthetho. Kumele acabangisise futhi ngemithetho ekhona kwa-Sappi yokwenza imisebenzi eseceleni njengoMsebenzi oqashwe ngokuphelele.

Ngingayitholaphi eminye imininingwane?

- Funda imigomo yakwa-Sappi evikela inkohlakalo kanye nobugebengu.
- Fonela inombolo yamahhala (Sappi Hotline) esifundeni sakho uma kukhona okusolayo okuyinkohlakalo.
- Noma Ukhulume nomphathi wakho, umuntu wezomthetho esifundeni sakho okanye Umcwaningi Mabhuku esifundeni sakho.

Ukuhwebelana kwangaphakathi

Ukuhwebelana ngaphakathi kungachazwa njengokuthenga noma ukudayisa amasheya, ukululeka abanye ukuthi bethenge noma bedayise amasheya ngolwazi oluvela ngaphakathi enkampanini okungasilo ulwazi okufanele luphumele emphakathini. Lokhu kuhwebelana kwenzeka ngendlela engalungile ngoba kubeka abatshali-zimali abanganalo lolulwazi endaweni embi, futhi kulimaza imigomo yezimakethe yokwenza izinto zibe sobala.

Imininingwane ibalwa njengesikhona emphakathini uma ikhishiwe ngezindlela ezifanele okubalwa ukukhipha isitatimende kwabezindaba, lapho abatshali-zimali bezothola isikhathi sokubukezela lemininingwane kahle.

Indlela Yokuziphatha elindelekile

- Ungahwebelani ngamasheya akwa-Sappi ngesikhathi kusavaliwe ukuhweba. Ungaceli abanye bakuhwebele.
- Uma ungu-Mqondisi (noma ongumunye wabaholi bamaqembu akwa-Sappi noma ezinye izinkampani esisebenzisana nazo) kumele uqinisekise ukuthi konke ukuhweba okwenzayo ngamasheya akwa-Sappi uyakuveza kwi-Group Company Secretary.
- Ungaphisani ngemininingwane eyimfihlo, njengo lwazi lwezimali olungakakhishwa inkampani, imikhiqizo emisha kanye namasu nezindlela zokwenza umsebenzi ezingakakhishwa emphakathini. Lapha kubalwa nabomndeni nezihlobo.
- Uqaphele ukuthi akubukeki sengathi unikeza abanye izilileko zokutshala imali uma uchaza ngokusebenza kwa-Sappi noma uchaza ngemiphumela yezezimali.

Okungenzeka okuyisibonelo

U

Umbuzo: U-Sam uyakwazi ukuthola imiphumela yezimali ephuma njalo ezikhawini zonyaka, Ingabe engabaxoxela abomndeni wakhe noma abangani bakhe ngemiphumela engaba emihle noma emibi eqeda kutholwa e-Sappi?

I

Impendulo: Akufanele alukhiphe lolulwazi ngaphambi kokuthi lemiphumelo ikhishwe e-Johannesburg Securities Exchange lapho amasheya ase-Sappi abhaliswe khona. Ngaphambi kwalokho, imiphumela isuke isayimfihlo yenkampani. Uma umndeni ka-Sam noma abangani bakhe besebenzisa noma bethenga amasheya akwa-Sappi ngaphambi kokukhishwa kwemiphumela emphakathini, ngenxa yolwazi abaluthole ku-Sam, bazobe sebephule imithetho yokuhweba yangaphakathi.

U

Umbuzo: u-Adam angathanda Ukusiza kwezamabhuku kwenye yezinhlangano ezosiza umphakathini eseduzane naye. U-Adam unolwazi lwezinhlelo lakwa-Sappi ezingathuthukisa inani lamasheya enkampani ngokuhamba kwesikhathi. Ingabe u-Adam angakwazi ukunika lenhlangano amasu awathole ngaphakathi?

I

Impendulo: Cha. Noma u-Adam enezinhloso ezilungile, kodwa akufanele akhiphe lemininingwane yenkampani okungasiyo eyomphakathi. Uma u-Adam ikwenza lokhu, nalenhlangano iwasebenzise lamasu ewathole ku-Adam, lenhlangano kanye no Adam bazobe sebephule imithetho yokuhweba yangaphakathi.

Ngingayitholaphi eminye imininingwane?

- Funda i-Sappi Insider Trading Policy.
- Funda i-Sappi Investor Relations Policy.
- Sicela ufonele lezinombolo ze-Group Company Secretary ku- + 27 (0)11 407 8072 noma uthintane noyiNhloko ye-Group Investor Relations and Sustainability ku- + 27 (0)11 407 8391.

Umthetho wokuncintisana

Ukuncintisana okungenzeleli ngenye yezinto ezibalulekile uma izimakethe zizosebenza ngendlela esezingeni eliphezulu. Lokhu kuletha imivuzo ebalulekile ngoba kugqugquzela amabhizinisi futhi kwenza nokukhula kubelula. Imithetho yokuncintisana- yenzelwe ukuvikela amakhasimende kanye nezinkampani ukuze kusetshenzwe ezimakethe zomnotho ezivulelekile.

Imithelela yokungahambisani nalemithetho yokuncintisana ungabamkhulu ku-Sappi, njengokubekwa amacala abezomthetho, ukukhokha inhlawulo yemali, ukonakala kwesithunzi senkampani kanye nezinye izijeziso ezinganikwa abasebenzi bakwa-Sappi uma bengalandeli lemithetho. Ingakho umthetho wezokuncintisana kuwuwona ongafaka i-Sappi ezinkingeni ezinkulu zomthetho uma kukhona imigudu engalandelwanga.

Indlela yokuziphatha elindelekile

Ungazihlanganisi nabancintisana no-Sappi okanye ababambisene nabo ebhizinisini nenze izivumelwano ngemizamo yokunciphisa enincintisana nabo. Lapha sibala:

- Ukushintsha Amanani (kungaba ukunciphisa noma ukwehlisa amanani emikhiqizo thizeni).
- Inhlanganyela yokuqala ukudayisa impahla ngamanani aphuliwe.
- Ukuhlukanisa izimakethe zemikhiqizo, imingcele noma amakhasimende (Isib. ‘sizosuka emakethe yakho uma nawe ungeke usebenze kweyethu’).

Imihlangano yemboni iyona esibakhona esikhathini samanje ukuze kuvinjwe izinsolo zokuthi abanye bayahlangana ukuze babe nesivumelwano esingahambisani nomthetho wokuncintisana. Kodwa-ke, kumele kunakisiswe konke okwenzekayo kulemihlangano yabadlala indima embonini. Kumele uyibike noma ngabe iyiphi imizamo yokushintsha noma ukushintsha qobo lwayo imithetho yokuncintisana kuMnyango wezoMthetho esifundeni sakho.

Okungenzeka okuyisibonelo

U

Umbuzo: *Umngani ka-Mary u-Ron usebenzela ezinye izimbangi zakwa-Sappi. U-Ron Uyasho ukuthi inkampani yakhe ihlela ukunyusa amanani ayo futhi uveza nokuthi uma u-Mary engenza no-Sappi unyuse amanani emikhiqizo ethile, nayo inkampani ka-Ron izokwenza okufanayo. Ikuphi okumele kwenziwe u-Mary?*

I

Impendulo: U-Mary kumele atshele u-Ron ukuthi lengxoxo ibukeka njengokushintsha amanani okungekho emthethweni futhi akusho ukuthi ngeke asazihlanganisa nalenkulumo. Ukuzama ukushintsha amanani icala elikhulu futhi lingaba nomthelela omkhulu ezinkampanini ezizihlanganisa nakho. U-Mary kumele abikele ngokushesha uMnyango weZomthetho osesifundeni sakhe.

U

Umbuzo: *u-John, usebenzela u-Sappi, Ufikelwa u-Penny, osebenzela izimbangi. U-Penny usebuza u-John ukuthi ingabe u-Sappi uzosifaka yini isicelo samaThenda akhishwe izinkampani ezimbili futhi usetshela u-John ukuthi uma bengafaka isicelo esikhulu kunesizofakwa inkampani ayisebenzelayo yena u-Penny kukhasimende lokuqala ukuze u-Sappi athole inkontileka yethenda, naye uzokwenza okufanayo ekhasimendeni lesibili ukuze itholwe inkampani yakhe u-Penny inkontileka yethenda lesibili. Ikuphi okumele kwenziwe u-John?*

I

Impendulo: U-John kumele atshele u-Penny ukuthi lengxoxo ibukeka njengo kuhlanganyela amathenda, nokuzikhethela amakhasimende futhi lokhu kuwukwephula umthetho, angeke azibandakanye nalesenzo. U-John kumele abikele uMnyango weZomthetho ngalengxoxo.

Ngingayitholaphi eminye imininingwane?

- Funda i-Sappi Competition Law Policy.
- Khuluma naboMnyango weZomthetho esifundeni sakho.

Ezepolitiki, Imali ekhokhwayo ebucayi nezokunikela

Lapho siqhubeke nokwenza ibhizinisi emhlabeni jikelele, U-Sappi usebenzisa noHulumeni kanye namalungu akhona. Indlela esiqhuba ngayo ibhizinisi noHulumeni abahlukene ingaba nomthelela esithunzini nokwaziwa lwethu njengenkampani, nasemsebenzini esiwenzayo emhlabeni wonke kanye nokusebenzisana namalungu kaHulumeni, okuyiwona akhipha amaLayisense okusebenza futhi abasinqumela imigomo esizosebenza ngaphansi kwayo. Kukho konke lokhu kubalulekile ukuthi abasebenzi bathole iziyalo nemigudu efanele futhi bacebiswe ngaphambi kokuxhumana noHulumeni nosopolitiki egameni lakwa-Sappi.

U-Sappi awunazo izinhloso zokushintsha nokuveza izindlela zawo ngokuzibandakanya nezepolitiki noma ezenkolo ezithile, lokhu okubhaliwe ngaphansi kwemigomo yethu yokungacwasi.

Azikho izimali ezizokhishwa esikhwaneni sakwa-Sappi Limited zinikezwe izinhlangano zepolitiki noma abangene ukhetho kunoma iliphi izwe esisebenza kulona.

Umthetho obhaliwe emigomeni yokuziphatha yakwa-Sappi awukuvumeli ukugwazela amalungu kaHulumeni kunoma iliphi izwe, noma ngabe inkampani izolahlekelwa ibhizinisi. Abasebenzi bakwa-Sappi (nalabo abenza umsebenzi ongaphansi kwa-Sappi) abavumelekile ukukhokhela noma ukukhipha impahla yenani elithile abasebenzi kaHulumeni ngenhloso yokuthi basenzele ufefe njengenkampani.

Indlela elindelekile yokuziphatha

- Unganikezi izinhlangano zepolitiki noma amaqembu ezenkolo izinsiza-kusebenza zakwa-Sappi.
- Abasebenzi akumele bazibandakanye nezepolitiki ngesikhathi somsebenzi esikhokhelwe futhi bangasebenzisi izinsiza-kusebenza zenkampani (okubalwa kuzo i-imeyili, izincingo kanye namagumbi emihlangano) ngaphandle kwemvume ephuma kubaphathi.
- Thola imvume ngaphambi kokunikeza amalungu kaHulumeni nabasebenzi khona izipho noma zaluphi uhlobo.

Okuyisibonelo esingenzeka

U **Umbuzo:** *U-Karen usebenza emkhakheni wezokungeniswa nokuhanjiswa kwempahla. Izikhulu esisebenza emingceleni zibuye zisebenzise isikhundla zazo ukuthi zivimbe impahla ingaphumi futhi zikhiphe nezijeziso esingekho emthethweni. U-Karen uyazi ukuthi ukuze angahlangabezisani nalenkinga kumele akhokhe imali kuzona lezikhulu ukuze impahla izodlula khona. Ingabe u-Karen kumele ayikhokhe lemali?*

I **Impendulo:** Cha. Lemali uma eyikhokha uzobe esephula imithetho evimba nenkohlakalo nokugwazela yakhona kulendawo.

U **Umbuzo:** *u-Zara usebenzisa i-imeyili yakwa-Sappi ukuze akhankasele umyeni wakhe ongenele ukhetho lokuphatha ehhovisi lepolitiki lasendaweni. Ingabe lokhu kwamukelekile?*

I **Impendulo:** Cha. Izinto zokusebenza zenkampani akufanele zisetshenziswe uma kwenziwa izinto eziphathelene nezepolitiki.

Okuyisibonelo esingenzeka

U **Umbuzo:** *U-Sipho ungu-Mqondisi weZokumaketha kwa-Sappi, manje uqeda ukuzwa ukuthi kukhona umuntu ongasiza u-Sappi ukuthi uthole ibhizinisi ezweni elithathwa njengelinzima ukuzinza futhi uzenzele igama kulona, ukuthola imvume neLayisense yokusebenza kuHulumeni wakhona. Usipho angaxhumana yini nalomuntu egameni lakwa-Sappi?*

I **Impendulo:** Ngaphambi kokuthi u-Sipho axhumane nalomuntu, kumele u-Sipho enze uphenyo ukuqinisekisa ukuthi lomuntu unodumo nezindlela zokwenza ibhizinisi ezihambisana nemithetho yokusebenza yakulelozwe nasemhlabeni. Kumele angene esivumelwaneni senkontileka ezifanele, ngoba lokhu kungafaka u-Sappi obhishini nabezomthetho uma kungalandelwanga imithetho ngendlela.

U **Umbuzo:** *Inhlangano yesonto iqoqela izisulu imali ezosiza abavelelwe inhlekelele yemvelo lapho kuzosizwa bonke abathintekile noma ngabe baqhamuka kuyiphi inkolo. U-Franco uyazi ukuthi u-Sappi awuzisizi izinhlangano zepolitiki kanye nezenkolo. Ingabe u-Sappi angasiza kulesi simo?*

I **Impendulo:** Yebo. Lapha u-Sappi ungasiza ngemali ngoba lesikhwama sizosiza wonke umuntu othintekile, akubalalwa abenkolo ethile kuphela.

Ngingayitholaphi eminye imininingwane?

- Funda ngokwenza izinkokhelo ezibucayi ku-Anti-Corruption Policy.
- Funda i-Group Stakeholder Engagement Policy.
- Funda i-Group Social Responsibility Policy.
- Khuluma nomnyango weZomthetho esifundeni sakho.
- Xhumana ne-Group Head Corporate Affairs on +27 (0)11 407 8044.

Ukusebenzisa izinsiza-kusebenza zenkampani, abantu, impahla kanye nesikhathi

Yonke impahla yakwa-Sappi, kusukela kuma khompuyutha nemishini, kuya kumsebenzi wengqondo ofana nemibhalo nokunye kubalulekile empumelelweni yethu. Ukungaphathwa kahle kwalezimpahla kungalilimaza ibhizinisi kanye nokwaziwa kwethu. Kumele siziphathe kahle izimpahla zomsebenzi esizisebenzisa zonke izinsuku, sikwamukele nokuthi kungumsebenzi wethu ukuzisebenzisa ngendlela efanele.

Indlela elindelekile yokuziphatha

Sonke kumele:

- Sisebenzise izimpahla zomsebenzi ngendlela efanele, ezifana nezimoto zenkampani kanye namaKhompuyutha, sizisebenzise ngezinhloso zokwenza umsebenzi futhi sithole imvume efanele
- Silandele imigomo efanele, okubalwa kuyo imigomo yezobuchwephese bamakhompuyutha kanye nemigomo yezokuXhumana (abezindaba, nezinhlaka zokuxhumana)
- Sisebenze ngendlela esezingeni eliphezulu lokwenza umsebenzi umsebenzi olindelekile
- Ukuqinisekisa ukuthi sisebenzise isikhathi somsebenzi ngendlela efanele futhi sihloniphe amahhora esiholelwa wona okusebenza
- Ukuqeda umsebenzi kanye nama-phrojekthi ngezindleko nesikhathi esifushane, futhi
- Ukuqhubeka njalo sibheke izindlela ezingcono nezinohlonze zokwenza umsebenzi wethu.

Okungenzeka okuyisibonelo

U **Umbuzo:** *U-Hannes usebenzise ikhompiyutha yenkampani uma ehamba. Iziphi izinto okumele aziqaphelisise?*

I **Impendulo:** Singakalibheki inani lempahla, i-khompuyutha ingaba nemininingwane yenkampani eyimfihlo. U-Hannes kumele njalo ayigcine ivikelekile ikhompiyutha. U-Hannes kumele angayikhiphi ikhompiyutha esikhumulweni sezindiza noma ayishiye obala njengase motweni.

U **Umbuzo:** *Njalo u-Marie uma edinga ukuthola u-Mike ukuze benze umsebenzi wephrojekthi, U-Marie uthola u-Mike ebhema noma ephuza ikhofi okanye esebenzisa intanethi. Kubukeka sengathi lamakhefu u-Mike uwathatha njalo osukwini. Yini engenziwa u-Mary?*

I **Impendulo:** Kumele sisebenzise isikhathi sethu emsebenzini ngendlela efanele sigxile ekwenzeni umsebenzi wakwa-Sappi. U-Mike akayihloniphi imigomo yokusebenza kwa-Sappi, yokusebenzisa isikhathi namahhora omsebenzi ngendlela ethuthukisa inkampani. Uma lamakhefu enzeka njalo futhi enganasidingo, lokhu kungehlisa umdlandla. U-Marie kumele akhulume nomlingani wakhe (uma ekhululekile) noma kubaphathi bakhe okanye abikele omunye osebenza ehhovisi le-HR.

Okungenzeka okuyisibonelo

U **Umbuzo:** *u-Jenny usebenzisa ikhompiyutha yenkampani ukwenza izinto zakhe zasemabhange. Ingabe isenzo ezilungile lesi?*

I **Impendulo:** Yebo. Abasebenzi bangayisebenzisa intanethi uma benza izinto ezibalulekile zabo zangasese, inqobo nje uma zingaphazimisi umsebenzi wabo futhi bengakwenzi njalo.

Ngingayitholaphi eminye imininingwane?

- Funda imigomo ye-IT.
- Funda imigomo yakwa-HR esifundeni sakho mayelana nalakho okungezansi.
- Zijwayeze ukufunda imigomo ehlukene etholakala ku-SappiNet (Okubalwa kuyo imigomo ephathelene nabezindaba, izinkundla zokuxhumana kanye ngokusebenzisa intanethi nemihlahlandlela yezikhangiso).
- Khuluma nomphathi wakho, noma ihhovisi le-HR okanye umnyango weZomthetho.

Izinto zangasese kanye nezimfihlo

Imininingwane ethathwa njengempahla yakwa-Sappi, okubalwa kuyo ama-rekhodi ethu akabili; awomsebenzi wengqondo nawe-zinhlelo zethu, Isibonelo; izimfihlo zokuhweba. Sinesibophezelo njengabasebenzi sokuvikela lemininingwane futhi siyigcine njalo iphephile uma sisebenza ngolwazi olubucayi lwenkampani.

Imininingwane yangasese yomuntu, ingachazwa njengo lwazi olungasetshenziswa ukuthola umuntu, okungaba abasebenzi, osonkontileka, abanqondisi, abanamasheya, amakhasimende kanye nanoma imuphi umuntu uwenza ibhizinisi no-Sappi. Ukuvikela nokusebenzisa imininingwane yangasese ngendlela efanele kutshengisa inhlonipho futhi kukhuthaza ukuthembana.

Ukuthembana kuyinto ebalulekile kubobonke ubudlelwane. Ubudlelwane bethu nabantu abahlukile esisebenzisana nabo kuncike ekwakheni nokugcina ukuthembana. Kwamanye amazwe esisebenza kuwona, kunemithetho engamele indlela ezithola ngayo futhi esisebenzisa ngayo imininigwane yangasese yabantu.

Indlela okulindeleke siziphathe ngayo

- Siyakuhlonipha ukugcina imininingwane yangasese iyimfihlo. Lemininingwane akufanele ikhishwe noma isetshenziswe ngobudedengu noma isetshenziswe umuntu ongenayo imvume.
- Sivikela umsebenzi wakwa-Sappi obhaliwe ukuthi ungebiwa futhi ungasetshenziswa ngendlela engalungile.
- Sisebenzisa imininingwane yabantu, abasithumela umsebenzi kanye namakhasimende uma sizokwenza okuphathelene nomsebenzi nokuhlinzeka abasebenzi imivuzo ethile noma sinika amakhasimende usizo.
- Sinezinhlelo ezivikela imininingwane yangasese yabantu abangabasebenzi kanye namakhasimende, nathi silindele ukuthi bonke abasebenzi noma imuphi umuntu okwaziyo ukuthola lemininingwane ayigcine ivikelekile.
- Siyabazisa abantu ngokuthola nokuhlela imininingwane, futhi sibazise ngamalungelo abanawo ngemininingwane yabo yangasese.
- Silandela yonke imithetho nemigomo ebhaliwe kwinkontileka mayelana nokuveza ukuthi ikuphi okumele ukwenze uma kukhulunywa ngamalungelo empahla yomsebenzi okubalwa kuyo imibhalo yenkampani, izimfihlo zokuhweba neminye imininingwane efanele.

Okungenzeka okuyisibonelo

U **Umbuzo:** *Umngani ka-Ella osebenzela enye inkampani ucela u-Ella ukuthi amnikeze izinombolo zocingo zabantu abenza ibhizinisi. Inkampani kamngani ka-Ella ayincintisani no-Sappi. Ingabe kulungile ukuthi u-Ella amnikeze lemininingwane?*

I **Impendulo:** Imininingwane yebhizinisi ibalwa njengemininingwane yangasese yomuntu ngoba Ungakwazi ukuthola umuntu othile kuyona. Lemininingwane akumele uyinikeze noma ngubani ngaphandle uma uyitholile imvume kumnikazi wayo. Uma u-Ella ekholwa ukuthi ukuhlanganisa ibhizinisi likamngani wakhe nalaba enza nabo ibhizinisi kuzobasiza noma bazokujabulela, kumele u-Ella ababuze labanikazi bezinombolo ezidingwa umngani wakhe ukuthi kulungile yini uma enikeza abanye imininingwane yabo, okanye athathe imininingwane kamngani wakhe ayidlulisele kubona.

Okungenzeka okuyisibonelo

U **Umbuzo:** *U-Nompu uthintwe intatheli icela imininingwane ngemiphumela yezimali esanda kuphuma. U-Nompu uke wezwa ukuthi imiphumela ibe mihle kakhulu, futhi ngokubona kwakhe ukuthi lezindaba zizothuthukisa inani lamasheya akwa-Sappi, ukholwa ukuthi uzobe esiza u-Sappi ngokudlulisa akuzwile kulentatheli. Kufanele yini u-Nompu akhulume nalentatheli?*

I **Impendulo:** Cha. U-Nompu kumele atshele lentatheli ukuthi ayikhulume nomphathi wezokuXhumana esifundeni akusona noma uMnyango Wezindaba zenkampani. U-Nompu akumele akhulume lokhu akuzwile nentatheli. Imininingwane anayo u-Nompu kungenzeka ayilona iqiniso futhi ayiphelele. Ngisho ngabe iliqiniso lemininingwane anayo u-Nompu, kodwa ukuyivezela intatheli kungangaba kuhle ngaleso sikhathi futhi kungalimaza u-Sappi.

U **Umbuzo:** *U-Frederique usexhume i-imeyili yakwa-Sappi, ikhalenda kanye nezinombolo zomsebenzi kumakhalekhukhwini wakhe ukuze abheke imiyalezo yakhe noma engekho emsebenzini. Angakwazi yini u-Frederique ukukhipha i-passcode kumakhalekhukhwini wakhe?*

I **Impendulo:** Cha. Uma eyikhipha i-passcode uzobe efaka encupheni ukuphepha komsebenzi wakwa-Sappi okumakhalekhukhwini wakhe, ongatholakala ku-imeyili yakhe.

U **Umbuzo:** *u-Karl uzwe abanye abasebenzi bakwa-Sappi bekhuluma ngebhizinisi lakwa-Sappi endaweni yokuzivocavoca. Yini okumele ayenze?*

I **Impendulo:** Uma uKarl ekholwa ukuthi lemininingwane abakhuluma ngayo ibucayi futhi iyimfihlo, kumele abacebise ukuthi lento abayikhulumayo iyazwakala. Wonke uMsebenzi kufanele aqinisekise ukuthi imininingwane yenkampani ayiphumeli ngaphandle.

Ngingayitholaphi eminye imininingwane?

- Funda i-Sappi Social Media Policy.
- Khuluma nomnyango wezokuXhumana esifundeni sakho.

Indlela yokuziphatha Ezinkundleni zokuxhumana

Ukuxhumana

Njengoba izinkundla zezokuxhumana sisakhula, imigomo yakwaSappi yezinkundla zokuxhumana izodamane ishintsha izikhashana eziningana ukuze ivikele isithunzi senkampani.

Izinkundla ze intanethi zokuxhumana azehlukile kwezinye izinkundla zokuxhumana, yingakho ukucophelela nesineke siyadingeka uma uzisebenzisa. Into ezehluka ngayo kwezinye izinkundla zokuxhumana ukuthi zishesha kakhulu ukufinyelela kubantu abaninginingi. Umuphumela wephutha noma ukuphawula okungacatshangwanga kahle kungenza umonakalo omkhulu kumuntu noma isithunzi senkampani uma uziqhathanisa nezinye izinkundla zokuxhumana. Kuphinde kubenzima nokususa lokho okusuke kuphawuliwe noma umbhalo noma ukuvikela ukuthi zingasatshalaliswa ngisho noma usuzesulile.

Noma ngabe uxhumana nabanye njengomuntu ongasese, kufanele ucabange imiphumela yakho konke okusho kulezizinkundla ngoba zingaphatha kabi abanye.

Indlela elindelekile yokuziphatha

- Ungazisebenzisi khakhulu izinkundla zokuxhumana nesikhathi somsebenzi, futhi ungasebenzisi imishini efana namaKhompuyutha omsebenzi ngaphandle uma unemvume yokwenza lokho kuthi kumayelana nomsebenzi.
- Uma uthumela okuthile ku-intanethi kumele uqikelele ukuthi awufaki uphawu lakwa-Sappi nemibhalo yenkampani, nemibiko yezimali yenkampani futhi ulandele imigomo efanele.
- Kumele uzivikele ngokuhlakanipha, uphinde uvikele nabanye futhi ungakhohlwa nokuvikela indlela usappiaziwa ngayo nesithunzi sakwa-Sappi.
- Kunzima ukuzifihla ku-intanethi futhi yona ayikhohlwa. Okubhalayo khona kuhlala kukhona ngasosonke isikhathi futhi baningi abakwaziyo ukuthola lowo mbhalo owukhiphile ngenxa yokuthi uhlala isikhathi eside. Kumele Uqaphele kakhulu ngezinto ozifakayo khona ngasosonke isikhathi.

Okungenzeka okuyisibonelo

U **Umbuzo:** *u-Leola ubesebenzisa ikhompuyutha yakhe wase ezithola ebona umbhalo oqukethe imininingwane yakwa-Sappi eyimfihlo ukhishiwe. Yini okumele ayenze?*

I **Impendulo:** Ukuvezwa kwemininingwane eyimfihlo akuvumelekile nhlobo. Kumele akhulume nomphathi wakhe futhi akhulume nomnyango weZokuXhumana (Corporate Affairs).

U **Umbuzo:** *u-Chan uchitha isikhathi esiningi engena ezinhlakeni zokuxhumana ngesikhathi sokusebenza. Ingabe lokhu kuyinto elungile?*

I **Impendulo:** Cha. Ngaphandle uma u-Chan ethole imvume yokuvakashela intanethi angene kulezinhlaka zokuxhumana ukuze enze umsebenzi wakhe, kodwa akulungile ukuchitha isikhathi ku-intanethi usebenzisa amahhora okusebenza enkampani futhi usebenzisa amakhompuyutha akwa-Sappi. Uma efuna ungena kulezinkundla kumele akwenze ngesikhathi sakhe futhi kweyakhe ikhompuyutha.

Ningayitholaphi eminye imininingwane?

- Funda nge-Sappi Social Media Policy.
- Funda nge-Sappi HR Policy.
- Ungakhuluma nehhovisi loMnyango lezokuxhumana noma uMnyango weZomthetho esifundeni sakho.

Silandela imithetho yokuhwebelana kwamazwe omhlaba

Ukuhwebelana okukhululekile futhi okungenzeleli kuvumela izinkampani ukuthi zikwazi ukukhula ezimakethe zomhlaba futhi zihwebelane emihlabeni jikelele, lokho okwenza zifake inzuzo kulaba esibambisene nabo ebhizinisini. Njengenkampani esebenza umhlaba wonke, u-Sappi wenza imikhiqizo esuselwa ezingodweni, okubalwa kuyo iphepha, i-pulp kanye neminye imikhiqizo engeziwe kumakhasimende asemazweni angaphezulu kwayikhulu. Lokhu kuncike ekulandeleni kwethu yonke imithetho nemibandela ephatheleni nokuhweba emingceleni ehlukene yamazwe.

Indlela elindelekile yokuziphatha

Landela futhi uhambisane nemithetho yokuhweba yamazwe esenza khona ibhizinisi, okubalwa kuyo imithetho nemigomo eziphathelene:

- Nokuthenga nokudayisa emazweni angaphandle imikhiqizo ethile, umsebenzi noma ezobucwepheshe
- Ukulandela Umthetho ovimba ukuhwebelana namanye amazwe, izinkampani okanye abantu abathile
- Imvume kaHulumeni, ama-Layisense okanye nezinye izimfuno ezidingekayo ukuze kudayiselwane, noma
- Ukubhalwa kwemikhiqizo.

Ukwazi ukuthi imaphi amazwe nabantu okungafanele wenze ibhizinisi nabo ngenxa yokudingiswa kwabo neminye imithetho evimbile.

Ukuxhumana nezinkampani kanye namanye amabhizinisi avumile ukuhambisana nemithetho yamazwe yezohwebo.

Okungenzeka okuyisibonelo

U **Umbuzo:** *u-Morgan usebenza kumkhakha wokudayisa, usanda kufonelwa inkampani yangaphandle imazisa ukuthi ifuna ukuthenga imikhiqizo yakwa-Sappi. Laba abafuna ukuthenga bazinze ezweni elingakaze lisebenzisane no-Sappi ngaphambilini. Ikuphi okumele akwenze u-Morgan?*

I **Impendulo:** Ngaphambi ngokuthi aqale asebenzisane nalabantu abangaba amakhasemende, u-Morgan kuzomele aqinisekise ukuthi u-Sappi uzobe ungasebenzisani nenhlangano noma izwe elidingisiwe ngokomthetho.

Ngingayitholaphi eminye imininingwane?

Uma unemibuzo noma kukhona ongakuzwa kahle mayelana nemithetho yokuhwebelana yamazwe, xhumana nomuntu osebenzela uMnyango weZomthetho esifundeni sakho.

Yonke imigomo ingatholakala ku Sappi Net http://sappinet.za.sappi.com/policies (kwabasebenza kwaSappi) noma ku webhusayidi yethu http://www.sappi.com/policies.

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