Brambles

Inqubomgomo Yokulwa Nokubalekela Intela

2024

Brambles Limited

1. Isingeniso Nenhloso Yale Nqubomgomo

1.1 Esinye seZimiso Zethu Eziyinhlanganyelo e-Brambles ukuthi njalo senza izinto ngokuvumelana nomthetho, nezimiso futhi ngobuqotho nokuhlonipha umphakathi kanye nemvelo.

1.2 I-Brambles izibophezele ukuqhuba ibhizinisi layo ngokuthobela ngokuphelele yonke imithetho esebenzayo. Lokhu kuzibophezela kubandakanya ukunamathela kulezo zimfuneko zomthetho ezifuna ukuthuthukisa izibopho zenkampani zokunqanda ukubalekelwa kwentela nokugqugquzelwa kwaleso senzo[1].

1.3 Asizibekezeleli nhlobo zonke izinhlobo zokubalekela intela kanye nokugqugquzela ukubalekela intela okwenziwa abasebenzi bethu nozakwethu noma nini uma kuba khona ukubalekela intela.

1.4 Le nqubomgomo:

a) ichaza izibopho zethu, kanye nezibopho zabantu abasisebenzelayo noma abasebenza egameni lethu, ngokuphathelene nokubalekela intela nokugqugquzela leso senzo;

b) inikeza ulwazi nomhlahlandlela kulabo abasisebenzelayo noma abasebenza egameni lethu ngokuthi bangabona nokuthi yini okufanele bayenze uma behlangabezana nokubalekelwa noma ukugqugquzelwa kokubalelekwa kwentela; futhi

c) Kule Nqubomgomo amatemu athi “thina”, “okwethu”, “nathi” kanye no-”Brambles” asho i-Brambles Limited kanye nezinkampani eziseqenjini layo (i-”Brambles”).

1.5 Kufanele uqiniseke ukuthi ufunda, uyaqonda, futhi uthobela le Nqubomgomo.

2. Obani abahlanganiswa yile nqubomgomo?

2.1 Le Nqubomgomo isebenza kubo bonke abantu abasisebenzela noma abasebenza kuyo yonke imikhakha, kubandakanye abaphathi abakhulu, izikhulu, abaqondisi, izisebenzi (ezisebenza unomphela, isikhathi esinqunyiwe, noma ezibambe amatoho), abaxhumanisi, osonkontileka, abaqeqeshwayo, izisebenzi zokweseka, zesikhashana nezisebenzi ze-ejensi, abahlinzeki bezinsiza bangaphandle, amanxusa, abaxhasi, nanoma imuphi umuntu osebenzelana nathi, kungakhathaliseki ukuthi ukuyiphi indawo (bonke kuthiwa “Abasebenzi” kule Nqubomgomo).

3. Inqubomgomo Yethu: ukubalekela intela nokugqugquzela ukubalekela intela kunqatshelwe.

3.1 I-Brambles iqhuba ibhizinisi layo ngokuvumelana nomthetho, izimiso zokuziphatha okufanele nobuqotho. Imikhuba yenkohlakalo ayamukeleki, futhi asikubekezeleli neze ukubalekela intela nokugqugquzela leso senzo. Sizibophezele ukusebenza ngobuchwepheshe, ngendlela efanele kanye nobuqotho nenhlonipho kuyo yonke imisebenzi yethu yebhizinisi nobuhlobo nomaphi lapho sisebenza khona, futhi sisebenzise size sigcizelele izimiso eziphumelelayo zokulwa nokubalekela intela noma ukugqugquzela leso senzo. Sizobambisana nazo zonke izinhlaka zezomthetho nezokuphatha ezweni ngalinye esisebenza kulo.

3.2 Ukuze athobele le Nqubomgomo, alikho ilungu labasebenzi:

- Elingathinteka kunoma iluphi uhlobo lokubalekela intela noma ukugqugquzela ukubalekela intela;
- Elingatholakala linecala lokubalekela intela elenziwa omunye umuntu;
- Elingahluleka ukubika noma isiphi isicelo noma ukufuneka kokubalekela intela noma izinsolo zokubalekela intela ezenziwa omunye umuntu;
- Elingenza noma isiphi isenzo esingaholela ekwephulweni kwale Nqubomgomo;

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[1] Ukugqugquzela ukubalekela intela kwenzeka uma ngamabomu nangokungathembeki umuntu esiza othile ukuba agweme izintela ngendlela yokukhwabanisa.

- Elingasongela noma liziphindiselele kothile owenqabe ukugqugquzela ukubalekelwa kwentela noma oveze ukukhathazeka ngaphansi kwale Nqubomgomo.

3.3 Le Nqubomgomo iyingxenye yeMithetho Yokuziphatha yase-Brambles neZimiso Nezinhloso Ze-Brambles ezichazwe eMithethweni Yokuziphatha, echitshiyelwa futhi ithasiselwe ngezikhathi ezithile.

4. Izibopho Zale Nqubomgomo

4.1 Le Nqubomgomo ishicilelwa njengengxenye yokuzibophezela kwabaphathi base-Brambles ukusebenzisa nokugcizelela izinhlelo ezisebenzayo kulo lonke ibhizinisi layo ukuze kubhekelwe ingcuphe futhi kunqandwe ukubalekelwa kwentela nokugqugquzela leso senzo.

4.2 I-Brambles Group VP Tax inesibopho sosuku nosuku sokwengamela ukusetshenziswa kwale Nqubomgomo, ukunakekela ukusetshenziswa kwayo nokuphumelela kwayo kanye nokubika lezo zindaba eBhodini Lase-Brambles.

4.3 Abaphathi kuyo yonke imikhakha banesibopho sokuqinisekisa ukuthi bona, kanye nabantu ababika kubo, bayayiqonda iNqubomgomo nokuthi labo abasengcupheni yokubhekana noma yokuchayeka ekubalekeleni intela noma ukugquguzelwa kwaleso senzo baqeqeshwa ngokwanele ngale Nqubomgomo ngokuqhubekayo uma kubhekwa njengendingeko.

5. Kuyini ukubalekela intela?

5.1 Ukubalekela intela ukungalivezi ngokukhwabanisa lonke iqiniso lesibopho sentela kwanoma imuphi umuntu (isib., abantu ngabanye, izinkampani, nama-trust). Lokhu kwenzeka uma othile ngamabomu engqubuzane nomthetho ngokufihla isimo sangempela sezindaba zakhe zezimali kuziphathimandla zentela, isibonelo ngokunciphisa umholo wakhe noma ngokweqisa ezindlekweni zakhe. Leli yicala lobugebengu.

5.2 Ukubalekela intela kufanele kuhlukaniswe ekugwemeni intela. Ukugwema intela yilapho umuntu noma inkampani isebenzisa uhlelo lwentela ukuze inciphise izibopho zayo zentela ngendlela esemthethweni, njengokwenza imisebenzi endaweni ethile ukuze isizakale ngezinga lentela eliphansi, izibonelelo zentela noma izinxephezelo. Ukugwema intela akuhlanganisiwe yile Nqubomgomo. I-Brambles ayifuni ukugwema intela isebenzisa amalungiselelo okwenziwa, noma izifunda ezivikela abakhokhi bentela, ezingenayo inhloso yebhizinisi echazwe kuNqubomgomo Yentela yase-Brambles.

6. Yiziphi izintela ezibandakanywayo?

6.1 Le Nqubomgomo ihlanganisa zonke izinhlobo zezintela, ezibandakanya (kodwa ezingagcini nje) ngezintela zemali etholwa yibhizinisi, i-VAT, i-GST nezinye izintela zentengo, izintela zamaholo, izintela zesibonelelo sezenhlalo, izintela zesitembu, izintela zokungenisa izimpahla ezweni noma kuphi lapho lezi zintela zifuneka khona.

7. Izibopho Zakho

7.1 Ukunqanda, ukuthungatha nokubika ukubalekela intela noma ukugqugquzelwa kwako kuwumthwalo wabo bonke abasisebenzelayo noma abangaphansi kwethu. Njengoba kuchazwe ngaphansi kweSigaba 3.2, zonke izisebenzi kudingeka zigweme noma imuphi umsebenzi ongaholela ekwephulweni kwale Nqubomgomo, kungaba yilungu lezisebenzi noma uzakwethu kwezebhizinisi, umphakeli wezinsizakalo, inxusa noma omunye ummeleli we-Brambles.

7.2 Uma wazi (noma unesizathu sokusola) ukuthi othile owenzela i-Brambles izinsizakalo ezithile noma ozenza egameni le-Brambles ube nesandla noma uhlela ukuba nesandla ekubalekeleni intela, lezo zinsolo kufanele zibikelwe umphathi wakho womnyango noma zibikwe ngaphansi kweNqubomgomo yethu ye-Speak Up ngokushesha okukhulu.

7.3 Noma isiphi isisebenzi esiphula le Nqubomgomo singase sibhekane nokuqondiswa kwezigwegwe, okungaholela ekuxoshweni ngendlela yokuziphatha okungafanele. I-Brambles iyaligodla ilungelo lokunqamula ubuhlobo bayo benkontileka nabanye abantu uma bephula le nqubomgomo.

7.4 Ukuhluleka ukubika izinsolo nganoma ubani osebenzela iQembu noma olenzela umsebenzi, "ukuzithela ngabandayo" ngokuziphatha okungafanele noma ukuziziba ngamabomu izimpawu ezibonisa ukuthi umuntu wangaphandle unesandla noma kungenzeka unesandla ekubalekeleni intela konke kubhekwa njengokwephulwa kwale nqubomgomo.

8. Ukuqeqesha Nokuxhumana

8.1 Ukuqeqeshwa ngale nqubomgomo kuyoba yingxenye yohlelo lokwethulwa enkampanini lwanoma imuphi umsebenzi omusha noma usonkontileka ongase abe sesimweni sokugqugquzela ukubalekela intela. Le nqubomgomo izokwenziwa itholakalele bonke abasebenzi abakhona kuwebhusayithi ye-Brambles. Amalungu ezisebenzi angase achayeke kakhulu ekubalekeleni intela noma ukugqugquzelwa kwaleso senzo ngenxa yendima nesikhundla sawo azothola ukuqeqeshwa okufanele kokuthi anganamathela kanjani kule Nqubomgomo.

8.2 Ukungakubekezeleli nhlobo kwe-Brambles ukubalekela intela nokugqugquzelwa kwaleso senzo kufanele kudluliselwe kubo bonke abaphakeli, osonkontileka nabanye ozakwethu bebhizinisi ekuqaleni kobuhlobo be-Brambles bebhizinisi nabo futhi nalapho kufanele khona ngemuva kwalokho.

8.3 Ngaphambi kokungena esivumelwaneni, i-Brambles ingase yenze ucwaningo lwenkampani yangaphandle ethintekayo ukuqiniseka ukuthi ayithinteki ecaleni lokubalekela intela noma ukugqugquzela leso senzo noma ifake i-Brambles engcupheni yokubandakanyeka emisebenzini enjalo.

8.4 I-Brambles izoqinisekisa ukuthi izinkontileka zayo ezivamile noma imigomo nemibandela esetshenziswa nezinkampani zangaphandle iqukethe imigomo edinga ukuthi lezo zinkampani zangaphandle zithobele yonke imithetho esebenzayo.

9. Ukugcina Amarekhodi

9.1 I-Brambles kufanele igcine amarekhodi ezimali anembile naphelele futhi ibe nezindlela zangaphakathi zokulawula ezifanele ezizofakazela isizathu sebhizinisi sokukhokhela izinkampani zangaphandle. Awekho ama-akhawunti okufanele agcinwe "ngaphandle kwencwadi" ukuze kukhuthazwe noma kufihlwe izinkokhelo ezingafanele.

10. Ukubeka Iso Nokubuyekeza

10.1 I-Brambles Group VP Taxes izonakekela ukuphumelela futhi ibuyekeze ukusetshenziswa kwale nqubomgomo njalo , kubhekwa ukufaneleka, ukwanela nokuphumelela kwayo. Noma iziphi izindawo ezidinga ukuthuthukiswa eziveziwe zizokwenziwa ngokushesha okukhulu. Amasistimu okulawula angaphakathi nezinqubo kuzohlolwa njalo ukuze kunikezwe isiqinisekiso sokuthi kuyasebenza ekulweni nengcuphe yokuba kuvele ukubaleleka intela noma ukugqugquzelwa kwaleso senzo.

10.2 Zonke izisebenzi zinesibopho sokuphumelela kwale Nqubomgomo futhi kufanele ziqiniseke ukuthi ziyisebenzisela ukudalula noma yiziphi isinsolo sokubalekelwa kwentela.

Isithasiselo: Izimo Zezingcuphe Ezingaba Khona – "Izizathu Zezinsolo"

Lolu hlu lwezizathu zezinsolo aluhloselwe ukuveza konke, futhi aluhloselwe ukuba yizinkomba eziqinisekile zokubalekela intela noma ukugqugquzelwa kwalelo cala. Lezi zizathu zezinsolo zihloselwe ukusebenza njengezinkomba zezenzo okufanele ziphenyisiswe kabanzi noma zibikwe ngokuvumelana nale Nqubomgomo:

1. Ngesikhathi wenza umsebenzi wakho, uqaphela ukuthi omunye umuntu:
   - wenze noma uhlose ukwenza izitatimende ezingamanga eziphathelene netela;
   - uhlulekile ukudalula umholo noma inzuzo kuziphathimandla zentela ezifanele;
   - ulethe noma uhlose ukuhlinzeka idokhumenti engamanga ephathelene nentela; noma
   - umise noma uhlose ukumisa uhlaka lokuzama ukufihla umholo, izinzuzo noma amafa kuziphathimandla zentela.
2. Ngesikhathi wenza umsebenzi wakho, uqaphela ukuthi omunye umuntu uhluleke ngamabomu ukubhalisela i-VAT/GST (noma intela elingana nayo), noma uhlulekile ukunikeza ubufakazi be-VAT/GST.
3. Enye inkampani icela inkokhelo ewukheshi esikhundleni sokukhokhelwa nge-akhawunti ebhange elaziwayo noma inqaba ukusayina isivumelwano esisemthethweni sekhomishini noma senkokhelo noma inqaba ukuhlinzeka i-invoyisi efanele noma irisidi yenkokhelo eyenziwe.
4. Ngesikhathi usebenza, uqaphela ukuthi isisebenzi sase-Brambles sicela ukuphathwa njengosonkontileka ozisebenzayo, kodwa ngaphandle kokushintsha noma yini emibandeleni yaso yomsebenzi.
5. Enye inkampani icela ukuthi inkokhelo yenziwe ezweni noma endaweni ehlukile kuleyo lelo bhizinisi elikuyo noma elenza kuyo ibhizinisi.
6. Inkampani esiyihlinzeke ngezinsizakalo icela i-invoyisi ukuba ithunyelwe enkampanini ehlukile, inkampani esingazange siyihlinzeke ngezinsizakalo ngokuqondile.
7. Inkampani esiyihlinzeke ngezinsizakalo icela ukuthi kushintshwe ku-invoyisi incazelo yezinsizakalo ezihlinzekiwe ngendlela ebonakala ihloselwe ukufihla uhlobo lwezinsizakalo ezihlinzekiwe.
8. Uthola i-invoyisi evela kwenye inkampani ebonakala ingeyona evamile noma ejwayelekile.
9. Enye inkampani inqaba ukubhala phansi imigomo noma icela ukuthi izinkontileka namanye amadokhumenti afakwe usuku oselwadlula kudala.
10. Uqaphela ukuthi sithunyelelwe i-invoyisi yenkokhelo ebonakala inkulu kakhulu noma incane kakhulu, uma kubhekwa izimpahla/izinsizakalo ezihlinzekiwe.
11. Enye inkampani icela noma ifuna ukusebenzisa inxusa, umlamuli, umsizi, umphakeli, noma umnhlinzeki ongavamile ukusetshnziswa noma ongaziwa yi-Brambles.
12. Noma iziphi izicelo zokulondoloza ubumfihlo bokwenziwe, ngaphandle kobumfihlo obujwayelekile obuhambisana namalungiselelo ebhizinisi.