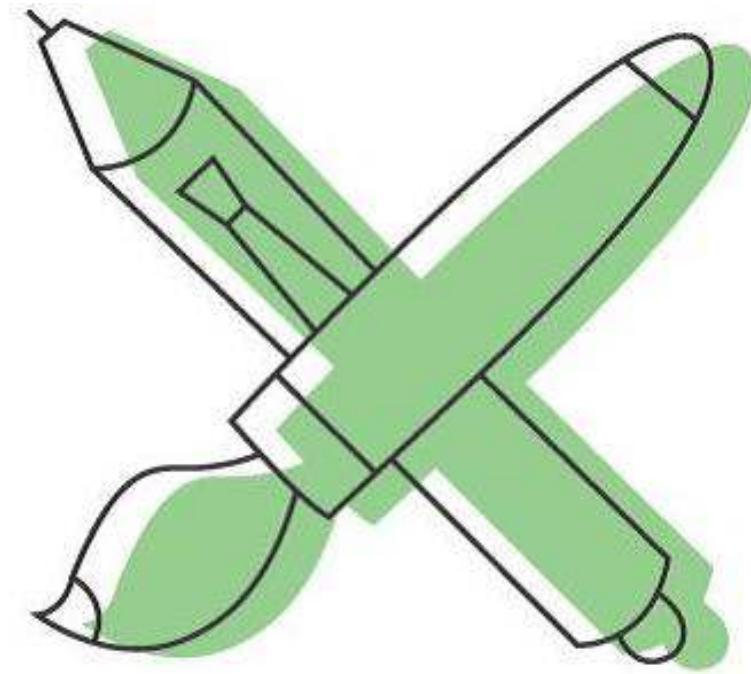


INCWADI YOKUSEBENZA OKUHLE KOBUCIKO OBUBONWAYO ENINGIZIMU AFRIKA



YENZIWE NGOKUGUNYAZWA UMNANGO WEZOBUCIKO NAMASIKO



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I. ISENDLALELO SOMHLELI

Incwadi Yokusebenza Okuhle Yobuciko Obubonwayo eNingizimu Afrika yenziwa ngenxa yesidingo sokushiyelana nokwenza imisebenzi yemboni ezokweseka ubudlelwano obunempilo nobunesimilo kanye namathranzekshini phakathi kwabantu abenza umsebenzi embonini. Iziqondiso ezishicilelwe lapha zivumela abantu abenza umsebenzi ukuthi bahlukanise phakathi kwemikhuba yokwenza eNingizimu Afrika kanye namazinga aneqiniso okufanele bonke ababambe iqhaza baphokophelele ukusebenza kanye nokuhlanganyela ndawonye. Ngalo mqondo incwadi ihlinzeka imigomo bonke abantu abenza umsebenzi abazoyithola iwusizo ekwakheni ubudlelwano obuqotho kanye nemisebenzi, ikakhulukazi izimo zokuxhumana okungenzeka ziholele ekungalinganini kwamandla phakathi kwabantu.

Imigomo ehlinzekwe kule ncwadi ilandela ucwaningo lokubona ukuthi kungasebenza yini olwenziwa yi-Visual Arts Network of South Africa ngonyaka ka-2014 ngesidingo kanye nokungenzeka ukukhiqiza indlela yokusebenza okuhle. Ucwaningo olunesihloko esithi, 'Ukusebenza Okushiyelwanayo' lweseka okwatholakala emibikweni yesikhathi esingaphambili kanye nokuqonda amagebe ekuhlelweni kobudlelwano emhlabeni wobuciko obubonwayo eNingizimu Afrika. 'Ukusebenza Okushiyelwanayo' kwakhombisa ukuthi nakuba umkhakha umncane futhi ungahambi kahle, bonke abasebenza kuwo bafuna ukuphila nokukhula, nokuthi ukuphila komuntu ngamunye ekugcineni kuncike ekukhuleni nasekuphileni komkhakha wezobuciko obubonwayo uwonke. Ucwaningo lwakhombisa ubungako bezinga lokungahambi kahle obukhona emkhakheni, kanye nokungalingani okukhulu okukhona phakathi kwabantu abenza umsebenzi maqondana nokuthola izeluleko eziphusile ukuthi uwasho kanjani amalungelo athize angavimbela okunye ukubekeka engozini ngokwezezimali kanye nangokwezobuciko. Isiphakamiso esibalulekile esavela ocwaningweni kwakuwukwenza umbhalo onikeza imininingwane yemikhuba namazinga maqondana nesimo somsebenzi kanye nobudlelwano, okungenza ukuthi abantu abenza umsebenzi abehlukene ngokubanzi bakwazi ukufinyelela olwazini lwemboni, kuziqondiso nasezinhlakeni noma kusiphi isigaba semisebenzi yabo.

Kule ncwadi, izibonelo okwathathelwa kuzo zamazwe omhlaba ezenziwa yi-NAVA (Ostreliya) kanye ne-CARFAC (Khanada) zacwaningwa futhi zabhekwa. Kulandelwe ukusebenza okuhle kwamazwe omhlaba, kodwa kwabhekwa kakhulu imininingwane kanye nezinhlabo zokusebenza ngaphakathi esimweni saseNingizimu Afrika. Njengakulezi zindlela zokwenza zamazwe omhlaba, imigomo kanye nokwenza okushiwo eNcwadini Yokusebenza Okuhle Yobuciko Obubonwayo eNingizimu Afrika ngokokuzithandela futhi kuhlelwe ngokuthi 'kufanele', esikhundleni sokuthi 'kumele', ngaphandle kwaleyo mikhakha esivele ishaye imithetho (njengentela, ilungelo lokushicilela, ezempilo nokuphepha, ukulingana kwabasebenzi kanye namalungelo omsebenzi). Nakuba iziqondiso ezenziwe ngokomthetho zingeyiso isibopho sangokomthetho, incwadi yokusebenza okuhle iwusizo ekwenzeni isisekelo sokwenza inqubomgomo kanye nomthetho oweseka ukuqhubeka kwesikhathi eside sokwenza umsebenzi kulo mkhakha. Lokhu kusho ukuthi, umkhakha uzoba yisimo esinamandla ukunxenxa uhulumeni kanye nokuba nethonya kunqubomgomo nasekwenzeni umthetho owesekayo, kususelwa encwadini eyenza ukusebenza ngendlela enesimilo esihle kube semthethweni phakathi kwabantu abasemkhakheni.

Okunye kokwesaba esahlangabezana nakho ngesikhathi senza incwadi kwakuwumbuzo wokulawula ukusebenza kwezobuciko. Le ncwadi ayibatsheli osomaciko kanye nabantu abenza umsebenzi ukuthi yini eyakha isihloko somqondo owamukelekile somsebenzi wabo, futhi ayibatsheli abantu abenza umsebenzi ukuthi kufanele bawukhiqize kanjani umsebenzi ngokobuciko noma ngokomqondo. Nakuba le ncwadi iyeseke imikhawulo ethize enkululekweni yobuciko (njengokusatshalaliswa kwenkulumo enenzondo kanye nokubandlulula njengoba kushiwo kuMthethosisekelo waseNingizimu Afrika), inhloso yalo mbhalo wukuhlinzeka ngeziphakamiso ezisho imigomo esezingeni okufanele abenza umsebenzi bangene ngayo ezivumelwaneni omunye nomunye. Kanjalo, le ncwadi yenza umehluko phakathi kokusebenza ngendlela egeqeshiwe, kanye nemikhuba namazinga emboni afanayo ekwenzeni amathranzekshini ebhizinisi aphisile kanye nobudlelwano phakathi kwabantu abenza umsebenzi. Lokhu kube ngumehluko onzima ukuwenza kodwa abahleli balo mbhalo baqhubekile befuna ukuhlinzeka ngesiqondiso sokusebenza

okuhle esenza isiphakamiso somgomo wemboni futhi siphakamise nezindlela zokuziphatha kanye namazinga empumelelo abantu abenza umsebenzi abangakala ngazo izimo zabo kanye nolwazi lapho bengena ebudlelwaneni, ezinhlanganweni kanye nakumalungiselelo emkhakheni. Akusiwona amathuluzi okusebenza ngokuqeqeshekile enzelwe ukuchaza ngokugcwele ukuthi 'wenza kanjani'.

Imigomo okukhulunywa ngayo kule ncwadi iyawubhekela umniningwane wommango wezobuciko obubonwayo waseNingizimu Afrika, kubandakanya isimo sokuthuthukiswa kwengqalasizinda kanye nokusabalalisa izidingongqangi. Umkhakha obalulekile okhathazayo uphathelene nokwenza iziphakamiso ezikhethekile zokuholelwa kosomaciko. Yize ingaphoqelesi - futhi igwema izinhlelo ezithize ngqo kanye namanani - umshini wokubala imali kuhloswe ngawo ukusiza abantu abenza umsebenzi ukuchaza inani lemali lomsebenzi wabo. Kwethenjwa ukuthi njengoba izimali ezilawulwa ngokusemthethweni zemboni yobuciko obubonwayo, nangale kokungahambi kahle kokuxhasa ngezimali, bonke abantu abenza umsebenzi, kungaba osomaciko, abagcini bezindawo ezingamamnyuziyemu, izehlakalo, izindawo noma abahleli, kungenzeka basizakale kusethi yeziphakamiso zemali ezikhona njengereferensi kubo bonke abantu. Kungenziwa ngokunikeza amandla abasebenzi bezobuciko obubonwayo ukuxoxisana ngezimali esethemba ukukhuthaza abaphathi bezehlakalo kanye nezindawo kanye nabahleli ukuthi babeke phezulu ohlwini izimali zabantu abenza umsebenzi lapho behlola imisebenzi yabo yokwenza isabelomali sabo.

Iziqondiso ezikule ncwadi ziphakamisa okubukelwa kukho kokunikeza ulwazi ebudlelwaneni phakathi kwabasebenzi kanye nezehlakalo nezindawo okusebenza ngaphakathi embonini yobuciko obubonwayo yaseNingizimu Afrika. Siyethemba ukuthi le ncwadi izokhuthaza futhi igququzele bonke abantu ukuthi basebenzele imboni eqotho, efinyelelekayo nenikezwe amandla.

II. INCAZELO YAMAGAMA

Ukusebenza Okuhle

Ukusebenza okuhle yisethi yeziqondiso, imigomo kanye nezindlela zokusebenza, ngokusebenzisa ulwazi nocwaningo, kuhlinzeka amazinga aqotho kakhulu nanezimilo kakhulu emboni okufanele kusetshenzwe ngayo.

Inkontilaki/Isivumelwano esibhaliwe

Nanoma yisiphi isivumelwano esibhaliwe okuhloswe ukuthi siqinise ngomthetho. Ngaphansi komthetho waseNingizimu Afrika nanoma yisiphi isivumelwano esibhaliwe noma somlomo (kubandakanya i-imeyili kanye nezinye izivumelwano ezingaqinisekiswa) zingaqiniswa ngomthetho. Iziqondiso zibhekise kakhulu ezinkontilakeni nasezivumelwaneni ezibhaliwe ngenxa yokuthi kulula kakhulu ukufuna kuzo ulwazi, zenziwe ireferensi bese-ke kuphikiswana ngazo.

Isehlakalo

Nanoma yimuphi umcimbi womphakathi nowenhlalo yomphakathi obandakanya ukwenziwa kanye/noma ukubukwa kwemisebenzi yobuciko kanye/noma ukusebenza nabantu abenza umsebenzi, ukubanika inkontilaki noma ukubanika umsebenzi ukuthi bawenze (njengoba bechazwe ngaphansi ko'Muntu owenza umsebenzi'). Lokhu kubandakanya imincintiswano, imibukiso (ukuvula kanye nobude besikhathi), imiboniso yasegalari, amafestivali, kanye nezinsuku ezivulelekile. Imicimbi ithathwa ngokuthi ingeyesikhathi esingaguquki (okungukuthi, iqala futhi iphele ngosuku oluthize) ngisho ngabe yenziwa iphindwe (njengefestivali eyenziwa ngonyaka). Kwezinye izimo, imicimbi ingenziwa ngezindawo (isb. inhlangano eqhuba ifestivali), kodwa kwezinye izimo imicimbi kungenzeka iqhamuke ezikhaleni nje noma yenzeke kanye kuphela futhi ihlelwe ngumuntu oyedwa noma yiqembu labantu lesikhashana.

Izimali

Ukukhokhelwa komuntu owenza umsebenzi noma umcimbi noma indawo ukushintshiselana ngezaluleko noma ngemisebenzi. Imali ngokuvamile ibekwa ngokolwazi lomuntu owenza umsebenzi kanye/noma umsebenzi obandakanyekayo ekwenzeni umsebenzi onikeziwe.

Inkokhelo yokuhlonishwa ngomsebenzi owenziwe (Onoreriyamu)

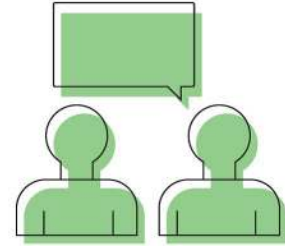
Inkokhelo yesihle kumuntu owenze umsebenzi acelwe ukuthi awenze ngesikhundla sokuqeqeshwa. Inkokhelo yokuhlonishwa ayithathwa njengemali, kodwa ikhokhwa njengokubongwa kokubaluleka komsebenzi wokuhlakanipha komuntu owenza umsebenzi, umsebenzi kanye nesikhathi (isb. usomaciko kungenzeka akhokhelwe inkokhelo yokumhlonipha ngokulinganisa izivakashi ethimbeni lomphakathi, kunemali ebingakhokhwa ngenxa yomsebenzi wobuciko onikezwe umuntu ukuthi awenze).

Umntu owenza umsebenzi

Abantu abazihlanganisa nomkhakha noma nomhlaba wobuciko obubonwayo. Lokhu kubandakanya osomaciko bobuciko obubonwayo, abagcini bezindawo ezingamamnyuziyemu, abaphathi bamaphrojekthi, abaphathi nabagqugquzeli, ababhali kanye nabavezi bemibono ngobuciko obubonwayo, ama-ejenti ezobuciko, abathengisi endalini, abanikazi bamagalari kanye nabaphathi.

Indawo

Nanoma iyiphi inhlangano, inkampani, ibhizinisi, isitudiyo, isikhungo somphakathi, okungenzeka ukuthi sibhaliswe noma asibhalisiwe ngokusemthethweni, esinikeza umsebenzi noma esikhiqiza nanoma iyiphi iphrojekthi yobuciko ebandakanya abasebenzi bomsebenzi (njengoba bechaziwe ngaphansi ko'Muntu owenza umsebenzi'). Igama indawo ayisho indawo eyisakhiwo kunalokho umthethosisekelo wenye inhlangano yesikhathi eside ekhiqiza amaphrojekthi, imibukiso, imihlangano yokufundisana noma esinye isenzo sokuthokozisa (kunesimo sesikhathi esingaguquki sefestivali).



1. ISINGENISO

Ezobuciko obubonwayo wumkhakha oqhutshwa wubudlelwano. Osomaciko, abagcini bezindawo zobuciko, abanikazi bamagalari, abantu abafakelayo, abaphathi bemisebenzi kanye nabanye abantu abenza umsebenzi abanengi bonke banamakhono ahlukene afaka isandla ukwenza umkhakha wezobuciko obubonwayo bube yindawo evuselelekile. Kuzo zonke izimo, la makhono adinga amakhono abanye abantu ukuze asebenze - sinobudlelwano nabanye abantu. Abanikazi bamagalari badinga osomaciko abadinga izindawo zobuciko ezizimele abadinga amamnyuziyemu adinga abaphathi bemisebenzi abadinga abafakelayo abadinga osomaciko kanye nangendlela efanayo. Bonke laba bantu abahlukene ngokuhlanganyela batshale imali ekukhuleni, ekuqiniseni nasekuthuthukiseni ubuciko obubonwayo ngoba bonke badinga ukuthi buqhubeke futhi bukhule kahle.

Inhloso yale ncwadi wukuqhuba ubudlelwano obuqinile, obunempilo nobuqotho ngaphakathi kobuciko obubonwayo, ukuze kwesekwe ukukhula nokuthuthuka kwabo. Incwadi ibhalelwe ukukhuthaza kanye nokuqhuba ubudlelwano obuqotho kanye nomsebenzi okubhekwana nawo ngokuhlanganyela kokuthi sisebenza kanjani ndawonye. Inhloso bekuwukhava imikhakha eminingi yobuciko obubonwayo njengoba kungenzeka ngezindlela eziningi ezisebenza ngokubanzi kangangoba kungenzeka.

Ozokuthola kule ncwadi yimigomo yokusebenza okuhle bonke abantu abenza umsebenzi ebucikweni obubonwayo bengabheka kuyo ulwazi, baxoxe futhi banqume ukuthi ingabe futhi kufanele lusetshenziswe kanjani ezimweni ezithize. Kwezinye izimo - ezifana nelungelo lokushicilela kanye nokukhuluma ngokukhululeka - umthetho uyasho ukuthi yini okufanele yenzeke. Kodwa-ke, emikhakheni eminingi kakhulu, ulwazi oluqukethwe lukhombisa ukuthi yini okufanele yenziwe, nokuthi yini ephakanyiswa ngokunamandla. Ezimweni nasebudlelwaneni obungashiwo wumthetho, bonke abantu abenza umsebenzi banelungelo lokunquma ukuthi bakhetha ukulusebenzisa kanjani ulwazi oluqukethwe yincwadi. Incwadi kuhloswe ngayo ukuthi yenze abantu abenza umsebenzi ukuthi basazi isimo esihle esingenzeka (noma ukulinganisa), nokuzinqumela ngokwabo ukuthi bakhetha kuphi, babonisana kanjani ngazo, kanye nemigomo okungenzeka isebenziseke. Le ncwadi kufanele inike bonke abantu abenza umsebenzi amandla ebucikweni obubonwayo ukuthi benze izinqumo ezinolwazi. Kwezinye izimo, incwadi ifaka ulwazi ngemiphumela elindelekile (okungukuthi lapho ukusebenza okuhle akusiyona injwayelo, futhi abantu abenza umsebenzi kudingeka benze izinqumo ezinolwazi ngokuthi ingabe bafisa ukulandela injwayelo, ukusebenza okuhle noma uhlobo lwesivumelwano phakathi kwabo sokwehlela ngezansi).

Incwadi ihlukaniswe izigaba eziyisikhombisa iqala ngeSingeniso kanye nesitatimende sesimo kanye neqiniso incwadi esebenza kulo. Izigaba ezimbili ezilandelayo zikhava okukhulu kokusebenza kobuciko obubonwayo. Isigaba 3 sibhekana nokusebenza okungeyikho okokuhweba - okuwumsebenzi ongaqhutshwa yinzuzo yezohwebo kodwa kunalokho siqhutshwa yizinhloso zokuhlakanipha, zokusungula noma zomqondo. Lokhu kubandakanya izindawo ezifana namagalari kanye namamnyuziyemu aphethwe nguhulumeni, izinhlangano ezingenzi inzuzo, ezinye izinhlangano ezihlanganyele, kanye nephrojekthi engathengisi noma engenzi inzuzo kanye nezindawo zamagalari. Kubandakanya izehlakalo ezifana namafestivali angenzi inzuzo, amaphrojekthi aqhamukayo nje, imihlangano yokufundisana kanye nemibukiso. Isigaba 3 sihlinzeka ngeziqondiso zokuthi abantu abenza umsebenzi, imicimbi kanye nezindawo kufanele basebenze kanjani ngaphakathi kohlaka lwezinjongo zabo ezihlosiwe - ikakhulukazi lezi zehlakalo kanye nezindawo kuhloswe ukuthuthukisa ngakho ezobuciko (kunenzalo), nokuthi izehlakalo eziningi ezinjalo kanye nezindawo kucindezelwe izabelomali eziqinile kanye namandla abasebenzi anwetshiwe. Ngaphakathi kwalolu hlaka, iziqondiso zibhekene nezinto ezifana

nomshuwalense, ubudlelwano bomphakathi, izinto zokuthutha, nokunye nokunye, futhi ziphakamisa ukuthi iyiphi inhlangano (isehlakalo, indawo noma umuntu owenza umsebenzi) okufanele ibhekane nomsebenzi wayiphi ingxenye yobudlelwano. Isigaba 4 sibeka imigomo eqondene ngqo nokuthengiswa kwemisebenzi yobuciko, futhi sisebenza kakhulu kumagalari, emibukisweni emikhulu, kwezokuthokozisa nasezindaweni lapho osomaciko bezithengisela khona imisebenzi yabo ngokwabo. Izingxenye eziningi ebudlelwaneni okubhekenwe nabo kuSigaba 4 – ezifana nezithuthi kanye nomshuwalense – zihambisana nalezo eziseSigabeni 3. Ngakho-ke, kuSigaba 4, sibhekana nokusebenza okuhle okuphathelene nesimo sezohwebo sobudlelwano, futhi ikakhulu nemigomo yokumelelwa okuphelele kwegalari, esebenza kakhulu ngokwehlukile ukuhlala isikhathi esifushane kanye nobudlelwano besikhashana kwezobuciko.

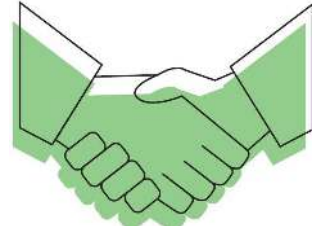
Isigaba 5 sibhekene nomsebenzi wosomaciko kanye nabantu abenza umsebenzi ezindaweni eziqeqeshekile kubandakanya imicimbi kanye nezinye izindawo ezisebucikweni obubonwayo, ekwenzeni izenzo zokuthokozisa kanye nomboniso. Umshini wokubala imali onemininingwane uhlinzekelwe ukuqondisa izinhlangano zezokuhweba ezifana namagalari kanye nezinhlangano ezingenzi inzuzo kanye nezinkampani ezisekusebenzeni okuhle kwezezimali okusebenza ezindabeni zokukhokha izimali, ukubuyiselwa izimali, kanye nokuhambisana nentela, phakathi kokunye.

Isigaba 6 sihlizeka ngeziqondiso zokumaketha, ukusakaza, ubudlelwano bomphakathi, kanye nabezindaba abasebenza ngokukhethekile kwezobuciko obubonwayo. Lesi sigaba sibhekene nokuxhumana ngendlela efanele nomphakathi wobuciko kanye nowemisebenzi yobuciko, nokuthi ukuxhumana okunjalo kungahluka kanjani kuncike esehlakalweni noma endaweni. Isigaba 7 sinikeza imininingwane yezindaba ezibalulekile zamalungelo osomaciko, kubandakanya ukusebenza okuhle kwaMalungelo Empahla Ebhaliwe kanye noKukhuluma Ngokukhululeka. Lesi sigaba silawulwa wumthetho kakhulu - futhi kufike isikhathi sokuthi sigudluke ohlakeni lokushaya umthetho njengoba imithetho emisha yelungelo lokushicilela yethulwa ePhalamende ngesikhathi sokubhala le ncwadi. Okubalulekile, okuningi kulesi sigaba kuyisethulo futhi kungenzeka ezimweni ezithize sidinge ukwelulekwa ngokomthetho okwengeziwe maqondana nemininingwane eyindida kakhulu yamalungelo osomaciko.

Izindawo ezibhekene nomthetho zibhekwe futhi zagunyazwa ongcweti bezomthetho abakwenze lokhu ngesihle ngezindleko zabo. Umbhalo udlule ekubonisaneni ngokubanzi, emkhakheni wezobuciko obubonwayo wonke, nangokumema abantu ngabanye abanolwazi longcweti nolubanzi lwemikhakha ethize. Ulwazi oluqokethwe yile ncwadi lonzulu futhi lusha kangangoba bekungafezeka ngesikhathi sokuyophrinta - ngo-Agasti ka-2016. Kodwa-ke, ngaphandle kokusho, izingxenye zalo mbhalo ekugcineni ziyophelelwa yisikhathi, noma zidinge ukubukezwa, futhi kubalulekile ukuthi abantu ngabanye babheke ulwazi oluqokethwe lwemininingwane eqondene nesimo, ukushintsha komthetho kanye nezinye izinto okungenzeka zishintshe ngokuhamba kwesikhathi.

Izigaba eziningi zale ncwadi ziyagibelana futhi kudluliselwa kuzo zonke izingxenye. Ukugcina le ncwadi imfishane futhi iyatholakala, sikhethe ukungaluphindi ulwazi kuzo zonke izimo. Inkomba emuva kwencwadi isebenza ukuhlinzeka ukwaziswa okunemininingwane egcwele emisebenzini ebhekiwe ehlukeni.

Le ncwadi iyatholakala ukuthi kubhekwe kuyo lapho amaphrojekthi, izinhlelo kanye nobudlelwano buvele nanoma nini. Iyatholakala futhi kubantu abenza umsebenzi ababandakanyekayo emicimbini nasezindaweni abavele sebesohlelweni abangafuna ukuhlela, ukulungisa umumo kanye nokushintsha imisebenzi yabo bayenze ibe ngcono. Ithemba lethu wukuthi le ncwadi isebenza njengendawo yokuxoxa nokubandakanyeka ukuthi, njengoba izinhlangano ezahlukeni, izinkampani, izinhlangano ezihlanganyelwe kanye nabantu abangabodwana, siwukhetha kanjani umsebenzi, kanye nangamaqhaza esizicabangela wona ngokwethu emkhakheni wezobuciko obubonwayo ngokubanzi.



2. IQINISO OKUSEBENZA KULO IMIGOMO YOKUSEBENZA OKUHLE: USIZO OLUHLANGANYELWE, INZUZO KANYE NEZINDLEKO

Indawo esisukela kuyo kulo mbhalo bekuwumqondo woSizo Oluhlanganyelwe. Inhloso yale ncwadi wukuhlinzeka ukucacisa ngamazinga aqeqeshelwe kwezobuciko obubonwayo ukuze inike wonke umuntu ulwazi kanye namathuluzi okusebenzisana ngokuhlanganyela okungcono emkhakheni.

2.1. Inhloso Yenzuzo Ehlanganyelwe

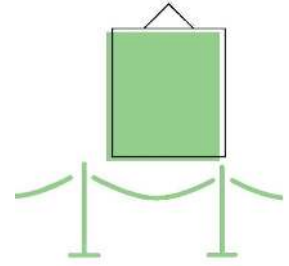
Ukuhlukahlukana okukhulu kwezehlakalo nezindawo, nokuthi zitholakala kanjani, unikezwa imithombo, bese lwethulwa, kuphazamise indlela abenza umsebenzi kanye nemicimbi enjalo noma izindawo okuxhumana ngayo ngokobuciko nangokwezimali. Inhloso yakho kokubili isehlakalo kanye/noma indawo, kanye nomuntu owenza umsebenzi, kufanele kube ngokusizakala okuhlanganyelwe. Akukho okungasebenza ngaphandle kokunye, futhi kokubili kuzozuza ebudlelwaneni.

2.2 Iqiniso Lezindleko Ezihlanganyelwe

Zonke izingxenye zomkhakha (izindawo, izehlakalo, abantu abenza umsebenzi kanye nokunye) kufaka isikhathi, amandla kanye nemali ukuletha umcimbi, umbukiso noma umsebenzi wobuciko emphakathini. Umbambiqhaza ngamunye udlala indima ehlukele, kusukela ekukhiqizweni komsebenzi, ekuphathweni komsebenzi wezehlakalo nezindawo, emqondweni nasezinhlakeni zokubheka izindawo lapho umsebenzi wokusungula uxoxwa khona futhi kukhulunywe ngawo. Lo msebenzi awenzi ngokuhlukana, kanti isikhathi, amandla kanye nezidingongqangi ezitshaliwe zinomthelela ohlanganyelwe kubo bonke abantu.

2.3. Kuhloswe ikusasa elisimeme

Nakuba kuvunywa amaqiniso ezezimali enza umkhawulo anjengamanje emkhakheni wezobuciko waseNingizimu Afrika, lo mbhalo usho ukuthi yini imboni okufanele ikuphokophele. Iziqondiso kuhloswe ngazo ukuqhubela phambili umsebenzi omuhle ukuze kutholakale ubuhle obuhlanganyelwe obuphezulu bungatholakala futhi umkhakha ungasimamiswa. Umbhalo wokusebenza okuhle ofana nalo kufanele wenze amazinga kazwelonke. Njengoba kubalulekile, ingaba yithuluzi lokuwuthuthukisa nelokuwulawula. Lapho izehlakalo, izindawo kanye nabenza umsebenzi bengakwazi ukuhlangabezana namazinga okusebenza okuhle, kwethenjwa ukuthi lo mbhalo uzosetshenziswa njengesikhuthazi sengxoxo kanye nokukhula nokuthi, okuphansi singenza izingxoxo ezinolwazi ngokuthi sifuna ukusebenza kanjani emsebenzini wethu esabelana ngawo.



3. IZINDAWO KANYE NEZEHLAKALO OKUNGEYIKHO OKOHWEBO

Izindawo kanye nezehlakalo okungeyikho okohwebo yimibukiso, amafestivali kanye nezikhungo ezingenayo inzuzo yezohwebo njengenjongo ebalulekile. Okunye kulokhu kungaba nokubaluleka kokwenza imali njengengxenywe yohlelo lwazo, futhi kungenzeka kube nabalingani bezohwebo kanye nobudlelwano, njengoba isimo sezobuciko obubonwayo siwukuthi le migqa kungenzeka ingacaci kahle. Kodwa-ke, inhloso yalesi sigaba wukunikeza abenzi bomsebenzi nabalingisi iziqondiso ngomsebenzi oqeqeshelwe owenziwa ngaphansi kwezimo ezingaqhutshwa yinzuzo.

Lesi sigaba sibhekela inzuzo yomphakathi etholakala ezindaweni nasezehlakalweni ezinjalo, sibhekela izingcindezi zesabelomali ezingaba, futhi nalokhu emqondweni, nokwakha ukusebenza okuhle kubo bonke ubudlelwano obuqeqeshelwe obungenzeka bokusebenza okungabhekwana nabo. Okubalulekile kulesi sigaba, izindawo ezibalulekile zigqanyisiwe lapho ukusebenza okuhle, kulesi sigaba, kungesiwona umkhuba noma okujwayelekile, kodwa sifakiwe ukuze kukhuthazwe futhi kunikezwe amandla kubo bonke ababambiqhaza ukuthi basebenzele ukuphokophela ekusebenzeni okuhle okwamukelekile emazweni omhlaba.

3.1. IZINHLOBO ZEZINDAWO KANYE NEZEHLAKALO OKUNGEYIKHO OKOHWEBO

Izindawo kanye nezehlakalo okungeyikho okohwebo akunazo izinjongo zokwenza inzuzo. Yize lezi zindawo kanye nezehlakalo kungenzeka ukuthi kubandakanyeke emisebenzini yezohwebo ngezikhathi ezahlukene, babona izizathu zayo zokuphila ngezinjongo ezibanzi ngaphandle kwenzuzo yezohwebo. Lezi zindawo zivamise ukubhaliswa njengezinkampani noma izinhlangotho ezingenzi inzuzo (NOC noma NPO), kodwa zingabandakanya izehlakalo efanayo nemibukiso ehleliwe, amafestivali, imisebenzi yokuzithokozisa kanye nemiboniso exhaswe ngezimali emphakathini futhi kuqhutshwa yizinhloso ezingaphandle kwezohwebo.

3.2. IZIPHAKAMISO ZOKUSEBENZA OKUHLE KWEMIBONISO EHLELIWE KANYE NEZEHLAKALO/NAMAFESTIVALI

3.2.1. INQUBOMGOMO

Ukuqondisa abantu abenza umsebenzi, abasebenzi kanye namabhodi abaqondisi, izindawo noma izehlakalo okuxhaswe yimiphakathi ngezimali kufanele kube nemibhalo etholakalayo emphakathini ehlinzeka ulwazi olungenaphutha nolusobala ngezinqubomgomo zabo maqondana nemibukiso kanye nemicimbi ehambisana nayo, ukukhokhwa kwezimali kanye nanoma yimaphi amalungiselelo okwabelana ngezindleko. Lezi zinqubomgomo kufanele zibe khona ukuthi zibhekwe ngabasebenzisi/abasebenzi abavamile futhi kufanele zifakwe ulwazi olusha ngokuvamile.

3.2.2. IZINKONTILAKI NOMA IZIVUMELWANO EZIBHALIWE

Okufanele Ukwazi Nokufanele Ukulindele

Izinkontilaki azikhona ukusebenza okujwayelekile kwezobuciko obubonwayo eNingizimu Afrika, ikakhulukazi kumagalari. Nakuba ziwukwenza okuhle okujwayelekile ezimbonini eziningi, futhi kunconywa ngokuqinile kule ncwadi, abantu abenza umsebenzi kufanele bazi ukuthi lokhu kusebenza okuhle kusafanele ukuthi kuqalise ukusebenza ngokubanzi.

Inkontilaki yombukiso ebhaliwe noma isivumelwano phakathi kwendawo noma kwesehlakalo kanye nomuntu owenza umsebenzi kufanele isetshenziswe.

Lapho kungekho nkontilaki khona, umuntu ngamunye angarekhoda imigomo okuvunyelwene ngayo ngokubhala bese enika omunye umuntu ikhophi esayiniwe. Ngokwamukela imigomo ebhalwe yesivumelwano, bobabili abantu kungathathwa ngokuthi bayavuma ukuthi kuboniswa ngemigomo futhi yavunywa yibo bobabili abantu.

Izichibiyelo kunanoma iyiphi inkontilaki noma isivumelwano kufanele kwenziwe ngokubhala kuphela ngesivumelwano sabantu bobabili.

Zonke izinkontilaki kanye nezivumelwano:

- Kufanele zicacise okulindelekile okuhlanganyelwe, kubandakanya amaqhaza kanye nezibopho zomuntu ngamunye.
- Kufanele zikhombe izinsuku, indawo kanye nathayithili yomcimbi, kanjalo nokuphelelwa yisikhathi kwesivumelwano.
- Kufanele ifake uhlu oluphelele nolunemininingwane yemisebenzi yobuciko, kubandakanya nanoma yikuphi ukusetshenziswa kwamagama okuthandwayo kwelungelo lokushicilela nesikhundla kanjalo nezinqubo ezisayinelwe nganoma yimuphi umbhalo owenziwe njengengxenywe yombukiso.
- Kufanele icacise inani lemali kanye nosuku lokukhokhwa kwe(zi)mali okungalindeleka ngalo.
- Kufanele ifake imikhawulo yesikhathi sokwenziwa komsebenzi wobuciko kanye nezinye izinto zokusebenza ezesekayo (imifanekiso, izitatimende, i-CV noma umbhalo ngomuntu).
- Kufanele kubhekwe ngokucacile ezimemezelweni zabezindaba, kuzibopho zomuntu ngamunye ebudlelaneni babezindaba (bheka Izindaba Zezobuciko, Isigaba 6).
- Kufanele kukhonjwe izikweletu zezindleko kanye nezipensisi.
- Kufanele kubhekwane naMalungelo Omsebenzi Obhaliwe (Intellectual Property Rights - IPR)
- Kufanele kufakwe Isigatshana Sesinqumo Sempikiswano (DRC) esihambisana nokuxoxisana, ukubuyisana noma imigomo yokulamula kanye nezinhlelo ezihlinzekwe ngokwemithetho yaseNingizimu Afrika.

Ezimweni zezinkampani ezihlanganyelwe, izivumelwano kufanele kungenwe kuzo nenhlangano ehlanganyelwe yonke futhi kufanele kushiwo ukuthi ukuxoxisana nezinhlangano ezihlanganyelwe kuzosebenza kanjani (isb. izibopho zokuxhumana, ukwenza isinqumo, ukusakaza, izimali, nokunye nokunye).

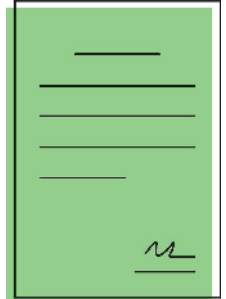
Izehlakalo/izindawo kufanele kwazi ngezinkontilaki zabantu kanye nokusebenza okuhle ngaphakathi kulokhu. Esimweni sendawo eyenza umcimbi ehlelwe ngomunye umuntu, izibopho ezahlukene kanye nemisebenzi okubhekenwe nayo yendawo ngayinye noma yesehlakalo kufanele kukhonjwe ngokusebenzisa inkontilaki noma isivumelwano phakathi kwalaba bantu. Imisebenzi ebhekene nokusakaza, ukwenza ikhathalogi, izimemo, izimali, umshuwalense, impahla, umsebenzi wokunakekelwa, nokunye, kufanele kukhulunywe ngakho ngokubhala kubo bonke ababambiqhaza kanye nabantu abathintekayo.

Izehlo/izindawo kufanele kukhave zonke izindleko zombukiso, kubandakanya izindleko zokukhuthaza, imibono yokuvula nokunye, ukuthuthwa komsebenzi, kanye nokufakelwa kombukiso. Kufanele kuxoxiswane ngokuthi kufikwe kanjani kulezi zindleko.

Nanoma yiziphi izindleko zomuntu owenza umsebenzi kufanele kuxoxiswane ngazo ngumuntu owenza umsebenzi kanye nomcimbi/indawo ngokuhambela phambili, futhi kurekhodwe njengengxenywe yenkontileka noma yesivumelwano esibhaliwe. Uma kuvuka impikiswano njengomphumela wokwephula isivumelwano kunanoma yimiphi imigomo yenkontilaki, umkhuba wukuthi abantu bayavuma ukuxazulula udaba ngokuxoxisana omunye nomunye.

Uma ukuxoxisana kuhluleka, injwayelo wukuthi abantu bazozama ukubonisana. Uma ukubonisana kuhluleka, impikiswano izonqunywa ngokulamula. Izinqubo zenkantolo zichitha isikhathi, zihamba kancane futhi ziyabiza. Kungcono ukuzama ukuxazulula izinkinga ngokuxoxisana, ukubonisana nokulamula.

Sicela ubheke ku-**artright.co.za** ukuthola olunye ulwazi maqondana nokuxoxisana kanye nokulamula.



3.2.3 UKUKHOKHWA KWEZIMALI KANYE NEZINKOKHELO ZOKUHLONISHWA

Okufanele Ukwazi Nokufanele Ukulindele

Izimali kanye nezimali ezikhokhelwa ukuhlonipha umuntu ngomsebenzi okhonjisiwe emibukisweni yokungathengisi, uma umsebenzi ungesiyona ingxenye yokuqoqwe yizindawo, zijwayelekile ekusebenzeni kwamazwe omhlaba. Kodwa-ke, eNingizimu Afrika, lokhu kwenza akukamukeleki ngokubanzi. Lokhu kancane kubangwa izabelomali zezindawo ezinomkhawulo ezifana namamnyuziyemu kahulumeni kanye namagalari, kodwa-ke izindawo ezingenzi inzuzo ezinezabelomali ezincane zizama okusemandleni ukuhlinzekela izimali noma izimali zokuhlonipha.

Abenzi bemisebenzi kufanele bakhokhe imali yokusebenzisa umsebenzi wobuciko emibukisweni yomphakathi ebhekiwe nengathengisi futhi izimali kufanele zibe phambili ohlwini ekuqoqweni kwezimali nakuzabelomali.

Izimali ezikhokhwayo zinqunywa maqondana nesabelomali sonke kanti ezimweni zezabelomali ezincane, izimali zokuhlonipha ezincane kufanele zikhokhwe.

Esimweni sezinhlangano ezihlanganyele, nalapho okuvuma khona isabelomali, izimali jikelele kufanele zibe phezulu enhlanganweni ehlanganyelwe kunakubasebenzi abasebenza ngabodwa.

Ngokohlelo olwengeziwe, isehlo noma indawo kungenzeka kukhokhe izimali noma izimali zokuhlonipha ngemisebenzi ehambisana nakho efana nemihlangano yokufundisana, ukuskrina kanye nezindleko zokuhamba amabanga amade.

Ngezinye izinhlobo zemibukiso (ephathelene nemincintiswano kanye nomsebenzi wobuciko wezitshudeni kanye nokufakelwa), izindawo ezixhaswe ngezimali zomphakathi kufanele zenze izinqubomgomo ezisho ngokucacile izimo ngaphansi kwazo izimali zizokhokhwa kuzo noma zingeke zikhokhwe, izinga lokukhokha lizoshiwo kanjani, futhi ubani obhekene nomsebenzi wokukhokha uma omunye umuntu ebandakanyeka esigamekweni. Emicimbini efana nemibukiso yabafundi endaweni yokufunda noma ezikhungweni zobuciko zomphakathi, kangingi izimali azisebenzi.

Abenzi bomsebenzi banelungelo lokubeka imibandela yokukhiqiza imifanekiso yomsebenzi wabo wobuciko, kubandakanya ukukhokhela izimali zelayisense, ngaphandle 'kokusebenza ngobulungiswa' kanye nokunye ukuxolelwa ngaphansi koMthetho Welungelo Lokushicilela. Kodwa-ke, abantu abenza umsebenzi kufanele baxoxe futhi bavumelane ngokubhala ukuyeka izimali uma kungadingeka ukusetshenziswa komsebenzi wabo wobuciko kungadingeka khona ukusakaza umcimbi.

Uma indawo (igalari noma enye indawo) inikeza umsebenzi umsebenzi wokwenza umsebenzi wobuciko noma imisebenzi yombukiso, umsebenzi kungenzeka abe nelungelo lokuthola inkokhelo ngomsebenzi wakhe, izindleko zezinto azisebenzisile kanye nezinye izindleko (kungabizwa ngokuthi Imali Kasomaciko, Imali Yombhali, Imali Yomsebenzi, Imali Yombukiso noma Imali Yokunikezwa umsebenzi njengokuhlukile eMalini Yemalimboleko, bona Umshini Wokubala Imali, Isigaba 5.2.1). Kulesi simo, isikhathi noma ukubekwa kwenkokhelo kufanele kufakwe kunkontileka noma esivumelwaneni. Esimweni sokufakelwa, imali yedizayini eseceleni ingakhokhwa kumsebenzi uma ukufakela kuncike kuye ngesibonelo esinemininingwane kanye namadizayini.

Abasebenzi kufanele bakhokhelwe imali yomnikazi womsebenzi ngokuwuhlanganisa umbono, ukuphatha kanye nokuxhumanisa umbukiso, ngaphandle uma ethola ikhomishini ngokuthengisa. Izindleko ezengeziwe ezithwalwe ngumnikazi womsebenzi ezifana nezokuthutha, ukuxhumana, umshuwalense, kufanele zibuyiselwe yisehlo noma yindawo. Le migomo kufanele kuvunyelwane ngayo ngokubhala.

Isivumelwano kufanele sicacise ngqo ukuthi imisebenzi ebhekene nendawo ingabe ifaka imisebenzi yokwenza ikhathalogi yini kumgcini wendawo. Imisebenzi yokwenza ikhathalogi ingafaka izimali ezengeza emalini yomgcini wendawo okuvunyelwane ngayo.

Abasebenzi kufanele bakhokhelwe imali yombhali wanoma yimiphi imibhalo eyenzelwe ukushicilelwa (ngaphezu kokuba wusomaciko noma izitatimende zokugcina indawo). Abasebenzi bavamise ukukhokhelwa ngegama ngalinye. Kokubili isehlo noma indawo kanye nombhali kufanele kwenze amazinga okukhokhwa ngegama ngalinye ekuhambisaneni nokusebenza okuhle kwaBezindaba, Isigaba 6. Inani lemali yegama ngalinye kanye nobude bombhalo kufanele kuvunyelwane ngakho ngokubhala. Isilinganiso sehora kufanele kuvunyelwane ngaso kunanoma yiluphi olunye ucwaningo olwengezayo noma isikhathi esichithwe kubuzwa abantu abasocwaningweni imibuzo.

Izehlakalo kanye nezindawo kungadonsa amanani abekwe ngokusemthethweni afana ne-PAYE ezimalini ezikhokhelwe abasebenzi. Nanoma yikuphi ukudonswa kufanele kukhulunywe ngakho ngokubhala futhi isehlakalo noma indawo kufanele kuhlinzeke iphesiliphu kanye ne-IRP5.

Ukuthola ulwazi oluthe xaxa ngokuthi izimali zabasebenzi zibalwa kanjani, sicela ubheke Umshini wokubala Imali, Isigaba 5.2.1.

3.2.4. IZINDLEKO ZOKUKHIQIZA

Isivumelwano kufanele senziwe ngaphambi kombukiso ukuthi ingabe umcimbi noma indawo izokhava izindleko zokukhiqiza yini.

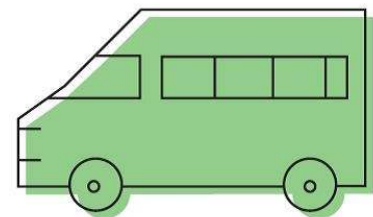
Uma umcimbi noma indawo kunesilinganiso somboniso (isb. indlela eqondene ngqo noma indlela yokufreyima), umcimbi noma indawo kufanele kukhave izindleko.

Lapho umsebenzi unikezwe khona umcimbi noma indawo, umcimbi noma indawo kufanele kuhlinzeke isabelomali sokukhiqiza ngaphezu kwezimali. Ezimweni ezinjalo, izindleko ezengeziwe ngaphezu kwalezo zomsebenzi onikeziwe kufanele zenziwe zicace ngokubhala. Kuzona zonke ezinye izimo, abasebenzi kanye nemcimbi noma izindawo kufanele bavumelane ngokubhala ngokwabelana ngezindleko.

3.2.5. IZITHUTHI

Umhleli wendawo noma womcimbi kufanele akhokhele impahla kanye nomshuwalense wokuhamba kwemisebenzi yobuciko ukuya kanye nokubuya emcimbini noma endaweni lapho kunokuhambela ebangeni elide khona, kanye nemisebenzi emikhulu noma esindayo. Ngemisebenzi emincanyane noma amabanga amafushane, imigomo kufanele kuxoxiswane ngayo phakathi kwabantu futhi kuvunyelwane ngokubhala.

Izindawo, imicimbi kanye nabasebenzi kufanele basebenzise izinkampani zamalojistikhi ezihloniphekile ezisebenza ngokukhethekile ekuthutheni ubuciko.



Umsebenzi kufanele ahlinzeke imiyalelo yokupakisha eneminingwane lapho lokhu kuzosiza ngokuphatha umsebenzi wobuciko ngokuphepha.

Umsebenzi kufanele apakishe umsebenzi wobuciko ngokucophelela kwezithuthi ngaphandle uma

kubolekelwe uhambo olubanzi, lapho umhleli wohambo kufanele ahlele ukupakisha umsebenzi.

Uma abasebenzi kudingeka ukuthi bahambe ibanga elide, ukuhamba okunjalo kufanele kukhokhelwe wumcimbi noma yindawo lapho isabelomali sivuma khona. Izindawo kanye nemicimbi kufanele kube nezinqubomgomo ukusho izinga lokuhamba (isb. ukundiza ngendiza ejwayelekile kuqhathaniswa neyosomabhezini, ikilasi lendawo yokuhlala nokunye).

Kufanele kwenziwe isivumelwano sangaphambilini ngezinsuku zokudiliva kanye nokubuyisa.

3.2.6. UKUFAKELA

Umcimbi kanye nendawo kufanele kuhlangebezane nezindleko zokufakela umsebenzi wobuciko ngaphandle uma lokhu kunzima kakhulu noma kungajwayelekile. Lapho-ke, izindleko kanye nezidingo kufanele kuxoxiswane futhi kuvunyelwane ngokubhala nomsebenzi (kubandakanya umonakalo ongenzeka esehlweni noma endaweni ngesikhathi sokufakela kanye nombukiso womsebenzi wobuciko). Kungenzeka kudingeke umbiko wesimo esehlweni noma endaweni ngaphambi nangemuva kokufakelwa.

Izindleko zokubuyisela esimweni indawo ngemuva kokususwa kokufakelwe kufanele kuthwalwe wumcimbi noma yindawo. Uma kunomonakalo ongacatshangelwanga, lokhu kungakhavwa wumcimbi noma yindawo, noma ngomshuwalense ngaphandle uma kuphikisana nenkontileka.

Umsebenzi kufanele aqiniseke ukuthi umcimbi noma indawo kunalo lonke ulwazi oludingekayo ukuthi umsebenzi ufakwe ngendlela elungile.

Eminye imisebenzi yobuciko noma abasebenzi bangadinga umcimbi noma indawo ukuthi ihlinzeke ngamathimba okufakela kongcweti kanye nempahla yokusebenza. Ezimweni ezinjalo, izindleko kanye namalojistiki kufanele kuvunyelwane ngawo ngokubhala.

Kufanele kwenziwe isivumelwano ngaphambili ukuthi ingabe umsebenzi kufanele abe khona yini ekufakelweni komsebenzi wobuciko.

3.2.7. UMSEBENZI WOKUNAKEKELA

Umcimbi, indawo kanye nomhleli kufanele kusebenzise ukukhuthala nokunakekela okukahle lapho kuphathwa, kugcinwa, kuboniswa, kupakishwa futhi kuthuthwa umsebenzi wobuciko, futhi unqume ukunikezela ngezindlela zokubonisa ezifanele, ukuvikeleka, ukukhanyisa, ukuvimbela umlilo kanye nezilawuli zemvelo.

Isehlo noma indawo kunesibopho somsebenzi womuntu owenza umsebenzi kanye nombukiso ngesikhathi kusekunakekelweni kwesehlo noma kwendawo.

Isehlo noma indawo kunesibopho sezokuvikeleka, sokuvikela umlilo kanye nezimo zemvelo ezifana nezinga lokushisa komoya kanye nokulawula umsokama. Izingcaciso kanye nezilawuli kufanele kuvumelane ngaphambi kokuletha umsebenzi.

Lapho umsebenzi kungowesikhashana (isb. ungowesikhashana ngokwesimo noma uzicekela phansi ngokwawo, ukwenzeka kokugcinwa noma kokulahlwa kwezinto zomsebenzi kufanele kuvunyelwe ngokubhala ngumsebenzi kanye nomcimbi noma nendawo ngaphambi kwesikhathi sombukiso.

Irisidi kanye nesivumelwano esikhona kufanele kusetshenziswe uma umsebenzi wobuciko ushiywe emcimbini noma endaweni noma enkampanini yokulondoloza ngenhloso yokulondoloza kuphela. Umsebenzi angeke ubukiswe, uthathwe isithombe noma usetshenziswe wumcimbi noma yindawo nganoma iyiphi enye yokuhweba ngesikhathi usekulondolozweni.

Ukuqinisekisa ukufinyelela komphakathi emsebenzini wobuciko, isehlo noma indawo kufanele ubhekane nomsebenzi wokuqinisekisa ukuthi impahla yobuchwepheshe, ukukhanyisa kanye nezilawuli zezinga

lokushisa kuyasebenza ngesikhathi samahora okuvunyelwene ngawo.

Ngemisebenzi emisha yabezindaba/ yedijithali umcimbi noma indawo kufanele kubhekane nokuphuka ngokushesha futhi kwazise umsebenzi ngokungasebenzi kahle uma inkinga idinga ukulungiswa ngosizo lomsebenzi.



Isehlakalo esibukisayo noma indawo kufanele kuhlole umsebenzi wobuciko futhi kubhale isimo sawo lapho ufika, kubhala inani lomshuwalense walo kanye nanoma yiziphi izidingo zokulondoloza ezikhethekile.

Imvume evela kumsebenzi iyadingeka uma umcimbi noma indawo noma umhleli wombukiso efuna ukufreyima kabusha noma ukufaka inani lomsebenzi wobuciko kabusha. Isigameko noma indawo kufanele kubuyisele umsebenzi wobuciko kumsebenzi efreyimini lawo lasekuqaleni noma endaweni obekwa kuyo ngaphandle uma kuvunyelwene ngenye indlela.

Esimweni lapho kunokubola noma ukwehla kwezinga kuwuphawu olukhulu lomsebenzi wobuciko, nanoma yikuphi ukwehla kwezinga akufanele kulungiseke noma kunxeshezwe.

3.2.8. UMSHUWALENSE

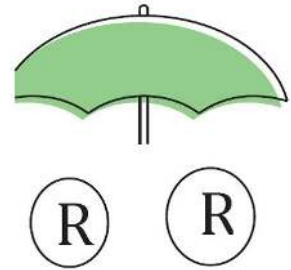
Isehlakalo noma indawo inesibopho sokugcina umshuwalense owanele. Imininingwane egcwele yekhava yomshuwalense kufanele inikezwe futhi ichazwe ngokubhala kumsebenzi noma kumnikazi womsebenzi, njengoba uhlelo okufanele lulandelwe uma kwenzeka umsebenzi ulimala ngesikhathi unakekelwe umcimbi noma yindawo.

Imisebenzi kufanele ihlolwe lapho ifika noma idilivwa emcimbini noma endaweni, bese kuthi imininingwane yesimo irekhodwe kuMbiko Wesimo.

Umcimbi noma indawo inelungelo lokubuzisa imibuzo ngenani elishiwo lomsebenzi wobuciko, futhi ingadinga ukuhlolwa okuzimele kusukela okungenani kubahloli abaqeqeshiwe uma inani elishiwo ngezinhloso zomshuwalense libukeka lingesilona iqiniso kakhulu. Uma umcimbi noma indawo ihluleka ukuhlinzeka umshuwalense, umsebenzi noma umnikazi womsebenzi kufanele aziswe ngokumbhalela.

Uma umsebenzi wobuciko wonakala, umcimbi noma indawo kufanele kubonisane nomuntu obanikeza umshuwalense kanye/noma umsebenzi noma umnikazi womsebenzi wobuciko. Kufanele kuxoxwe ngesinqumo sokuthi ingabe ukulungiswa komsebenzi olimele uzokwenziwa yini futhi kanjani. Isehlo noma indawo kufanele ikhave izindleko zokulungisa ngaphandle uma umsebenzi wobuciko, njengoba kwakuvunyelwene ngaphambilini ngokubhala, wethulwe ngendlela ekhiphela ngaphandle isehlo noma indawo ekunakekeleni okwanele komsebenzi wobuciko (isb. kuyisifiso somsebenzi ukuthi umsebenzi ukhonjiswe endaweni yomphakathi).

Uma umonakalo ungaphezu kokulungiseka, umsebenzi/umnikazi kufanele akhokhe inani efakwe ngawo kumshuwalense egcwele futhi, uma umnikezeli womshuwalense evuma, umsebenzi wobuciko owonakele kufanele ubuyiselwe kumsebenzi (umbhali).



Umsebenzi ogcinwe endaweni yokulondoloza emcimbini noma endaweni ngaphambi noma ngemuva kwesehlo kufanele uqhubeke nokufakwa kumshuwalense kuze kube yisikhathi lesa ususwa khona ekunakekelweni wumcimbi noma yindawo.

Umcimbi noma indawo kufanele uqiniseke ukuthi kunomshuwalense obhekela umphakathi, futhi ubambelele emhlanganweni womphakathi nasezinqubeni zesimo esiphuthumayo.

3.2.9 UKUTHENGISA EZINDAWENI OKUNGEYZO EZOHWEBO

Imibuzo yokuthengisa evela embukisweni okungesiwona owokuthengisa kufanele ibhekiswe ngumcimbi/yindawo/umgcini wendawo/imhleli wombukiso kumsebenzi noma kumthengisi omelele umsebenzi, i-ejenti noma igalari.

Uma inhloso yesikhungo kungesikhona ukuhweba, imali yekhomishini izoba ngaphansi kwesilinganiso semicimbi noma sezindawo zohwebo.

Izikhungo zomphakathi aziwuthengisi umsebenzi ngokujwayelekile. Ezimweni ezahlukile, ezifana nemibukiso yokuqoqa izimali, ikhomishini ingaba ngaphansi kwesilinganiso okukalwa ngaso emibukisweni okungeyiyo eyohwebo.

Yonke imigomo yokuthengisa, kubandakanya amanani entengo kanye namahlelo lapho okwenzeka khona, kufanele kuvunywe ngokubhala ngaphambi komcimbi.

Uma kwenzeka umsebenzi wobuciko uthengiswa, ukwenza i-invoyisi, ukudiliva kanye nokukhokhela umsebenzi kuvamise ukuthi kube wumsebenzi womcimbi noma wendawo. Kufanele kukhokhwe ezinsukwini ezingama-30 zokuthengisa, noma ekudilivweni kwe-ayithemu emcimbini noma endaweni noma beyitholile, noma yikuphi okwenzeka ngokushesha.

3.3. IMICIMBI YAMAZWE OMHLABA

Imikhuba eminingi kanye namazinga ashiwo futhi kwaxoxwa ngawo ngenhla emisebenzi okungesiyina eyokuhweba kuyasebenza emicimbini yamazwe omhlaba.

3.3.1. IZITHUTHI

Izindleko zokuthumela kanye nomshuwalense kufanele kukhokhwe wumcimbi noma yindawo eyamukelayo. Ezimweni zemibukiso ehambayo, kungaboniswa ngakho uma umbukiso ohambayo unesabelomali sokuthumela kanye nomshuwalense.

Uma izimali zokuthumela umsebenzi ubuye kumsebenzi, umsebenzi (isb. amaphrinti ezithombe zombukiso) kufanele kushatshalaliswe ngemuva kombukiso, futhi ubufakazi bokushatshaliswa buthunyelwe kumsebenzi.

Onke amalungiselelo okuthumela, okuthutha kanye nawomshuwalense kufanele kukhulunywe kusenesikhathi futhi ngokubhala.

Kulindeleke ukuthi umsebenzi ohamba unqamule imingcele yamazwe omhlaba uzoba ngaphansi kolawulo lomnyango ovumela ukungena nokuphuma kwezimpahla, nokuthi ezinye izimpahla kungenzeka

zingamukeleki ezweni noma zidinge isiqinisekiso. Umshuwalense wempahla kufanele ukhave izindleko zokubuyisa uma kwenzeka ukungena noma ukuphuma komsebenzi kuvinjelwa emnyango olawula izimpahla. Umcimbi noma indawo ehlela isithuthi kufanele ubhekane nomsebenzi wokuphatha lolu hlelo.

3.3.2 UKULAWULA UKUSHINTSHISELANA

Imisebenzi ethengiswe ngale kwemingcele incike ekucabangeleni ukulawula kokushintshiselana kanye nezindleko zokuthumela kwelinye izwe. Abathengisi abagunyaziwe baqashwe emabhange amaningi ohwebo futhi kungayiwa kuwo ukuthi asize nganoma yiziphi izibopho zokulawula ukushintshiselana.

Abathengisi abagunyaziwe kufanele baqiniseke ukuthi nanoma yimuphi umsebenzi okhishelwe ezweni elingaphandle uhambisana nezimiso zomthetho olawula ukushintshiselana okusebenzayo.

3.4 UBUZWE

Okufanele Ukwazi Nokufanele Ukulindele

Kunezinhlalo ezahlukene zobuzwe futhi akukho zinga lamazwe omhlaba elilindelekile lokuthi ubani okhokhela ziphi izingxenye zobuzwe. Ubuzwe buhlukene kakhulu kobunye nobunye futhi abasebenzi kufanele baqiniseke ukuthi bayacacelwa ngemigomo yanoma yibuphi ubuzwe ngaphambi kokuqalisa kuwo.

3.4.1. IZINHLOBO ZOBUZWE

Lapho umenyelwe ezweni elithile, zonke izindleko kaningi ziyakhawwa futhi ubuzwe buvamise ukwenzeka ngaphakathi kohlaka oluthize ngqo, indikimba noma umklomelo.

Ubuzwe obuvulelekile bubandakanya izindlela zokukhetha ezivulekile. Obunye bukhava zonke izindleko kanti abanye balindela ukuthi abasebenzi bakhave ezinye zezindleko.

Ucwaningo, isitudiyo, igalari yohwebo, iphrojekthi kanye nobuzwe obuncike emiphumeleni kaningi bulindela umbukiso noma umcimbi ukuthi wenziwe ekupheleni kokuhlala endaweni ethize. Konke okulindelekile okuphathelene nomphumela noma umkhiqizo wokugcina kufanele kucaciswe ngokubhala.

Konke okuphathelene nobuzwe kufanele kwenziwe ngombhalo obhaliwe usho ngokucacile imigomo nemibandela yokuhlala ezweni.

Amazwe axhasa ngemali yokwenza njalo emazingeni ahlukene. Amanye anikeza izibonelo zokusiza ekukhaveni izindleko zokuphila, izinto zokusebenza kanye nendawo yokuhlala, ezinye zinikeza indawo, amanethiwekhi kanye nendawo yokuhlala, kodwa hhayi izindleko zokuhamba noma zokuphila.

Amanye amazwe ahlinzeka isabelomali sezindleko zokukhiqiza. Kulezi zimo, abaphathi bezindawo kufanele basize ngokuthola izinto zokusebenza kanye nezidingo zokukhiqiza. Kwezinye izimo, isabelomali sokukhiqiza imisebenzi yobuciko kuncike ekubuyiselweni imali kuphela.

Lapho indawo yobuzwe iholela ekukhiqizweni komsebenzi wobuciko, umsebenzi ungowomsebenzi, bese umsebenzi egcina ilungelo eliphelele lokugcina ubunikazi bomsebenzi okhiqizwe ngesikhathi sobuzwe, ngaphandle uma kuvunyelwene ngenye indlela ngokubhala.

Amanye amazwe ahlinzeka ngesabelomali sokukhava izindleko zokuthutha umsebenzi ususwa ezweni uya endaweni yokuhlala yomsebenzi. Kodwa-ke, asikho isibopho, futhi imigomo kufanele ishiwo ngokubhala ngaphambi kokuqala kobuzwe.

Ezinye izindawo zobuzwe ziholela embukisweni. Izinto ezilindelekile kanye nezidingo zombukiso kufanele kwenziwe kucace ngokubhala ngaphambi kokuqala kobuzwe. Ezimweni ezinjalo, amazinga asebenzayo ombukiso kanye nokuthengisa kufanele kusebenze.

Lapho umcimbi noma indawo kukhetha ukuthola umsebenzi wawo oqoqiwe, umsebenzi wobuciko okhqiwe ngesikhathi sobuzwe, kufanele kusebenze amazinga okuthengisa ajwayelekile, ngaphandle uma kuvunyelwene ngenye indlela ngokubhala ngaphambi kokuqala kobuzwe.

Uma kwenzeka kuba nesivumelwano sangaphambili phakathi kwabantu bobabili ukuthi umsebenzi uzonikelwa ngumsebenzi ohlelweni lobuzwe, kufanele kushiwo ngokubhala ngaphambi kokuqalisa ukuhlaliswa ngokobuzwe. Imikhawulo, izingcaciso, kanye neminingwane yezindlela zokukhetha kanye nohlelo kufakiwe.

Esimweni sezicelo zezindawo zobuzwe ezivulekeile, izindlela zokukhetha kanye nohlelo kufanele kwenziwe kube sobala wumgwamanda ohlelayo ngokusebenzisa ulwazi olunemininingwane kumafomu okufaka isicelo, kanye nokukhomba

Izinjongo ezibalulekile zohlelo lobuzwe:

- Izindlela zokunquma ukufaneleka;
- Izindlela zokunquma ukukhetha okukhulu;
- Imikhakha okuqalwa ngayo, efana nezindawo zesifunda, abasebenzi abasafufusa, abesimame, abantu isiNgesi okuwulimi lwabo lwesibili, noma abantu abanokukhubazeka;
- Uhlelo lokukhetha, kungaba lwenziwa ngabahlalansi/amajaji, ukukhetha ngaphambi kwesikhathi ingxoxomvuzo/umfanekiso;
- Umlando noma isendlalelo sohlelo;
- Izindlela zokuxhasa ngemali, kanye nokubandakanyeka kwezinhlangano ezincane;
- Abafaki bezicelo kanye namaphrojekthi okwaphumelela esikhathini esingaphambili;
- Isakhiwo sesicelo, kubandakanya izidingo zezinto zokusiza;
- Umnqamulajuqu wokufaka isicelo kanye nekheli.

Ezinye izindawo zobuzwe zihlalisa amalungu omndeni womsebenzi ubude besikhathi sokuhlala endaweni yobuzwe. Ukuthi amalungiselelo anjalo ayasebenza yini noma cha kufanele kutholakale ngaphambi kokuqala ubuzwe. Kungenzeka kudingeke noma kufiseke ukufaka lokhu kulungiselela esivumelwaneni noma kunkontilaki.

Izindawo zobuzwe ezincike esimweni sokuqeqeshwa esifakazelwayo kanye nolwazi lomsebenzi onobuzwe ukukhqiwa umbukiso, noma ukuhlinzeka ngokufundisa noma ukufinyelela komphakathi, kufanele banike umholo ofanele nesimo sokuqeqesheka somsebenzi kanye nolwazi.

Inkontilaki noma incwadi yesivumelwano kufanele ikhombise ukuthi umhlali uzokhokhelwa kanjani futhi nini, uma kwenzeka, futhi kucacise ngqo izindleko umhlali okufanele azikhokhele, ezifana nendawo yokuhlala, impahla kanye nomshuwalense.

Obunye ubuzwe buyakwazi ukunikeza izinhlangano ezihlanganyelwe indawo kanye/noma amalungu ezinhlangano ezihlanganyelwe. Ubuzwe obunjalo kufanele benze le ndawo icace. Izinhlangano ezihlanganyele zizoba nomsebenzi wokuthola ukuthi mangaki amalungu azo angahlaliswa, kanye nokushiwo yezezimali zokuya.

Ukuhlinzeka ngolwazi oluyimpumelelo kubahlali yinto ewumbandela oza kuqala wempumelelo yobuzwe, ngakho-ke kuyingxenywe ebalulekile yokusebenza okuhle. Izinkinga ezibalulekile ekuphumeleleni kobuzwe kubandakanya: ukwaziswa ngendawo, amathuba okuxhumana nabanye abantu, ubude besikhathi sobuzwe, ukufinyelela entweni yokuthutha, ukusakaza kanye nokuthuthukisa, kanye nokufinyelela ezindaweni zosizo.

Abahleli kufanele basize abahlali ukuthi bazinze ezindaweni zabo ezintsha. Lokhu kungabandakanya: ukulandwa esikhumulweni sezindiza, ulwazi ngendawo, ukweseka ukutholakala kwezinto kanye nokunikezela, ukwakha amanethiwekho ngokwaziswa, ukuvakasha esitudiyo kanye nemicimbi.

Izimo zomshuwalense ziyehluka ngezindawo zobuzwe kuya ngohlobo lwazo. Abahlali kufanele baziswe ngokubabhalela ngesimo somshuwalense osebenzayo.

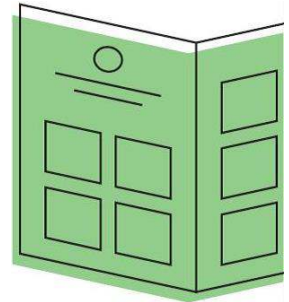
Abaphathi bezindawo zobuzwe kufanele baqiniseke ukuthi banolwazi futhi bayazi ukuthi izinsizakalo zokwelashwa kufinyelelwa kanjani kuzo.

3.5. IZINTO EZISHICILELWE

3.5.1. IZINHLOBO EZAHLUKENE ZOKUSHICILELWE

Amakhathalogi emibukiso kanye namaprojekthi kaningi kwenziwa ngokwezidingo zeprojekthi ethize, futhi zihambisana nezingcaciso zomcimbi noma zendawo maqondana nohlobo lomkhiqizo wayo, uphawu noma ubuyona benkampani.

Amamonografu anemininingwane futhi ukushicilela okukhethekile ngomsebenzi oyedwa futhi kaningi ahambisana nombukiso ohamba wodwa. Izingxoxo ngedizayini nokwenziwa koshicilelo lwemonografu kubhekela kokubili izingcaciso zomcimbi noma zendawo, umcabango wokusungula kosomaciko kanye nezingcaciso nohlelo lokuthengisa komshicileli.



Ukushicilela okubhalwe ngumhleli amaqoqo emibhalo ngendikimba ethize, umsebenzi, noma isenzakalo esikhomishinwe noma esihlanganiswe ngumhleli.

Okushicilelwe ngumhleli kungafaka ukushicilelwa kwezemfundo kanye nemibhalo ecwaningayo.

Izincwadi zikasomaciko yimisebenzi yobuciko esebenzisa isimo sencwadi. Kaningi zishicilelwa ngamahlelo amancane, nakuba ngezinye izikhathi zikhiqizwa njengezinto zohlobo oluhlukile. Izincwadi zikasomaciko zisebenzisa izinhlobo zesimo esibanzi, futhi zingabandakanya namaphephabhuku akhiqizwa yilabo abaseyizimfunda makhwela.

3.5.2. IZINHLOBO EZAHLUKENE ZOKUSHICILELA KANYE NAMALUNGELO NEZIBOPHO EZIHAMBISANA NAKHO

Bonke abantu ababandakanyeka ekushicileleni kufanele babe nokulindelekile okucacile kanye nezibopho ezinininingwane ebhaliwe, kubandakanya ukufaka isandla emibhalweni kanye nezibopho zedizayini. Kufanele kube nesivumelwano esicacile ngezinhlelo zokuhambisa kanye nezinhlukaniselwano ezivela ekuthengiseni. Abantu kufanele benze isinqumo ngamalungiselelo e-IPR kubandakanya ukuqoqwa kwemali eyenziwe ngomsebenzi.

Uma ukushicilelwa kweprojekthi kuzoshicilelwa wumcimbi/yindawo:

- Umcimbi/indawo kufanele kukhave zonke izindleko.
- Uma umsebenzi edinga izinga lokukhiqiza elehlukile kulelo lomcimbi, lendawo, izindleko-ke ezihambisana nezinguquko ezinjalo kufanele umsebenzi abhekane nazo. Nanoma yisiphi isivumelwano esinjalo kufanele sibhalwe.
- Uma umsebenzi ebambezele uhlelo lokushicilela, kungenzeka abe necala lokuthwala izindleko ezengezayo. Nanoma yisiphi isivumelwano kufanele sibhalwe

- Okujwayelekile wukuthi abasebenzi babonisana ngobukhulu benkululeko yokuqamba kwabo kanye nokufaka isandla ekukhiqizweni koshicilelo. Imicimbi noma izindawo ezikhiqiza okushicilelwe ngokuvamile kufanele zenze inqubomgomo yokulawula ukukhiqizwa kanye nobudlelwano bokushicilela.

Uma ukushicilelwa kweprojekthi kuzoshicilelwa umshicileli ongaphandle komcimbi/kwendawo:

- Izindleko kufanele kushiyelelwane ngazo phakathi komshicileli kanye nomcimbi noma nendawo. Nanoma yisiphi isivumelwano sezindleko okwabelwana ngazo kufanele sibhalwe.
- Kukubasebenzi ukubonisana ngenkululeko yokuqamba kwabo kanye nokufaka isandla. Inkululeko yokuqamba kanye nokufaka isandla kaningi inengcindezi enkulu ngumbono womshicileli ngokuphethwa kwencwadi. Lokhu kwenzeka kakhulu lapho umshicileli egcizelela ilungelo lokusho idizayini kanye nokubukeka kwekhava yencwadi.

Abasebenzi kufanele bathole amakhophi angengaphansi kwamabili okushicilelwe okuveza umsebenzi wabo nakulowo abafake kuwo isandla. Uma umbhali noma umbhali ofake isandla ehlala engxenywe eyehlukile yezwe, yezwekazi noma yomhlaba, umshicileli kufanele akhave izindleko zokudiliva incwadi ngeposi noma ngekhuriya. Lokhu kufanele kushiwo futhi kuqinisekiswa ngokubhala.

Esimweni sokushicilelwe okubhalwe ngumhleli (okuchazwe kuSigaba 3.5.1), umsebenzi kufanele akhokhe izimali zelungelo lokushicilela zokuvumela umsebenzi wabo ukuthi ufakwe eqoqweni elishicilelwe noma kukhathalogi. Imigomo yokufakwa kufanele kuxoxiswane ngayo yibo bonke abantu futhi isinqumo sokugcina kufanele sibekwe phansi ngokubhalwa. Abafakisandla oshicilelweni oluhleliwe kufanele bathole okungenani ikhophi eyodwa yoshicilelo.

Ulwazi olukhomishiniwe kufanele lukhokhelwe yibo bonke abafake isandla oshicilelweni (isb. ngombhalo okhomishiniwe). Kodwa-ke, okujwayelekile wukuthi abasebenzi abakhokhelwa ngezitatimende zosomaciko ezifakwe kukhathalogi yombukiso wabo/ kumonografu/encwadini kasomaciko. Umbhali kanye/noma umbhali ofake isandla kufanele anikwe umbhalo owenziwe nge-PDF ukuthi awufunde ngaphambi kokushicilela, ukuze ahlole ukungabi bikho kwamaphutha.

Esimweni sezinto ezishicilelwe ngedijithali:

- Abantu ababandakanyekayo kufanele babe ngaphansi kwamazinga angenhla lapho okufanele khona kwenziwe ireferensi ekushicileleni kwedijithali.
- Lapho ushicilelo lwe-inthanethi lukhiqiziwe ukuze luthengiswe nge-inthanethi, umsebenzi kufanele anikezwe ukufinyelela kukhophi emahhala.
- Ikhwalithi yemifanekiso kanye nezimo zokufinyelela ekukhipheleni kufanele kucatshangwe ukuvikela ilungelo lokushicilela lomsebenzi.

3.6. AMAKHOMISHINI OMPHAKATHI

Lo mbhalo uncoma kakhulu ukusethenziswa kwekomiti lokukhetha elibandakanya osomaciko, abaqeqeshelwe ubuciko, nanoma yibaphi abameleli bakakhomishini, kanye nabanye abadingekayo.

Abahleli kufanele benze izinqumo ezidingekayo maqondana nokuhlelwa kweprojekthi kanye nokulungisela ngaphambi kokukhuthaza ikhomishini.

Izindlela kanye nezikhathi ezibekiwe zokukhuthaza ikhomishini kufanele zenziwe.

Esimweni somsebenzi wobuciko womphakathi, indawo yomsebenzi kufanele itholakale futhi kushiwo nemingcele uma ikhona. Ukuphepha kwendawo kumuntu owenza umsebenzi, kubasebenzi, kanye nomphakathi, kubandakanya isikweletu, kufanele kucatshangwe. Kufanele kunqunywe ukuthi ingabe umsebenzi ozokwakhiwa esayithini yini noma ozokwenzelwa kwenye indawo bese ufakelwa esayithini. Ukuthi umsebenzi uzofakelwa unomphelo noma uzosuswa ngokuhamba kwesikhathi, kufanele kucatshangwe.

Umbhalo wekhomishini kufanele ucacisele abasebenzi kanye nemicimbi noma izindawo

ezibandakanyekayo ngezidingo, imikhawulo kanye nokulindelekile.

Isabelomali sekhomishini kufanele sinqunywe. Lokhu kufanele kufake:

- Ukukhokhelwa komsebenzi ngedizayini/ngohlaka oludwetshiwe oluncane (i-maquette) kanye nomsebenzi wokugcina;
- Izindleko zokuhamba, kanye nendawo yokuhlala yomsebenzi uma kufanele;
- Izindleko zekhava yomshuwalense nokuthi ubani ozothwala izindleko;
- Indleko zokulungisa indawo, izinto zokusebenza, ukuphathwa kwephrojekthi nolwazi lobungcweti, kanye nempahla (kubandakanya impahla yemboni efana nomshini wokuphakamisa izinto noma ikhreyini);
- Izindleko zokufakelwa komsebenzi kubandakanya ukuthuthwa komsebenzi uma ungakhelwanga esayithini;
- Izindleko zengqalasizinda, kubandakanya ukukhanyisa kanye nokufaka amasayini;
- Iqhaza lomsebenzi kokungenhla;
- Umsebenzi wekomiti
 - isabelomali sokuthuthukisa
 - isabelomali sokukhiqiza ushicilelo, uma sikhona.

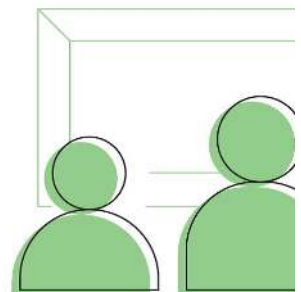
Lapho izindleko zokukhiqiza noma zokufakela ngqo zingakwazi ukushiwo, kufanele kufakwe isilinganiso enkontilakini, ngokuhlinzeka okusho ngokucacile ukuthi ubani obhekene nezindleko kanye nezindleko ezeqile kokulindelekile.

Kufanele kwenziwe isivumelwano esibhaliwe phakathi komsebenzi, nanoma yimuphi umxhumanisi kanye nokhomishina, esisho imibandela evunyiwe phakathi kwabantu.

Inkontilaki yekhomishini kufanele ibandakanye nanoma yiziphi izidingo maqondana nezikeshi ezincane. Umsebenzi kufanele anikwe isikhathi esiningi sokuqeda isikeshi esincane. Imali efanele yokukhiqiza isikeshi esincane kufanele ikhokhelwe umsebenzi ngamunye uma isikeshi esiphelile sesidilivwa kubahleli. Inkontilaki kufanele ihlinzeke ngezinguquko ezingaba khona esikeshini esigunyaziwe okungenzeka zidingeke, kanye nohlelo-ke.

Zonke izingozi eziphathelene nokuvikeleka komsebenzi ngesikhathi somcimbi nangaphakathi ezindaweni ezithize ngqo kuwumsebenzi kakhomishina. Ngakho-ke ukhomishina kudingeka ukuthi ahlinzeke ngekava yomshuwalense yomsebenzi kanye nendawo ngesikhathi sokukhiqiza nokufakela, futhi nalapho umsebenzi sewuphelile. Imininingwane yemigomo kufanele ishiwo ngokubhala.

Izikhungo zomphakathi kufanele zenze okusemandleni okukhethekile ukwenza nokusiza abasebenzi ukuthi bakwazi ukuhlangabezana nezidingo zokuphathwa kochunge lokunikezela, nokuqiniseka ukuthi ukuphathwa kochunge lokunikezela ngempahla akukuthinti kabi ukukhetha kobuciko.



Inkontilaki yekhomishini kufanele icacise imibandela yokwamukeleka kanye nokusayinelwa komsebenzi ophelile.

Umsebenzi kufanele agcine ubunikazi be-IPR, ikakhulukazi llungelo lokushicilela umsebenzi. Inkontilaki kufanele iqinisekise imisebenzi kakhomishina maqondana namalungelo okuziphatha okuhle komsebenzi

(umbhali) phakathi kokunye umonakalo, ukungabi bikho kokunakekelwa noma kokuphatha okudicilela phansi, futhi isho imisebenzi kakhomishina ezindabeni eijwayelekile ezifana nokunakekela, ukuvikelwa komsebenzi ekugugeni, ukuphathwa okungafanele, ukuphepha kanye nokuvikeleka (ikakhulukazi ekonakalisweni okunonya), kanye nokulahlwa.

Isivumelwano ngokwemigomo yenkontilaki yekhomishini kufanele kusheshe kufinyelelwe kuso ngokushesha kulandela uhlelo lokukhetha. Umsebenzi okhethiwe kufanele enze omunye umsebenzi kuphrojekthi ngaphandle uma futhi kuze kube isivumelwano sekufinyelelwe kuso ngokwenkontilaki yekhomishini, futhi isivumelwano sibhaliwe.

Uchunge lwezinkokhelo zenqubekela phambili kufanele kukhokhelwe umsebenzi. Isheduli yemali ephakanyisiwe ephansi idinga ukuthi inkokhelo yokuqala ikhokhwe lapho kusayinwa inkontilaki okokuqala, eyesibili ngemuva kokuqeda isigaba sedizayini, bese kuba eyokugcina uma sekuqediwe.

Lapho umsebenzi ebhekene nomsebenzi wokuthenga izinto zokusebenza kanye nezindleko zokwakha, uhlelo lokukhokha kufanele lukwazi ukuthi kungenzeka abasebenzi bangabi nezidingongqangi zokukhava izindleko zamaphrojekthi amakhulu ngaphambi kwesikhathi, nokuthi izinkokhelo kudingeka kwenziwe ngesikhathi. Isheduli yezinhlawulo zokukhokha ngemuva kwesikhathi kufanele zibandakanywe kunkontilaki.

Uma umsebenzi ebhekene nomsebenzi wokuthenga izinto zokusebenza kanye nokuphatha ukwakhiwa kwekhomishini, inkokhelo yokuqala kufanele ifake ingxenye yemali yomsebenzi kanye nengxenye eyanele yokukhava izinto zokusebenza kanye nezindleko zokwakha.

Ngaphambili isivumelwano kufanele kufinyelelwe kuso ngohlelo lwemihlangano ebalulekile ephathelene nephrojekthi okulindeleke ukuthi umsebenzi aye kuyo. Ukuya emihlanganweni eyengezayo kufanele kukhokhelwe ngokwezinga lehora okuvunyelwene ngalo.

Kufanele kuhlinzekelwe ukuphatha izinguquko ezingalindelwe ngezindleko. Lokhu kungenzeka ngenxa:

- Yokubambezeleka kwephrojekthi okujwayelekile;
- Ukubambezeleka kokwamukelwa kwamakhawuthi ngukhomishina, okuholela esidingweni sokukhawutha futhi ngezindleko ezingenzeka zikhuphuke phakathi nesikhathi;
- Ukuncishiswa kwesabelomali emgwamandeni wokukhomishina, noma ezinye izinguquko eziholela ekutheni iphrojekthi ingaqhubekeli phambili ngesimo sayo sokuqala, kudingeke ukuthi umsebenzi udizayinwe noma wenziwe kabusha;
- Izinguquko ezingaphezulu kumadizayini ezenziwa ngesicelo sikakhomishina, uma ngabe lezi zinguquko zingaphezu kwesibalo sokubukeza okucacisiwe enkontilakeni, futhi zikhavwe yimali yasekuqaleni.

Akufanele ukuthi umsebenzi alindeleke ukuthi akhokhe izindleko ezengezayo ezithwalwe ngaphansi kwezimo ezinjalo. Izimali zedizayini ezifanele, kanye nezinye izindleko zomsebenzi owengezayo, izinsizakalo kanye nezinto zokusebenza ezidingekayo ngenxa yezimo ezingaphezu kwamandla abasebenzi, kufanele zikhokhwe ngukhomishina.

Abasebenzi kudingeka bazi ngamalungelo abo omsebenzi obhaliwe. Ngokufanele ilungelo lokushicilela kukho kokubili imiqondo yokubonwayo kanye nomsebenzi kufanele kugcinwe ngumsebenzi. Inkontilaki phakathi kukakhomishina kanye nomsebenzi kufanele ifake amalungelo amaqondana nokukhiqiza kanye namalungelo okuziphatha okuhle okuvuma.

Ububhali bomsebenzi umsebenzi kufanele bucaciswe endaweni futhi kufanele bubekwe eduze kophawu kanye nesignesha efakwe emsebenzini okhishiniwe, ngaphandle uma kuvunywe ngenye indlela. Isimo kanye nobukhulu bokubongwa kanye/noma isignesha kufanele kuvunywe ngokubhalwa ngaphambi kokuqalisa kwekhomishini.

Kubalulekile ukucacisa ukuthi ngubani onesibopho sokufaka umsebenzi kumshuwlense uma wenziwa endaweni, ubani onomsebenzi wokwamukela izinto zokusebenza endaweni kanye nokuzibeka ngokuphepha futhi ngubani onesibopho ngesikhathi sokufakelwa komsebenzi. Izindaba zokunxeshezela komsebenzi, ukunakekelwa kwempahla, ubunikazi nokulawula, ukubhekana nomphakathi kanye nokuxolelwa ngokwephrofeshini kufanele kubhekwe.



3.7 IMINCINTISWANO, IMIVUZO KANYE NEMIKLOMELO

3.7.1 IMINCINTISWANO KANYE NEMICIMBI EVULELEKILE KANYE NEVALEKILE

Imincintiswano evalekile ibandakanya ukukhetha ngaphambili umuntu owine umklomelo ngokusebenzisa ikomiti ngaphandle kokuthi kufakwe izicelo ngokuvulelekile. Ukumenywa okuvulelekile kwabasebenzi ukuthi balethe umsebenzi kanye namaprojekthi ukuthi kuzobhekela.

Ezimweni zokumema okuvulelekile, ulwazi lokukhuthaza lokuqala kufanele lube nencazelo yeprojekthi ejwayelekile futhi kufanele lusho izidingo zokulethwa nezinzuko eziwumqamulajuqu zesigaba ngasinye kanye nenani lemali elikhona emncintiswaneni lemiklomelo kanye/noma izindleko zokukhiqiza lapho okufanele khona. Ulwazi oluphathelele nabahleli bomncintiswano kanye nohlelo lokukhetha okufanele lulandelwe kufanele lufakwe esimemweni.

Incazelo yeprojekthi eneminingwane kufanele ibandakanye:

- Incazelo yeprojekthi kanye nanoma yimiphi imingcele;
- Izingcaciso zokuthi ngubani ongangenela umncintiswano;
- Incazelo yendawo kanye nanoma yimiphi imingcele;
- Uhlobo lomsebenzi wobuciko okufanele lwamukelwe (okungukuthi okubaziwe okuqondene ngqo nendawo noma imisebenzi enyakazayo);
- Zonke izinsuku eziwumqamulajuqi ezifanele kanye nezidingo;
- Igama lomhleli womncintiswano;
- Incazelo yezigaba zohlelo lokukhetha;
- Isitatimende sokuthi ingabe imifanekiso yomsebenzi iyadingeka yini esinyathelweni sokuqala somncintiswano. Uma imifanekiso idingeka, kufanele kufakwe iminingwane yezakhiwo ezamukelekile, kanye nezinsuku okufanele kubuyiswe ngazo imifanekiso;
- Isitatimende maqondana nelungelo lokushicilela kanye namalungelo okuziphatha okuhle omsebenzi/ephrojekthi okulethiwe;
- Uhlu lwazo zonke izidingo okufanele zifezwe umsebenzi lapho eletha;
- Usuku lokumenyenzelwa kokwaziswa kwabawinile. .

3.7.2 UKUKHETHA KANYE NEMIBANDELA YOKUNGENA

Onke amalungiselelo nabantu abenza umsebenzi (bobabili abasohlwini oluhlungiwe kanye nabanqobi) kufanele banikwe inkontilaki ngokubabhalela futhi kufanele kufakwe izinto ezicacisayo zalokhu:

- Ukutholakala;
- Isabelomali sokukhiqiza, lapho okufanele khona uma kukhona;
- Izidingo zomcimbi/zendawo lapho umsebenzi emelelwe yindawo yohwebo;
- Amalungelo okuziphatha okuhle, amalungelo okushicilela kanye nezimvume;
- Izindleko kanye namalojistikhi lapho okufanele khona emibukiso ehambayo kanye nemibukiso jikelele.

3.7.3 AMALUNGELO OKUZIPHATHA OKUHLE, AMALUNGELO OKUSHICILELA KANYE NEZIMVUME

Imibandela yokungena kufanele isho ukuthi impahla yokusebenza elethiwe ingasetshenziselwa yiphi

inhloso. Abasebenzi kufanele banikwe ilungelo lokunqabela ukusetshenziswa okuphakanyiswayo komsebenzi wabo/umphumela wokusungula ukuvikela ingasese labo, noma ukuvimbela ukukhiqizwa okungagunyaziwe kokuphinde kukhiqizwe, lapho lokhu kusetshenziswa kwakungashiwo khona emibandeleni yokungena.

Uma kufanele, imali yelayisense yelungelo lokushicilela kufanele ivunywe maqondana nokukhiqiza kwesikhashana kwanoma yimiphi imifanekiso.

Amalungelo okuziphatha okuhle komsebenzi kufanele kuhlonishwe. Amalungelo okuziphatha okuhle anika umsebenzi ilungelo lokwaziwa njengombhali womsebenzi (ukubongwa) Libandakanya ilungelo lesithunzi somsebenzi wabo lihlonishwa (ungashintshwa, uphazanyiswe noma ulinyazwe nganoma iyiphi indlela).

Uma ukhiqiza umsebenzi futhi, umthwebuli zithombe kufanele naye ahlonishwe.

Lapho okufanele kusetshenziswe khona izithombe zomncintiswano noma zabawinile kukhomishini ekuhambeni kwesikhathi ngezinhloso zokuhweba, abahleli kufanele babheke ukuthi imvume yomuntu obandaknyekayo, noma umbheki womuntu obandaknyekayo, kufanele itholakale ngaphambi kwalokho kusetshenziswa.

Abahleli abafuna ukufaka imifanekiso yomsebenzi owinile(yemisebenzi ewinile) kuwebhisayithi kufanele bathathe izinyathelo zokugwema ukuxhashazwa kwelungelo lokushicilela, elifana nokubeka umkhawulo wobukhulu bokubukeka komfanekiso.

Ukukhokhwa kwezimali zelayisense kanye nezimo kufanele kuvunyelwane ngazo ngokubhala.

Abahleli kufanele bakhombise uma abawinile noma abanye abasebenzi kulindeleke ukuthi bahlanganyele kunanoma yimiphi imisebenzi ehambisana nomcimbi.

Abasebenzi kufanele babe nelungelo lokuxoxisana ngobukhulu bokuhlanganyela kwabo ekuthuthukisweni okunjalo.

3.7.4 AMAJAJI, UKWAHLULELA, UKWALIWA KANYE NOKUCWANINGWA KOMSEBENZI NGENHLOSO YOKUCINDEZELA OKUNGAMUKELEKILE

Abahleli kufanele bazame ukuhlanganisa abakhethi abazimele noma amajaji ekomitini lokhetho.

Umnintiswano kufanele ube nenqubomgomo ekhona ukuqinisekisa ukukhetha okuqotho nokusobala kokunciphisa uhlu.

Izinhlelo zokujaja kufanele zibe neqiniso futhi zenzelwe obala.

Amajaji kufanele asho bonke ubudlelwano bawo ngokomsebenzi kanye nobomndeni ngesikhathi sohlelo lokuhlunga (isb. umgcini wendawo oke wenza umbukiso kasomaciko, noma umnikazi wegalari onosomaciko noma ocabanga ukwenza umboniso noma omelele ofake isicelo, kufanele akusho lokhu kuhlanganyela).

Ukusebenza okuhle kufanele kube nezinhlelo zokujaja nokuhlunga okuqoshiwe nokubhaliwe, kanye nokutholakalayo ukuthi kubhekwe kukho uma kunokwahlulela komncintiswano. Khona lapho, ingasese lamajaji kufanele livikeleke kangangoba kungenzeka. Amajaji kufanele abe nenkululeko yomcabango wokukhetha umsebenzi abawukhethayo. Uma kunemikhawulo maqondana nohlelo lokujaja, lokhu kufanele kucaciswe ngokubhalwa ngaphambi kokuqala kokwahlulela.

Abahleli kufanele benze isu lokubhekela ingozi ukubhekana nemisebenzi yokuphikisana okungahle kube khona. Isu kufanele lihloniphe amalungelo abasebenzi abangena noma abaletha umsebenzi, abahleli,

umphakathi, kanye nabaxhasi kanye nama-ejensi axhasa ngemali.

Abahleli kufanele baqinisekise ukuthi abawine umncintiswano bayaziswa ngaphambi komcimbi wokuvula ukubenza ukuthi baye futhi bathole umklomelo noma umvuzo. Bangacelwa ukuthi bagcine imfihlo uma kudingeka. Uma abawinile behamba amabanga amade, abahleli kufanele basize ngezindleko zokuhamba.

Abasebenzi abangakhethelwanga ukuhlunga kufanele basheshe baziswe ukuthi abasekho emncintiswaneni. Amalungiselelo kufanele asheshe enziwe ukuthi kuqoqwe izinto zabo.

3.7.5 UKUTHENGWA KWEMPAHLA

Abahleli kufanele basho ngokucacile ezimweni zokungena ngqo ukuthi yiluphi uhlobo lokuthola oluzonikelwa - kungaba ngokuthenga, noma ngokushintshiselana kwenani likakheshe lomklomelo, futhi ubani noma iyiphi inhlango ezokwenza umsebenzi wayo.

Abahleli kufanele bazi ukuthi ukuthenga noma ukutholwa komsebenzi akufaki ukudlulisela okuzenzelayo ubunikazi belungelo lokushicilela emsebenzini. Uma abahleli bedinga ubunikazi belungelo lokushicilela, isivumelwano selayisense kufanele senziwe nomsebenzi futhi kwenziwe inkokhelo eceleni.

Abasebenzi abameleleke ngokugcwele egalari kudingeka ukuthi kwelulekwe ummeleli wabo nganoma yikuphi ukutholakala ngokuthenga noma ngomklomelo, futhi kufanele kuxoxiswane ngezina lekhomishini yegalari okufanele ikhokhwe.

3.7.6 UKUQOQWA KOMSEBENZI

Imibandela yokungena kufanele ikhombise izindlela ezamukelekile zokususwa komsebenzi okhethiwe kanye nongakhethiwe, neminingwane egcwele yosuku(yezinsuku), yendawo (yezindawo) kanye nesi(zi)khathi. Nanoma yimiphi imithetho maqondana nokusheshe kususwe umsebenzi embonisweni (ngaphambi kokuphela kombukiso noma komcimbi) kufanele kushiwo.

Abahleli kufanele banike abasebenzi, ama-ejenti abo, amakhuriya noma izinkampani zokuthwala izimpahla isikhathi esikahle sokuqoqa umsebenzi. Kufanele kuvunyelwe ukuqoqwa isikhathi okungenani esingamasonto amabili.

Imibandela yokungena kufanele ikhombise ukuthi ingabe izimali zokulondoloza, uma kukhona, izokhokhiswa futhi ngaphansi kwaziphi izimo ngqo. Nanoma yiziphi izimali zokulondoloza kufanele zigcinwe ziphansi.

Izimo zokungena kufanele zisho inqubo yesaziso okufanele ilandelwe ngumhleli ngaphambi kokuthi imisebenzi engalandiwe kuthiwe "ayifuniwe" noma iyahlwa.

Abahleli kufanele bavumele okungenani amasonto ayisithupha abasebenzi ukuthi bafune umsebenzi wabo.

3.7.7 INTELA YEMALI YOMKLOMELO

Osomaciko abawinile kanye nabasebenzi babhekene nomsebenzi wokudonselwa intela yemali engenayo lapho kufanele khona.

3.8 IMIHLANGANO YOKUFUNDISANA KANYE NAMAKILASI AMAKHULU

3.8.1 IZINKONTILAKI

Zonke izivumelwano zomhlangano kufanele kuxoxiswane ngazo ngenkontileka ebhaliwe yasayinwa isho inkokhelo futhi ihlele izimali, ukubhekana nemisebenzi yezinto kanye nezindleko zempahla, amalungiselelo omshuwalense, okubheka impilo emsebenzini kanye nezindlela zokuphepha kanye nezindlela zokuziphatha emsebenzini.

Inkontilaki kufanele ichaze ngokucacile ukuthi yimuphi umuntu obhekene nokukhokha izimali zokuqasha, izimali zokuphatha umsebenzi kanye nezinto ezifana nogesi.

Inkontilaki noma isivumelwano kufanele sikhombise ngokucacile ukuthi iyiphi ingxenye enesibopho sokuthenga izinto zokusebenza, kanye nokukhokha noma amalungiselelo okubuyisa imali okuvunyelwene ngakho.

3.8.2 UMHOLO KANYE NEZINDLEKO

Abafundisi bemihlangano yokufundisana kufanele bakhokhelwe ngokuhambisana nesimo sabo sokuqeqeshelwa umsebenzi, ulwazi kanye nobungcweti.

Amalungiselelo omhlangano wokufundisana kanye nokufundisa kwezikhathi ezithile okwesikhashana futhi itoho kunomsebenzi wonomphelo kanye nomsebenzi wesikhathi esingaguquki, kanye nezikali zamaholo kufanele kunxeshezwe ngokungabi bikho kokukhokhelwa kweholidi, inkokhelo yokugula futhi ngezinye izikhathi nezimfanelo zokuthatha umhlalaphansi.

Abafundisi abaqhuba imihlangano yokufundisana yezinkontilaki basho umholo wabo, kuncike ezimali zokufunda, izindleko zezinto zokusebenza, ukuqasha izitudiyo kanye nezindawo zosizo, futhi ngezinye izikhathi izindleko zokuhamba nazo. Abafundisi kufanele bazazi izinqubomgomo zesikhungo kanye nezakhiwo zemali, kanye nokokulinganisa okungachaza umholo wokucina.

Zonke izindleko ezilinganisiwe kanye nezihambisana nazo zemihlangano yokufundisana kufanele zishiwo kahle kunkontilaki.

3.8.3 UKUFAKA ISICELO

3.8.3.1 UKUKHANSELA KANYE NOKUBUYISELWA IMALI

Abahlinzeki bemfundo ephakeme kufanele uhlelo lwemali balwenze ukuthi lube khona emphakathini nganoma yiluphi uhlelo olunikezelwayo.

Abahlinzeki bemfundo ephakeme kufanele benze futhi baqale ukusebenzisa inqubomgomo yokukhansela. Inqubomgomo kufanele isho kucace uma abafundi banelungelo lokubuyiselwa izimali uma ukhansela, nanoma izitshudeni kudingeka ukuthi zikhokhe izimali zokukhansela.

Lapho okunokwenzeka khona, izikhungo zemfundo ephakeme kufanele zibe nohlelo lokukhokha lezitshudeni ezingakwazi ukukhokha inkokhelo yokuqala iphelele.

3.8.3.2 IZINTO EZIZOSETSHENZISWA KANYE NEMPAHLA YOKUSEBENZA

Izinhlelo zemfundo ephakeme kanye nezifundo kufanele kushiwo kucace ukuthi yiziphi zinto ezizosetshenziswa kanye nempahla yokusebenza ezodingekela isifundo esithize ngqo. Lokhu kufanele kushicilelwe encwadini ekhuluma ngezifundo, Uma kwenzeka, izindleko ezilinganisiwe zezinto zokusebenza kanye nempahla kufanele zihlinzekwe.

Abahlinzeki bemfundo ephakeme kanye nezinhlelo kufanele kube nenqubomgomo ecacile netholakalayo ukulawula ukuqashwa kwempahla okungeyesikhungo noma sohlelo. Lokhu kufanele kusho imali eyidiphozithi izitshudeni okungalindeleka ukuthi ziyikhiphe, imibandela ethinta ukubuyiselwa idiphozithi, kanye nanoma yiziphi izimo ezingaphazamisa ukuthweswa iziqu (isb. kungaba yizindleko zokulungisa umonakalo wempahla ezingafakwa ezimalini zokufunda, kanye nokuthi ilungelo lesitshudeni lokuthweswa iziqu kungenzeka libe nombandela wokukhokha ngokugcwele).

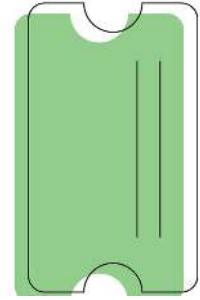
3.8.3.3 IMIPHUMELA

Abahlinzeki bemfundo ephakeme kanye nezinhlelo kufanele benze uhlu lwezifundo, imiphumela yokufunda kanye nendlela yokuthuthukisa amakhono akhona encwadini yezifundo. Lokhu kufanele kubandakanya amathuba okuqeqesheka izifundo ezingakunika izitshudeni.

3.8.3.4 IZIKHATHI KANYE NENDAWO

Abahlinzeki bemfundo ephakeme kanye nezinhlelo kufanele benze ukuthi izikhathi kanye nezindawo kube khona ngaphambi kwesikhathi zazo zonke izifundo kanye nezinhlelo ezinikezwayo.





4. IZINDAWO KANYE NEMICIMBI YEZOHWEDO

Izindawo zohwebo kanye nemicimbi yimibukiso, amafestivali, izinhlangano kanye nezikhungo ezinendali yomsebenzi wobuciko kanye/noma imisebenzi ephathelene nobuciko njengebhizinisi elibalulekile. Isimo somsebenzi wobuciko besikhathi samanje sisho ukuthi izindawo ezinjalo kanye nemicimbi kunomqondo obanzi kanye namasu okuthuthukisa abanye kanye nezinhloso kunenzuzo emsulwa; kodwa-ke, ingxenye enkulu kakhulu yomsebenzi kanye nesikhathi kuqondiswe ekuthengisweni kwemisebenzi yobuciko kanye/noma imisebenzi, futhi-ke umcimbi noma indawo kuzothathwa njengokohwebo. Ukuthengiswa kwemisebenzi yobuciko kanye/noma imisebenzi engaphandle kwezindawo kanye nemicimbi ecacisiwe (kubandakanywa abasebenzi ngokwabo), ngokunjalo kuthathwa njengokohwebo futhi-ke kuncike kuziqondiso ezifanayo zokusebenza okuhle.

Iziqondiso zokusebenza okuhle zezindawo kanye nemicimbi yezohwebo kuyefana nalokho okusebenzayo ezindaweni noma emicimbini okungeyiyo eyohwebo (bheka Isigaba 30, futhi akuphindiwe lapha. Lesi sigaba sibhekana nemisebenzi emihle, imikhuba kanye namazinga aqondene ngqo nesimo sezohwebo. Okubalulekile kulesi sigaba, izindawo ezibalulekile zigqanyisiwe lapho ukusebenza okuhle, kungesiwona umkhuba noma okujwayelekile, kodwa sifakiwe ukuze kukhuthazwe futhi kunikezwe amandla kubo bonke ababandakanyeke ukuthi basebenzele ukuphokophela ekusebenzeni okuhle okwamukelekile emazweni omhlaba.

4.1 IZINHLOBO ZEZINDAWO KANYE NEMICIMBI YEZOHWEDO

Izindawo zezohwebo kanye nemicimbi kwenza imisebenzi eqhuba inzuzo efana nokuthengisa imisebenzi yobuciko kanye nezinye izinto njengenhloso yazo ebalulekile. Nakuba lezi zindawo kanye nemicimbi kungenzeka kube namagugu ngokubanzi kanye nezinhloso, ukuhlelwa kwazo, ukwenza izinqumo kanye nezinhlelo kuhlose kakhulu enzalweni nasenzuzweni yezohwebo. Lezi zindaba kanye nemicimbi kubandakanya amagalari ezohwebo, imibukiso yobuciko kanye nemibukiso yokuthengisa evele iqhibuke nje.

4.2 IZINQUBOMGOMO

Amagalari ezohwebo kanye nemicimbi kufanele kube nezinqubomgomo ezikhona maqondana nemisebenzi yemibukiso, ukwethulwa kanye nokuthengisa. Lezi zinqubomgomo kufanele zibe khona ukuthi zibhekwe ngabasebenzisi/ abasebenzi futhi kufanele zifakwe ulwazi olusha ngokuvamile.

4.3 UKUMELWA KWEGALARI OKUPHELELE

Okufanele Ukwazi Nokufanele Ukulindele

Ukumeleleka kwegalari kuyehluka kugalari negalari futhi ngezinye izikhathi kumsebenzi nomsebenzi ngaphakathi kugalari eyodwa. Iziqondiso zokusebenza okuhle okubalwe lapha kuthathwe emsebenzini wamagalari ohlukene eNingizimu Afrika, okuhlangabezana nokusebenza okuhle okulindeleke emazweni omhlaba.

Kunconywa ukuthi onke amagalari nabo bonke abasebenzi baxoxisane futhi bavumelane ngokubhala ngesimo kanyen nemibandela yobudlelwano babo. Okubaluleke kakhulu wukuhlinzekwa maqondana

nokukhiphela ngaphandle, amakhomishini, izibalo kanye nokubuyisana, izindleko kanye nezipensisi, i-IPR kanye nesinqumo ngempikiswano.

Isivumelwano kufanele sibale okulindelekile kubo bobabili abantu. Ukuhlinzeka ngokuqiniseka okukahle, imibandela yezohwebo yobudlelwano kufanele iqinisekise ngokubhala, kungaba yincwadi yesivumelwano noma inkontilaki esemthethweni. Uma kukhona nanoma yiluphi ushintsho kule migomo, umsebenzi kanye negalari kufanele baxoxisane ngezinguquko ezidingekayo, bese lokhu ukurekhoda ngokubhala njengoguquko esivumelwaneni.

Ubudlelwane bokumeleleka obuphelele kulindeleke ngokwejwayelekile ukuthi kube ngobesikhathi eside. Ubudlelwano obuningi obumelele ngokuphelele akusibona obesikhathi esingaguquki. Yonke imigomo yokumeleleka, kubandakanya izinqubo ezicacile ezisho ukuthi umuntu ngamunye angaphuma kanjani ebudlelwani, kufanele kuvunywe ngokugcwele nangokubhala.

Kuwumkhuba ukuthi abantu bahlola futhi ubudlelwano babo bezohwebo ngezikhathi ezahlukeni. Lokhu kuhlolwa kufanele kwenzeke okungenani ngokuvamile lapho imiphumela yombukiso ngamunye uhlolwa.

Abasebenzi kanye namagalari/abathengisi/ bezohwebo kufanele bacacelwe lapho benza ubudlelwano ukuthi inhloso yabo wukuthengisa umsebenzi wobuciko ngempumelelo. Kodwa-ke, uma uthengisa ngokujwayelekile kwenzeka ngaphakathi noma ngenye indlela esimweni segalari, eminye imizamo yezobuciko eyenziwa ngumsebenzi yengeza ukuthengisekeni komsebenzi womsebenzi. Lokhu kungabandakanya, kodwa kungenamkhawulo, emibukisweni yegalari yomphakathi, umsebenzi wobuciko okungesikhona okohwebo, imisebenzi yokuthuthukisa, kanye nobudlelwano bokuthengisa nabanye abathengisi ngaphandle kwendawo okuvunyelwene ngabo phakathi kwegalari kanye nomsebenzi ekuqaleni kobudlelwano. Amagalari ezohwebo kufanele ahlele ukweseka imizamo enjalo, kangangoba izidingongqangi zawo zingakwazi ukwamukela umsebenzi onjalo, nasekuhambisaneni nokubekelwe isivumelwano sasekuqaleni.

Amagalari kufanele alindele ukubukisa futhi athengise umsebenzi womsebenzi ngokuvamile endaweni yegalari. Abasebenzi kufanele balindele ukufakela umsebenzi ngokuvamile.

Umsebenzi omelelwe yigalari akufanele abukele phansi noma abeke engcupheni ubudlelwane bakhe negalari ngokuzama ukwenza ubudlelwano bebhizinisi obuzimele namaklayenti.

Nakuba umsebenzi omkhulu wegalari kumsebenzi kuwukuthengisa umsebenzi, ukumelelwa yigalari kungenzeka futhi kubandakanye imisebenzi ebalwe ngezansi. Lolu hlu luyinkomba yemisebenzi ngqangi igalari engayihlinzeka ekumeleleni umsebenzi. Aluphelele, futhi akusiwona wonke amagalari ahlinzeka yonke imisebenzi:

- Ukubamba imibukiso yangaphakathi evamile;
- Ukuphatha zonke izidingo zokukhuthaza zikasomaciko (bheka Abezindaba, Isigaba 6);
- Ukulandela ukuthengisa ngaphandle kwegalari emphakathini nasemkhakheni ozimele;
- Ukuthola abaqoqi kanye namaklayenti ahlanganyele
- Ukuvikela amalungelo omthetho omsebenzi, kubandakanya ilungelo lokushicilela, emisebenzini ephathelene nomsebenzi wobuciko onikezelwe, othengiswe ngokusebenzisa, noma ngokuthuthukiswa yigalari;
- Ukulandela ukuthengisa ngaphandle kwegalari emphakathini nasemkhakheni ozimele;
- Ukuhlanganyela nomsebenzi emncintiswaneni, esibonelelweni, nezinto ezilethwa yikhomishini ezilungiswe yigalari;
- Ukurekhoda yonke imisebenzi esele emthwaleni, ngokugunyazwa, ngokwebolekwa, nangokuthengiswa.

Igalari akufanele ilindele indawo yayo yokuhluka ukuthi yeqe indawo yayo yangempela yemisebenzi.

Igalari kufanele ikwazi ukuchaza nanoma yikuphi okushiwo ngokungemukeli okunye.

Lapho okungekho khona isivumelwano esisayiniwe esibhaliwe nesingafaki okunye ngqo, asikho okufanele kuthiwe sikhona.

Lapho kunokuphikisana ngokwephulwa kwenkontilaki, kuyofunwa ukungenelela ngaphambi kokuthi kuqale isinyathelo somthetho.

4.3.1 IMIBUKISO

Igalari kanye nomsebenzi kufanele bavumelane ngokuvama kwemibukiso.

Igalari kanye nomsebenzi kufanele baxoxe futhi bavumelane ngokubhalal isu elingcono kakhulu lokuthuthikiswa komsebenzi, kubandakanya ukuvama kanye nesikhathi esibekelwe imibukiso, nokuthi ingabe umsebenzi kufanele ube khona yini wokubukwa okukhethiwe ngaphambi kokuthi kuhlelwe umbukiso.

Lapho igalari ngokwenjwayelo inikeza imibukiso eyodwa, umsebenzi kufanele akwazi ukulindela imibukiso ngokuvamile, 'ukuvama' kuchazwa ngokubhala ezigabeni zokuqala zokwenza isivumelwano sokumelelwa. Umsebenzi kanye negalari kufanele baxoxe ngezikhathi ezibekiwe.

Lapho igalari inganikezeli khona imibukiso eyodwa, umsebenzi kufanele akwazi ukulindela ukuthi isampula lokumeleleka komsebenzi wakhe libukiswa ngokuvamile.

Ukusiza ngombukiso womsebenzi oyimpumelelo, umsebenzi kufanele adilive umsebenzi okuvunyelwene ngawo egalari usesimeni esihle nangesikhathi esikahle.

Igalari kanye nomsebenzi kufanele ndawonye baxoxe ngesivumelwano esibhaliwe maqondana nokumeleleka okukhethekile. Ukungafaki okunye kungafaka, kodwa kungabi nomkhawulo, endaweni, endleleni yokuthengisa, nasezindleleni zokuxhumana.

Umsebenzi kanye negalari kufanele baxoxe ukuthi ubani ozokhokhela izindleko zokufreyima nokuthi ingabe ikhomishini izobalwa ngenani lentengo elifreyinyiwe yini noma elingafreyinywanga. Ezimweni eziningi abasebenzi - ngokubonisana negalari - banesibopho sezindleko zokufreyima umsebenzi wabo ngenhloso yokwethula nokuwuthengisa.

Umsebenzi kufanele anike igalari uhlu lwezivakashi lokuvulwa kombukiso, kubandakanya amagama alabo abake bathenga umsebenzi wakhe ngaphambilini.

Uma umsebenzi ethola isimemo sokuthi azokwenza umbukiso kwenye indawo, lokhu kufanele kudalulwe futhi kuxoxwe ngakho negalari.

Umsebenzi kufanele abonge igalari anenkontileka nayo emmelele lapho umsebenzi wabo uboniswa kwenye indawo.

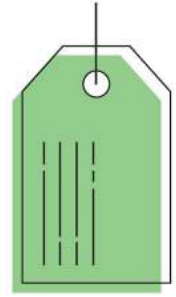
4.3.2 UKUFAKA AMANANI ENTENGO

Igalari kanye nomsebenzi kufanele ngokuhlanganyela bavumelane ngenani lokuthengiswa komsebenzi wobuciko. Kufanele kucace kumsebenzi ukuthi yikuphi ukudonswa okudingekayo (isb. izindleko zokukhiqiza, ukufreyima, kanye/noma ukweboleka okwenziwe yigalari).

Uma amanani entengo esenziwe, kufanele ahlale esimeme kuwo wonke amandla omthetho. Ukusiza abantu bobabili, ukwehlisa amanani enziwe noma ukuwakhuphula kwenye indawo hhayi kwenye akunconywa. Ukwenza lokho kubukela phansi izinga lomsebenzi womsebenzi futhi kungaba wumsuka wokungavumelani phakathi komsebenzi negalari.

Igalari kanye nomsebenzi kufanele ngezikhathi ezahlukeni baxoxe ngokukhuphuka kwamanani entengo

ukuhambisana nezinga elikhuphukayo lomsebenzi.



4.3.3 AMAKHOMISHINI KANYE NOKUTHENGISA

Ikhomishini ngokuthengisa yinkokhelo eyenziwa umsebenzi kugalari ngomsebenzi oqhubekayo wegalari kanye nokumelela. Itholwa yigalari ngezinhlobo zemisebenzi ebalwe ngaphansi kweSigaba 4.3 futhi ikhokhelwa igalari lapho umsebenzi womsebenzi uthengisiwe. Ikhomishini kufanele kubonswane ngayo ngabantu ababandakanyekayo ekuqaleni nezinga lemali kufanele lishiwo esivumelwaneni esibhaliwe.

Ikhomishini yegalari kufanele ikhombise uhlobo lwesevisi (bheka Isigaba 4.3) eyenziwe yigalari, futhi kuvamise ukuthi ibekwe ku-40% wenani lentengo yomsebenzi wobuciko. Ikhomishini ikhokhwa enanini lentengo ngaphambi kwe-VAT.

Ezinhlanganweni ezihlanganyelwe, amagalari kufanele akhokhelwe ikhomishini ngokwemisebenzi yabo, okulingana nesevisi eyenziwe kumsebenzi ongayedwa. Ikhomishini ecishe ibe wu-40% ikhokhwa ngokuthengiswa komsebenzi wobuciko, njengoba kuvunywe ngokubhala.

Amagalari akufanele akhuphule amakhomishini okuthengisa njengendlela yokukhava izindleko ezikhuphukile. Izindleko ezikhuphukile kufanele kunalokho zikhavwe wukukhuphuka kwamanani entengo, njengoba kwenzeka kweminye imikhakha yebhizinisi kanye neyezimboni.

'Ukuthengisa ngaphandle kwamasango esitudiyo', lapho umsebenzi enza ukuthengisa kwakhe siqu okungaziwa kodwa avuma ngokusemthethweni ekungafakini okunye egalari, kuzoba ngumsuka wokungavumelani phakathi komsebenzi kanye negalari yohwebo futhi akunconywa ukuthi kwenziwe.

Uma umsebenzi echitha isikhathi esengeziwe emsebenzini wobuciko okhomishiniwe weklayenti yegalari, kungahle kusebenze ikhomishini yokuthengisa yegalari engaphansi kwekhomishini ejwayelekile. Lesi silinganiso kanye namaqhaza abo bonke abantu ababandakanyekayo (kubandakanya kodwa kungenamkhawulo ekuxhumaneni neklayenti, emibhalweni, ekusuphavayizeni, kumshuwalense, ekuthutheni, ekufreyimani, ekufakeleni, nokunye nokunye), kufanele baxoxisane ngaphambi kokuqala kwephrojekthi.

Izimali zegalari zemisebenzi ngaphandle kokuthengisa, efana nerenti yomsebenzi womsebenzi, ukuxoxisana kwamakhomishini omsebenzi wobuciko, noma nanoma yimuphi omunye umsebenzi, kufanele kuvunywe ngaphambi kwesikhathi ngumsebenzi kanye negalari.

Uma umsebenzi engenela imincintiswano, imiklomo yobuciko, noma imibukiso yokuthola inzuzo, kanye nokuwina imiklomo, umsebenzi kufanele aqinisekise ukuthi igalari uyayincoma ngayo yonke imisebenzi ayinike igalari njengamanje.

Uma umsebenzi ethola isibonelelo, umvuzo, noma umklomo wemali, umthengisi ohwebayo kufanele angayilindeli ikhomishini.

Umsebenzi kanye negalari kufanele baxoxe ngokuthi igalari iyokhokhelwa yini ikhomishini ngeminikelo, noma ukuthengiswa komsebenzi wobuciko emicimbini yokuqoqa izimali. Igalari kanye nomsebenzi ngokuhlanyela kufanele bavumelane ngenani lentengo lokubambisa ukuqinisekisa ukuthi izinga

Iomsebenzi alibukelwa phansi.

Umsebenzi kanye negalari kufanele ngokuhlanganyela bavumelane ngokubhala ngesilinganiso sekhomishini esizokhokhwa ngazo zonke ezinye izinhlobo zamathranzekshini ayisipesheli.

Igalari inesibopho kumsebenzi nasemsebenzini womsebenzi sokumelela umsebenzi ngokuphelele kangangoba kungenzeka, nangokuzisiza yona kakhulu, nokungabukeli phansi izinga lomsebenzi.

Uma igalari inikeza izaphulelo, nanoma iyiphi inzuzo encishisiwe kufanele ithathwe kukhomishini yegalari, hhayi enzuzweni yomsebenzi.

Isivumelwano esibhaliwe sokuthengisa kufanele sikhishwe yigalari iye kumthengi ngokuthengiswa komsebenzi ngamunye. Kufanele inikeze yonke imibandela yokuthengisa.

Kufanele umsebenzi akhokhelwe okungenani ezinsukwini ezingama-30 zokuthengisa, noma uma kutholakala inkokhelo yigalari, noma yikuphi okufika kuqala.

Lapho igalari eyamukela khona ukukhokhelwa ngesitolimende, kufanele kukhokhwe idiphozithi engengaphansi kuka-25%.

Lapho igalari evuma khona ukwamukela inzuzo yomsebenzi wobuciko othengisiwe, lokhu kufanele kube yizindleko zegalari ngokuphelele.

Uma icelwa, igalari kufanele ihlinzeke umsebenzi ngesitatimende senqubekela phambili yomsebenzi othengiwe, kanye nanoma yikuphi ukukhokhwa kwezitolimende okufanele zikhokhelwe noma kwamukelwe.

Igalari kufanele ihlinzeke ngesitatimende sokuchaza ngomsebenzi ngamunye nayo yonke inkokhelo kumsebenzi, kubandakanya neminingwane yabathengi. Kuwukwephula isivumelwano sokumelelwa ukuthi umsebenzi afune ukuthengisa ngqo kubantu abathengayo abashiwo ngaphandle kokukhokha ikhomishini.

Ekupheleni konyaka wezimali ngamunye, igalari kufanele ithathe isitokwe bese ithumelela umsebenzi ngamunye uhlu lwemisebenzi yabo yonyaka wonke, futhi kufanele ikhokhe zonke izimali ezingakakhokhwa ezikweletwa umsebenzi. Izitatimende zokuthathwa kwesitokwe ngazinye kufanele zikhishwe ngokuvamile kubasebenzi abangenisa inzuzo enkulu.

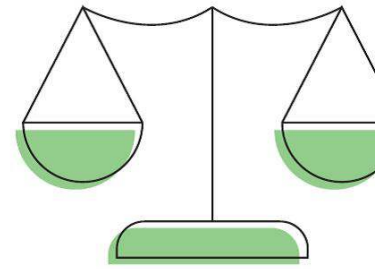
4.3.4 ILUNGelo LOKUSHICILELA

Igalari kufanele iwavikele amalungelo omthetho omsebenzi, kubandakanya ilungelo lokushicilela, emisebenzini ephathelene nomsebenzi wobuciko ehanjiswa, ethengiswa kusetshenziswa, noma ethuthukiswa yigalari, futhi kufanele ithathe izinyathelo ezikahle ukuqinisekisa ukuthi abanye nabo benza kanjalo.

Igalari akufanele ukuthi ibe nomthelela kumsebenzi wokuthi athengise, abe nelayisense, noma ayekele ilungelo lakhe lokushicilela noma (njengoba kungenzeka) amalungelo akhe okuziphatha okuhle.

Igalari akufanele ukuthi kulindelwe ukuthi ikhokhele imali ngokuphinda ikhiqize umsebenzi womsebenzi lapho inhloso yokuphinde kukhiqizwe kuwukuthengisa umsebenzi womuntu owenze umsebenzi. Lokhu kufanele kuqinisekise esivumelwaneni esibhaliwe.

Izimali ezikhokhwe ngomsebenzi owenziwe, okubandakanya ilungelo noma imvume yokusebenzisa umsebenzi obhaliwe, ezikhokhelwa umuntu okungesiyena umhlali walapha, kungancika enteleni egodliwe eNingizimu Afrika. Intela egodliwe wu-15% wenani lemali ekhokhelwe umuntu okungesiyena umhlali.



4.3.5 UMSEBENZI WOKUNAKEKELA

Igalari inesibopho somsebenzi womuntu owenza umsebenzi ngesikhathi unakekelwe yigalari.

Igalari kufanele isebenzise konke ukucophelela okukahle lapho iphethe, egcine, ibonisa futhi ipaka umsebenzi.

Igalari inesibopho sokugcina ikhava yomshuwalense eyanele. Iminingwane yekhava yomshuwalense kufanele ishiwo kumuntu owenza umsebenzi ngokubhala, njengoba kufanele kubhalwe uhlelo oluyolandela uma umsebenzi ulahlekile, umoshakele, noma webiwe ngesikhathi unakekelwe yigalari.

Uma igalari ingawuhlinzeki umshuwalense, umuntu owenza umsebenzi kufanele aziswe ngokubhala. Lokhu akusisusi isibopho segalari sokunxephezela umuntu owenza umsebenzi ngomsebenzi olahlekile, owebiwe noma omoshakele.

Igalari inesibopho sokuvikeleka, sokuvimbela umlilo, nesezimo zemvelo ezanele kubandakanya ukuwubonisa nokuwukhanyisa.

Uma umsebenzi umoshakele ngesikhathi ubhekwe yigalari, umsebenzi kufanele anikezwe ithuba lokuqala lokulungisa umsebenzi, noma ukugunyaza ukukhethwa komuntu ozolungisa umsebenzi wobuciko. Igalari kufanele ikhave izindleko zokulungisa.

Uma ukulahleka noma umonakalo ungangokuthi umsebenzi ngeke ulungiseke ngokwanelisayo, umuntu owenza umsebenzi kufanele akhokhelwe ngobude besikhathi esikahle, nangale kwezinga lomshuwalense wegalaria noma isikhathi esithathiwe ukukhokha imali efuniwe.

4.4 IMIBUKISO KANYE NEMICIMBI OKUKODWA NOMA OKWENZEKA KANYE

Kwezinye izimo, abasebenzi bangahlela umbukiso owodwa noma owenzeka kanye negalari yohwebo, indawo noma umcimbi lapho okungenakuzibophezela khona ebudlelwaneni obuqhubekayo. Izimo ezinjalo zibandakanya, isibonelo, umsebenzi ohlela umbukiso kanye edolobheni elehlukile noma esifundeni esingaphandle kwendawo yabo ejwayelekile yokumelelwa, noma uma igalari yohwebo ivuma ukuthatha umsebenzi ngomboniso owodwa kuphela.

Lokhu kungaba kuhle ukuzwa amanzi ngobhoko emakethe yomsebenzi ngaphambi kokuthi kwenziwe umnikelo wokumelelwa okugcwele. Bobabili abantu badinga ukuthi bacacelwa ngokuphelele futhi babe nesivumelwano esibhaliwe ngezindaba ezifana nobude besikhathi sobudlelwano, izinga lemisebenzi ehlinzekwayo kanye nekhomishini ebizwayo, ukugwema ukudideka ngesimo sokumelelwa okungenzeka kuxoxiswane ngabo esikhathini esizayo.

Embukisweni owenziwa kanye kuphela, izindleko zomsebenzi zingahluka kakhulu. Abantu abenza umsebenzi kaningi baba nesibopho sezindleko zento yokuthutha, ukufreyima, izindleko zokuthuthukisa nokubuka ngasese kanye, kuya ngokulungiselela, izindleko zomboniso. Ikhomishini ekhokhelwe umcimbi noma indawo kufanele kucabange ngomnikelo wezezimali kumsebenzi.

Kufanele kube nenkontilaki noma isivumelwano esibhaliwe.

Umcimbi noma indawo kanye nomuntu owenza umsebenzi kufanele babonisane ngokuhlanganyela

banqume ukuthi ubani okhokhela nanoma yiziphi izindleko ezivelayo.

Umsebenzi kanye nesigameko noma indawo kufanele ngokuhlanganyela kuvumelane ngekhomishini efanele ukukhokhelwa isigameko noma indawo, futhi kufanele ilinganisane nezinga lomsebenzi onikezelwe yisehlo noma yindawo.

Isehlo noma indawo kufanele kuthole imvume yomsebenzi ngaphambi kokuqhubeka nokukhokha ngesitolimende. Izivumelwano zezitolimende kufanele zifakwe enkontilakeni phakathi komsebenzi kanye nesehlo noma nendawo. Isikhathi sokukhokha ngesitolimende ukuthi kukhokhwe kuqedwe kufanele kufanele kube yisikhathi esingeqi ezinyangeni ezintathu.

Ukukhokha ngesitolimende kufanele kwenziwa ngezigamu ezivamile nezigaba (isb. u-30%-30%-40%) kukhokhwa ikhomishini esitolimendeni ngasinye.

Umsebenzi ufanele athole inkokhelo yesitolimende ngasinye ezinsukwini ezingama-30 inkokhelo itholwe yisehlo noma yindawo, kanti isikweletu eseluliwe kufanele kube yingozi yesehlo noma yendawo ngokuphelele. Uma ukuthengisa ngesikweletu kungaqediwe ezinsukwini ezingama-90, isehlo noma indawo kufanele ikhokhele umsebenzi inani lentengo lokuthengisa eligcwele kususwa ikhomishini efanele. Kufanele kufinyelelwe esivumelwaneni sokuthi umcimbi noma indawo ingawugcina noma iwulondoloze isikhathi eside kangakanani umsebenzi ukuwuthengisa, ngaphambi kokuwubuyisela kumsebenzi.

4.5 IZITOLU ZOKUTHENGISA EZININGI

Uma umsebenzi umsebenzi ewuthengisa ngokusebenzisa izitolo eziningi ezifana nezitolo ezithengisa ikhofi, inxanxathela yezitolo noma izimakethe, kufanele kube nesivumelwano esingavimbeli esibhaliwe phakathi kwabo bonke abantu.

Amanani entengo kufanele avunywe futhi kuxoxiswane ngawo yibo bonke abantu futhi kufanele afane kuzo zonke izitolo.

Uma umhleli noma umnikazi wesitolo enganikezeli ngemisebenzi efanayo neyegalari yohwebo (bheka Isigaba 4.3), isilinganiso sekhomishini kufanele sibe phansi kakhulu.

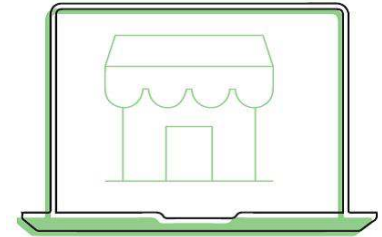
4.6 UKUTHENGISA KU-INTHANETHI

Umsebenzi othengiswe ku-inthanethi yisehlo noma yindawo ungaba namalungiselo afanayo nemisebenzi ethengiswe ngokusebenzisa igalari evamile yohwebo, kubandakanya maqondana namakhomishini.

Kuyobasiza kakhulu abasebenzi kanye namagalari ukuthola ukuthi:

- Indawo iphephe kangakanani ekwepulweni kwe-IPR;
- Ingabe ukufinyelela kanye nokusetshenziswa kuphethwe yiLayisense Yomsebenzisi WeWebhusayithi;
- Ingabe umsebenzi uzohlolishwa futhi uhunyushwe ngokufanele yini.

Isehlo noma indawo, noma umnikazi wewebhusayithi, kufanele avumelane nomsebenzi ukuthi ingabe ukukhishwa ngabasebenzisi ku-inthanethi kuzovunyelwa yini, futhi ngayiphi imigomo nemibandela yelayisense.



4.7 IMPAHLA

Umthwalo wuhlelo lokuthengisa olujwayelekile kakhulu phakathi kwabasebenzi bobuciko obubonwayo kanye namagalari ohwebo. Lokhu kusho ukuthi umcimbi noma indawo akusikhona umnikazi womsebenzi wobuciko, kodwa kuthengisa umsebenzi njenge-ejenti yomsebenzi.

Ubuciko buthengiswa ngomthwalo uma umsebenzi noma umnikazi wobuciko evumela isigameko noma indawo ukuthi kubukise futhi kuthuthukise umsebenzi wobuciko isikhathi esithize, ngaphandle kokuthi isehlo noma indawo kube ngumnikazi womsebenzi. Isehlo noma indawo kuthatha ikhomishini ngokuthengisa umsebenzi. Amagalari amaningi kanye nezinye izindawo zamakhefi zithengisa ubuciko ngomthwalo egameni lomsebenzi.

Ubunikazi bomsebenzi busala nomsebenzi, kanti uma sekukhokhwe ngokugcwele kuphela lapho ubunikazi buyodluliselwa bususwa kumsebenzi buya kumthengi.

Kufanele kwenziwe isivumelwano somthwalo bese siyasayinwa phakathi kwabantu. Kufanele sifake:

- Isikhathi umsebenzi okufanele uhanjise ngaso;
- Ikhomishini igalari kanye nomsebenzi abazoyithola lapho umsebenzi uthengwa;
- Isehlo noma indawo kuzomkhokhela kanjani umsebenzi;
- Ubani okhokhela isithuthi kanye nomshuwalense womsebenzi;
- Ubani onesibopho sokufakela umsebenzi;
- Umsebenzi ubuyiswa kanjani uma ungathengiswanga;
- Kufanele kunikezwe imibiko yesimo lapho umsebenzi uhanjiswa kanye/noma ubuyiswa.

Lapho kwengezwa umsebenzi omusha esivumelwaneni somthwalo samanje nesisemthethweni, irekhodi lomthwalo kufanele likhishwe bese lisayinwa yiyo bobabili abantu futhi lifakwe esivumelwaneni somthwalo.

Lapho kuhanjiswa imisebenzi kusehlo noma endaweni umsebenzi kufanele anikeze incazelo ephelele yohlu lwemisebenzi, kubandakanya incazelo yesimo semisebenzi. Isehlo noma indawo kufanele kubheke uhlu lomthwalo luqhathaniswe nomsebenzi odiliviwe. Isehlo noma indawo kufanele isayine bese ibuyisa ikhophi yohlu kumsebenzi njengerisidi.

Uma umsebenzi engalulungisi uhlu lomthwalo oluchazwe ngenhla, kufanele lungiswe yisehlo noma yindawo ngokushesha ekubeni ngumnikazi wemisebenzi kanye nekhophi esayiniwe enikezwe umsebenzi.

Ngokwamukela umsebenzi womuntu owenza umsebenzi ngomthwalo, isehlo noma indawo kuvuma izitatimende ezenziwe ekhasini lomthwalo, futhi ivuma ukuthi umsebenzi bewusesimweni esihle lapho wamukelwa.

Imisebenzi yobuciko ethunyelwe akusiyona impahla yesehlo noma yendawo, futhi angeke kubandakanywe kunanoma yikuphi ukuthengisa noma ukudlulisa kwesehlo noma kwendawo.

4.8 IMIBUKISO EMIKHULU KANYE NEZOKUZITHOKOZISA

Kuwumkhuba wemibukiso emikhulu kanye nezokuzithokozisa ukuhlanganisa ikomiti elikhethayo elakhiwe amagalari anolwazi kanye nokuqonda ngohwebo.

Imibukiso emikhulu kanye nokuzithokozisa kufanele kube nenqubomgomo eqinisekisa ukuthi ukhetho

luhlala luyiqiniso futhi lusobala.

Izindlela zokunquma ngokhetho kufanele zitholakale emphakathi ezimweni zezimemo ezivulekile zokuhlanganyela kugalari noma kuphrojekthi embukisweni omkhulu noma ekuzithokoziseni.

Lapho amaphrojekthi okungesiwona awohwebo noma izindawo zamaphrojekthi kumenywe endaweni yokuzithokozisa noma embukisweni omkhulu, iphrojekthi noma indawo yephrojekthi kuzophatha futhi anikeze osomaciko kanye nabasebenzi bawo inkontilaki.

Izindawo zokuzithokozisa kufanele zibe nenqubomgomo ukuthi kubhekanwa kanjani kangcono nomsebenzi ongahle ubange ukuphikisana.

Yonke imikhuba kanye namazinga okuqondene nokunikeza inkontilaki, amakhomishini kanye nokuthengisa kwamagalari ohwebo kanye nabasebenzi emisebenzini yokuzithokozisa kuhlala njengoba kushiwo kuSigaba 4.3 noma 4.4 kuncike ezimweni.

4.9 AMA-EJENTI/ABELULEKI BEZOBUCIKO

4.9.1 UKUMELWA KUKASOMACIKO KANYE NOKUTHENGISA

Ukuphikisana nobudlelwano obuqhubekayo abasebenzi abanabo negalari ebamelele, ukuthengisa ngokusebenzisa abeluleki bezobuciko kaningi kuyisigameko esenzeka kanye esigxile kuthranzekshini eyodwa. Noma kunjalo, abeluleki bezobuciko bangasebenza izikhathi eziningi nomsebenzi othize futhi ubudlelwano obuhle bebhizinisi kaningi buyakheka.

Kufanele kube nesivumelwano esibhaliwe noma inkontilaki phakathi komeluleki wobuciko kanye nomsebenzi osho imigomo nemibandela yobudlelwano. Umningwane walokho okufanele kufakwe uzoncika esimweni sobudlelwano.

Umeluleki wobuciko kufanele asize ukuqinisekisa ukuthi kunenkontilaki yokuthengiswa komsebenzi wobuciko phakathi komsebenzi kanye nomthengi.

Isivumelwano kufanele sikhawe iminingwane yokukhokha, senze abathengi ukuthi bazi ngamalungelo umsebenzi anawo, futhi sibhekane nanoma yibuphi ubudlelwano obukhethekile maqondana bokuboniswa nokunakekelwa komsebenzi.

Ukukhokhelwa komsebenzi kufanele kwenzeke ezinsukwini ezingama-30 umeluleki wobuciko ekhokhelwe.

Lapho umsebenzi enokumelelwa yigalari okuphelele umeluleki wobuciko kufanele ahloniphe lobo budlelwano futhi asebenze ngokusebenzisa igalari. Kulokho-ke, ikhomishini kufanele ikhokhwe ngumsebenzi egalari ngesilinganiso okwavunyelwana ngaso esikhathini esedlule. Ngakho-ke, uma kufanele, igalari kufanele ihlukaniselane ngekhomishini nomeluleki wobuciko ngesilinganiso okwavunyelwana ngaso esikhathini esedlule. Akukho khomishini eyengeziwe okufanele ukuthi umsebenzi ayikhokhele umeluleki wobuciko.

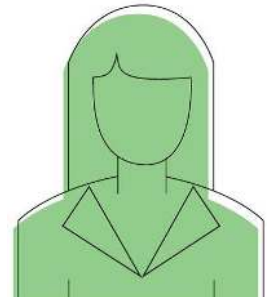
Umeluleki wobuciko kufanele athole ikhomishini ivela ngqo kumsebenzi kuphela lapho umeluleki ethatha iqhaza lokumelela egameni lomsebenzi ngenye indlela ongamelelwe.

Umeluleki wobuciko kufanele asayine bese ebuyisa ikhophi yohlu lomthwalo elinikezwe wumsebenzi njengerisidi lomsebenzi.

Abeluleki abahlinzeka ngokuphathwa kwamaphrojekthi kanye nemisebenzi yokusiza kufanele basho imigomo yokubandakanyeka okunjalo ngokubhala namaklayenti kanye nabantu abafanele.

4.9.2 UKUPHATHA NOKUSIZA NGEPHROJEKTHI

Uhlelo lwemali kufanele lutholwe yibo bonke abantu abahlanganyelayo ngaphambi kwesikhathi. Izingxoxo eziphathelele nesakhiwo semali kanye nohlelo lokukhokha, uma kusebenza, kufanele kuvunyelwane ngakho ngokubhala.



4.10 ABANTU ABENZA UMSEBENZI ABATHENGISA UMSEBENZI

Isivumelwano sokuthengisa kufanele senziwe phakathi komsebenzi nomthengi futhi kufanele sifake okulandelayo:

- Incazelo yomsebenzi wobuciko, kubandakanya izinto zokusebenza, isikali kanye neminingwane yokuphrintwa kokukhipha okuncane
- lapho kusebenza khona;
- Ubunikazi kanye nokulawula kwe-IPR;
- Yimuphi umuntu onecala lezindleko zesithuthi kanye nomshuwalense;
- Kungaba umsebenzi ufreyinyiwe yini noma cha (uma kusebenza);
- Isheduli yokudiliva umsebenzi;
- Ukushintshiselana ngemininingwane yokuxhumana kanye namakheli (endawo yokuhlala) ngokuzibophezela okuvela kumthengi kokwazisa umsebenzi uma umsebenzi uphinde wathengiswa.

Abasebenzi kungenzeka futhi bacele ukuthi amalungelo engeziwe athize ahlonishwe ngemuva kokuba umsebenzi sewuthengisiwe. Izivumelwano zokuthengisa ezinjalo kufanele zibandakanye:

- Isigatshana ngokushintsha kanye nokunakekelwa komsebenzi wobuciko kanye nomsebenzi wokunakekela;
- Ukuthi umsebenzi udinga ukukhokhelwa futhi anconywe lapho umsebenzi ushicilelwa;
- Ukuthi umsebenzi unelungelo lokusebenzisa umsebenzi wobuciko embukisweni;
- Ukuthi umsebenzi unelungelo lokusebenzisa umsebenzi wobuciko embukisweni uma eceliwe;
- Kufanele unakekelwe futhi ulungiswe kanjani umsebenzi uma umoshakele.

Isitifiketi seqiniso sichaza umsebenzi wobuciko futhi siqinisekisa umthengi ukuthi umsebenzi yisiqephu sasekuqaleni esenziwa ngumsebenzi oshiwo futhi wakhonjwa esitifiketini. Igalari, isehlo noma indawo, umsebenzi, noma nanoma yimuphi omunye umthengisi, kufanele akhiphe isitifiketi sobuqiniso ngokucelwa umthengi.

Abasebenzi kufanele bavunyelwe ukufinyelela emsebenzini wabo ukuze bawurekhode, kanye nemibukiso kwezinye izindawo, kuncike ekulondolozweni okujwayelekile nasekubhekelweni kokuqoqwa.

Uma kwenzeka umsebenzi udinga ukuthi ushatshalaliswe ngenxa yomonakalo ongalungiseki, umnikazi kufanele azise umsebenzi futhi avumele isikhathi esikahle sokuthi umsebenzi urekhodwe futhi/noma ususwe bese uphinda ufakwe kwenye indawo. Lapho okwenzeka khona, umnikazi kufanele umsebenzi awubuyisele kumsebenzi ngaphandle kwezindleko, ukuvikela ilungelo lomsebenzi lokuziphatha kahle.

Abathengi bangasese nabomphakathi bobuciko kudingeka bazi ngeminye imibandela ekhethekile esebenza kulo mkhakha. Abasebenzi abaningi bathola izinzu ezincane emsebenzini wabo wobuciko, kanye nomholo ogcwele noneqiniso ngemisebenzi yabo enconyiwe.

4.11 ABAQOQI ABAZIMELE KANYE NAMAKHOMISHINI

4.11.1 UKUNIKEZA UMUNTU OWENZA UMSEBENZI UKUTHI AWENZE

Imisebenzi yobuciko ekhomishiniwe yimisebenzi ekhiqizwe ngaphansi kohlelo lwekhomishini lapho umsebenzi esebenza njengosonkontilaki ozimele ekukhiqizeni umsebenzi noma iphrojekthi. Lolu hlelo lwehlukile ebudlelwaneni bomsebenzi. Ngaphansi kobudlelwano bekhomishini, ukhomishina kanye nomsebenzi bavumelana ngesimo, indlela kanye nolwazi oluqukethwe umsebenzi wobuciko noma iphrojekthi okufanele ikhiqizwe, ukhomishina ukhokhela umsebenzi imali yokukhiqiza umsebenzi, bese kuthi umsebenzi akhiqize umsebenzi noma iphrojekthi ngezingcaciso okuvunyelwene ngazo esikhathini esedlule phakathi kwabantu.

Lapho umthengi efaka i-oda lokukhiqizwa komsebenzi ngqo kumsebenzi, kufanele kwenziwe inkontilaki yokukhiqizwa komsebenzi. Isivumelwano kufanele sichaze ukuthi uhlelo lokukhiqizwa komsebenzi lufakani, kanye nesheduli yokuthi ukukhokhwa kuyokwenziwa kanjani futhi nini ngesikhathi sohlelo. Inkontilaki kufanele ibandakanye imininingwane elandelayo:

- Incazelo yomsebenzi wobuciko kubandakanya imidwebo yokuqala eyandulelayo;
- Ukuhlukaniswa kwezindleko;
- Izigaba zokuhlola kanye nezimvume kanye nokuhlukaniswa kwenkokhelo yesikhashana;
- Isivumelwano singamiswa kanjani ngomunye umuntu, futhi kuyoba yini umphumela;
- Ubani ongumnikazi welungelo lokushicilela umsebenzi;
- Umsebenzi uzohanjiswa futhi udilivwe ngani;
- Ubani ozowufakela umsebenzi.

Abaqoqi kufanele baqaphe izidingo maqondana namalungelo omthetho omsebenzi ezifana nelungelo lokushicilela kanye namalungelo okuziphatha kahle ngomsebenzi wabo.

4.11.2 UKUTHENGA UMSEBENZI

Abathengi besikhathi esizayo kufanele bahloniphe nanoma yimiphi imigomo yokukhokha abavumelana ngayo nomthengisi kanye/noma umsebenzi.

Ngaphambi kokuthi ukuthengisa kuqale, umthengi wesikhathi esizayo ngokusemthethweni angacela ukufinyelela empahleni eshicilelwe ngosomaciko (imibhalo kanye namakhathalogi), i-CV kanye nombhalo okhuluma ngosomaciko, kanye nezitifiketi zobuqiniso bomsebenzi (uma kusebenza), ukuthi umthengisi kungenzeka angaba nakho noma unokufinyelela.

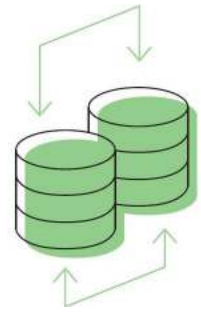
Abathengi besikhathi esizayo kufanele bavunyelwe ukuhlola nanoma yimuphi umsebenzi okungenzeka bafune ukuwuthenga, ukuqinisekisa ukuthi umsebenzi awumoshakele nokuthi usesimweni umthengisi akasichazile.

Abathengi kufanele bayirekhode imisebenzi eqoqweni labo ngezinhloso zobuqiniso kanye nobunikazi, futhi bagcine amarekhodi ananoma yikuphi ukumoshakala noma izinguquko esimweni somsebenzi. Ukugcina amarekhodi kubalulekile ukuqinisekisa izinga lomsebenzi lokuthi uphinde uthengiswe.

Abathengi besikhathi esizayo bobuciko bevidiyo kufanele buqinisekise umthengisi maqondana nanoma yisiphi isidingo, kanye nezindleko ezihambisana nabo, ukufakazisa umsebenzi esikhathini esizayo, maqondana nobuchwepheshe obushintsha ngokushesha kanye nezakhiwo.

Abathengi besikhathi esizayo kufanele baqinisekise ukuthi bayaqonda imibandela yokulondolozwa kanye/noma imibandela yokuboniswa kwananoma yimuphi umsebenzi othengiwe. Abathengi bangacela ukuthi le mibandela inikezwe ngokubhalwa ngumthengisi.

4.11.3 UKUFAKWA KWENANI LENTENGO KOMSEBENZI



Abathengi besikhathi esizayo kufanele benze ucwaningo ngokufaka amanani entengo omsebenzi kasomaciko othile, noma ukufaka inani lentengo lokuqhathanisa umsebenzi ofanayo. Esimweni sikasomaciko ofufusayo ongenalo irekhodi lokuthengisa, umthengi kufanele aphenye amanani entengo okuthengisa umsebenzi oqhathanisekayo ngabanye osomaciko abanemigudu yomsebenzi efanayo kanye nokuvelele.

Uma kuthengwe egalari yohwebo noma ngokusebenzisa enye i-ejenti futhi hhayi ngqo kusomaciko, abathengi besikhathi esizayo kufanele bazi ukuthi u-40% wesamba uzokhokhwa njengekhomishini egalari yohwebo noma ku-ejenti. Usomaciko uthola u-60% osele.

Abathengi besikhathi esizayo kanye nabaqoqi kufanele bazi ukuthi nanoma yikuphi kokulandelayo kungaba nomthelela enanini lentengo lomsebenzi kasomaciko othile:

- Amagalari, amamyuziyemu noma izikhungo lapho usomaciko ebukise khona ngomsebenzi;
- Imibukiso eyenziwa ngumuntu oyedwa;
- Ukuhlanganyela emibukisweni yeqembu;
- Imivuzo, imiklomo, izibonelelo noma ukuhlonishwa okutholakele;
- Ukutholakala emphakathini, ngasese noma okuqoqwayo kwenhlangano;
- Izikhundla eziphethwe (isb. Usomaciko ohlala lapha; usolwazi, umfundisi, umfundisi wasemazingeni aphezulu);
- Ukubonga, ukusho noma ukunikezela kokushicilelwe (isb. Amamonografu noma amakhathalogi);
- Ukuthengiswa komsebenzi endalini.

Okulandelayo nakho kungenzeka kusebenze enanini lentengo lokugcina futhi kufanele kubhekwe:

- Umsebenzi wasekuqaleni unenani lentengo liphezulu kakhulu kunokuphinda kukhiqizwe umsebenzi;
- Ihlelo elinomkhawulo wamaphrinti asekuqaleni (kubandakanya izithombe) ngokujwayelekile kunenani lentengo ngenani eliphezulu ngenxa yokuphrintwa okumbalwa okukhona emakethe;
- Kungaba wukuthi umsebenzi ufreyinyiwe yini noma awufreyinyiwe;
- Esimweni sobuciko bevidiyo, inani lentengo lingehluka kuya ngobukhulu behlelo, isakhiwo esikhona, uma umsebenzi uza nekhophi yomlando, noma ibhokisi noma okokuphatha okunikeziwe noma okufakiwe (isb. ibhokisi elenziwe ngesandla lomsebenzi we-DVD noma wevidiyo kunebhokisi elingahlotshisiwe).

4.12 IZITUDIYO

4.12.1 IZINKONTILAKI KANYE NEZIVUMELWANO

Uma isitudiyo siphethwe yinhlangano yabasebenzi ehlanganyelwe, isivumelwano sokubambisana kufanele kuvunywe yiwo wonke amalungu. Isivumelwano kufanele sehlukanise amaqhaza kanye nezibopho maqondana:

- Nokunakekela;
- Ukuphathwa kokwenziwa komsebenzi;
- Imali.

Kunconywa ukuthi izinhlangano ezihlanganyelwe ezinjalo zibheke ukubhalisa okusemthethweni.

Izivumelwano zokuqasha kufanele kusebenze phakathi komnikazi wendawo kanye nenhlangano

ehlanganyelwe noma inhlango.

Izivumelwano zesitudiyo kufanele zibe khona kubo bonke abasebenzi abarenta indawo esitudiyo.

Izivumelwano zesitudiyo kufanele zivumele isaziso esingeqi ngaphezu kwezinyanga ezimbili.

Izivumelwano zesitudiyo kufanele zibandakanye okulandelayo:

- Izidingo zediphozithi;
- Irenti kufanele ikhokhwe kanjani futhi nini;
- Ukuphathwa kwezimali ezisalele emuva ngokukhokhwa;
- Isaziso esiphansi.

Esimweni sesikhungo (ibhizinisi lasekhaya, isiphathimandla sasekhaya, igalari noma umnyuziyemu kamasipala) esihlinzeka ngendawo ukushintshiselana ngemisebenzi ethile eqenjini labasebenzi (isb. imihlangano yokufundisana), isivumelwano kufanele sibe khona ngokuhlinzeka kanye nemikhawulo yemisebenzi.

Akusiyona into ejwayelekile ukuba nekhava yomshuwalense yemisebenzi yobuciko ezitudiyo, kodwa-ke lokhu kungaxoxiswa ngakho ngokuhlanganyela futhi kuvunywe yibo bonke abantu ngokubhala, amalungu, kanye nabahlali.

Uma umsebenzi efuna ukusungula umsebenzi bese eqasha isitudiyo sokuphrinta noma isitudiyo somsebenzi obaziwe ukuqedela ihlelo elinomkhawulo, kufanele kume ukuthi isivumelwano siyaphela uma umsebenzi sewenziwe ngaphandle uma umsebenzi enikeza imvume esitudiyo ukuthi sithengise umsebenzi. Uma umsebenzi kanye nesitudiyo sokuphrinta noma isitudiyo sokubaziwe behlanganyela ukusungula ihlelo elinomkhawulo, ubunikazi behlelo kwabelwana ngalo phakathi kwabantu ababili, njengoba isitudiyo kanye nomsebenzi bethatha ingozi okwabelwana ngayo ukusungula ihlelo ndawonye.

4.12.2 EEMPILO KANYE NOKUPHEPHA

Isitudiyo sinecala lokuphepha komuntu siqu kwanoma wubani osebenzisa indawo, futhi sibhekene nokuthatha izindlela ezanele zokwenza ukuthi abantu bakwazi ukuphuma endaweni uma kunesimo esiphuthumayo (isb. ngokuqinisekisa ukuthi umsebenzi awugciniwe emaphaseji aholela ezindaweni zokuphuma).

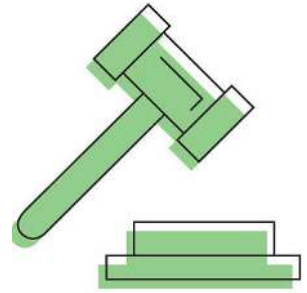
Isitudiyo sidinga ukuqinisekisa ukulondoloza okufanele kwezinto zokusebenza eziyingozi futhi kufanele silandele imiyalelo kamakhi kulokhu Imininingwane kufanele ifakwe ezivumelwaneni zesitudiyo.

Izitudiyo kudingeka zenze izinhlelo ezanele zokuphathwa kokungcola kanye nokulahlwa ngokwemithetho kamasipala.

Isitudiyo kudingeka siqiniseke ngokungena komoya owanele kuzo zonke izindawo. Izivumelwano zesitudiyo kufanele zibandakanye futhi zibambebele emazingeni ashayelwe umthetho okungenisa umoya, okuphepha kanye nokulahlwa. Izitudiyo kufanele ngokuvamile ziphinde zihlole amazinga empilo nokuphepha, kubandakanya ikhwalithi esebenzayo kanye nokuseviswa kwamanzi omlilo, izindawo zokuphuma sesimo esiphuthumayo kanye nokungenisa umoya.

Izitudiyo kufanele zibe negama elihle kuSikhwama Sezinxephezelo futhi zibe nomshuwalense onesibopho emphakathini. Bheka Isigaba 5.1.2.

4.13 IZINDALI



Umthengisi, umuntu oqhuba indali kanye nomthengi kufanele baqhube uhlelo lwendali ngazo zonke izikhathi ngesithunzi nangokuhambisana nezindlela zokusebenza zembali yendali.

Imigomo kanye nemibandela yokuthengisa kufanele ibe sembonisweni futhi itholakale ukuthi ihlolwe endalini.

Nanoma yimuphi umsebenzi onothando lwezimali endlini yendali, noma onenani lentengo lokubambisa kufanele kushiwo kukhathalogi futhi kumenyezwe ngaphambi kohlelo lokubhida. Inani lentengo lokubambisa alivamile ukudalulwa kumbhidi.

Ngaphambi kokuqala ukubhida, umuntu oqhuba indali kufanele amemezele ukuthi ingabe umthengisi unelungelo eligodliwe lokubhida kunanoma yiliphi izinga ngaphansi kwenani lentengo lokubambisa.

Umuntu oqhuba indali kufanele aqiniseke ukuthi inani lanoma yikuphi ukubhida lishiwo ngokucacile.

Umuntu oqhuba indali kungenzeka ayale ibhidi.



5. IZINHLANGANO, AMABHIZINISI KANYE NEMALI YOMUNTU OWENZA UMSEBENZI

Lesi sigaba siqondene kakhulu nezinto eziphathelele nomsebenzi wokusebenza okuqeqeshelwe kosomaciko. Kuyingxube yezindaba ezingaqondene nokubekwa esiteji kwamaphrojekthi kanye nemibukiso, kodwa kunalokho kukhathazeke ngokusebenza kwansuku zonke kwemicimbi, izindawo kanye nabasebenzi njengezindawo zokusebenza eziqeqeshile kanye nabantu. Ingxenywe yokuqala ibheka uhlelo lwabantu abasebenza ndawonye ebhizinisini, enhlanganweni noma ezindaweni eziyizinhlango ezihlanganyelwe, futhi kuhlinzeka ngamazinga angcono kakhulu okuhlanganyela, ukubusa okuhle kanye nezindawo zomsebenzi ezishayelwe umthetho (kubandakanya uguquko, impilo kanye nokuphepha nokunye nokunye).

Ingxenywe yesibili ibhekene nezindaba ezibalulekile zezimali eziphathelele nomsebenzi zezinhlango, zamabhizinisi kanye nabasebenzi. Umshini wokubala imali ufakiwe kulesi sigaba. Umshini wokubala imali wenziwe ngokwamazinga amazwe omhlaba, kubhekwa izinto ezithize ngqo kwesimo saseNingizimu Afrika. Kusho imikhuba namazinga kwalokho okungakwazi kanye nokufanele kubandakanywe emazingeni okubala okukhokhwa kwezimali eziqeqeshelwe umsebenzi. Umshini wokubala imali ungasebenza njengesiqondiso sokuqoqa izimali, ukukhomishina/ukunikeza inkontilaki kanye nokufakwa amanani entengo emisebenzi kanye nezinsizakalo.

5.1 AMABHIZINISI, IZINHLANGANO EZINGENZI INZUZO KANYE NEZINHLANGANO EZIHLANGANYELWE

5.1.1. UGUQUKO

Izehlo noma izindawo kufanele zisho futhi zenze izinqubomgomo zobulungiswa ebhekene noguquko, Uhlelo lobulungiswa emsebenzini kufanele lwenziwe yibo bonke abaqashi futhi kufanele kusebenze kuzo zonke izigameko noma izindawo ezenziwe ngaphakathi kuZimiso Zomthetho Zobulungiswa Emsebenzini. Lezi zinqubomgomo kufanele zibe khona ukuthi zibhekwe yibo bonke abasebenzi kanye nabantu abathintekile, futhi kufanele ifakwe ulwazi olusha ngokuvamile.

Uhlelo lobulungiswa emsebenzini (EE) lukhombisa uhlelo lokuqalisa umsebenzi lobulungiswa bomsebenzi womqashi. Uhlelo lwe-EE kungaba umbhalo oseceleni noma yingxenywe yombhalo omkhulu (njengohlelo lwebhizinisi). Uhlaka lohlelo lwe-EE lufakwe kuZimiso Zomthetho Wobulungiswa Emsebenzini, kanti Uhlelo Lwe-EE kufanele kokuphansi lube nazo zonke izingxenywe ezisohlakeni lwe-EEA 13. Izehlo kanye nezindawo okungancikile ngokusemthethweni kuzimiso zomthetho wobulungiswa emsebenzini kufanele zisebenzise lolu hlaka njengesiqondiso suguquko lwazo.

Izehlo noma izindawo kufanele zenze izinhlelo zobulungiswa bombukiso obufeza inqubekela phambili ekahle ekusizeni ngokumeleleka okunobulungiswa kwabasebenzi abavela emaqenjini akhethiwe, kanjalo nokusiza ekuqedeni ukubandlulula okungenaqiniso.

5.1.2. EZEMPILO KANYE NOKUPHEPHA

Izinqubomgomo

Zonke izehlo noma izindawo kufanele zibe nezinqubomgomo zempilo nezokuphepha. Lokhu kufanele kusebenze kubasebenzi kanjalo nasezivakashini, kubabukeli, kubasebenzi ezitudiyo nasezimweni zemcimbi ekhethekile (isb. ukufakelwa kwamathende noma nenye impahla yokusebenza). Le nqubomgomo kufanele ibe khona ukuthi ihlolwe yibo bonke abasebenzi kanye nabantu abathintekayo, futhi kufanele ifakwe ulwazi olusha ngokuvamile.

Imisebenzi eyizibopho kubasebenzi

Umthetho Wempilo Yasemsebenzini kanye Nokuphepha, 1993, udinga ukuthi umqashi alethe futhi agcine, ngokukahle ngokungenzeka, indawo yomsebenzi ephephile nengenayo ingozi empilweni yabasebenzi. Lokhu kusho ukuthi umqashi kufanele aqiniseke ukuthi indawo yokusebenza ayinazo izinto eziyingozi (isb. i-benzene, i-chlorine kanye nezinto ezincane eziphilayo), kanye namaathikili, impahla kanye nezinhlalo ezingabanga ukulimala, umonakalo noma isifo. Lapho okungeke kwenzeka khona lokhu, umqashi kufanele azise abasebenzi ngezinguzi, izindlela zokuvimbela, kanye namasu okusebenza ngokuphepha, futhi ahlinzeke nezindlela zokuvikela ukusiza ngendawo yokusebenza ephephile. Abaphathi basezitudiyo kufanele bazijwayeze Umthetho, ngaphezu kokubhekisa kuSigaba 4.12.2.

Bonke abasebenzi, izehlo kanye nezindawo kufanele bazijwayeze noMthetho Wezempilo Emsebenzini Nokuphepha, 1993, futhi baqinisekise ukuthi zonke izimiso zoMthetho ziyasetshenziswa kunanoma iyiphi indawo lapho indawo ibekwe noma ilapho okwenzeka khona umcimbi. Kufanele kunikezwe ukunaka okuyisipesheli kubasebenzi abasebenza ngokufakela, ukupakisha impahla kanye nokuyiphatha, kanjalo nalabo ababandakanyeka emsebenzini wobuchwepheshe ofana nokushisela kanye nokwakha.

Izibonelo zibandakanya:

- Ukuhlinzeka ngempahla yonke yokuphepha kubandakanya amahelmethi, amagilavu, okokuvikela amehlo;
- Ukuhlinzeka ulwazi, umyalelo, ukuqeqesha kanye nokusuphavayiza imisebenzi engathathwa njengeyingozi;
- Ukuqasha nokuqeqesha abameleli bezempilo nokuphepha kubasebenzi abangama-20 abaqashwe emcimbinini noma endaweni, nokwakha ikomiti lezempilo nokuphepha lapho okukhona khona abameleli bezempilo nokuphepha ababili noma ngaphezulu.

Umthetho ophelile ungathathwa kulokhu kuxhuma okulandelayo: labour.gov.za

Umthetho Wesinxephezelo Sokulimala Okutholakala Emsebenzini kanye Nezifo

Umthetho Wesinxephezelo Sokulimala Okutholakala Emsebenzini kanye Nezifo, 1993, (COIDA) uhlinzeka ngokukhokhwa kwesinxephezelo kubasebenzi kanye, ezimweni ezithize, izingane zabo, sokulimala emsebenzini noma sesifo.

Abasebenzi abakhawwe yi-COIDA babandakanya nanoma yimiphi umuntu ongene enkontilakeni yomsebenzi noma yokufundiswa umsebenzi endaweni yokusebenza/ukufunda nomqashi, kungaba inkontilaki ibhaliwe noma ngeyomlomo noma, ikhulunyiwe noma ayiqondile ngqo.

I-COIDA yenza izinto zokuhlinzeka ezilandelayo:

- Asikho isidingo sokuthi umsebenzi afakazise ukuthi umqashi ubenganakile - Umthetho uhlinzekela uhlelo 'akukho phutha' lomshuwalense wengozi;
- Abasebenzi bathola isinxephezelo ngisho ngabe umqashi akasolwa ngengozi. Isinxephezelo sikhokhwa uma kungukuthi ingozi yenzeka 'ngesikhathi nasendaweni yomsebenzi', okungukuthi, ngesikhathi umsebenzi esemsebenzini;
- Asikho isidingo sokuya enkantolo: isinxephezelo sikhokhwa ngokusebenzisa Ukhomishina Wesinxephezelo;
- Umthetho uhlinzekela isinxephezelo esikhulisiwe ukuthi sikhokhwe uma umqashi wayebudedengu.

Uma ingozi ibangwe ukungaziphathi kahle okubi kakhulu kanye nenkani yomsebenzi, akukho sinxephezelo esiyokhokhwa, ngaphandle uma imiphumela yengozi kuwukhubazeka okubi kakhulu noma ukufa komsebenzi, noma umsebenzi enezingane eziphila ngaye. 'Ukungaziphathi kahle okubi kakhulu nokuba nenkani' kuchazwa ku-COIDA njengokudakwa noma ukuba ngaphansi kwesidakamuzwa esilalisayo, inkani noma ukuphikisana ngokunganaki nomthetho nanoma yimuphi wezempilo nokuphepha, kanye nanoma yisiphi esinye isenzo noma ukungabi bikho Ukhomishina akuthatha ngokuthi wukuziphatha okubi kakhulu kanye nokuba nenkani.

Umqashi onomsebenzi oyedwa noma ngaphezulu kufanele abhalise neSikhwama Sezinxephezelo, futhi kufanele akhokhe izimali zokuhlolwa zonyaka. Abaqashi ababhalisela futhi bakhokhe izimali zabo zonyaka zeSinxephezelo Sabasebenzi bavikelekile ekuboshweni ngabasebenzi abalimala emsebenzini. Umthetho Wesinxephezelo Sabasebenzi ubeka wonke umqashi icala futhi enesibopho sezimali ngezindleko zengozi yomsebenzi kanye nokulahleka kwempilo uma engabhalisile neSikhwama Sezinxephezelo.

Umqashi uboshwe ngokomthetho ukuthi abike ingozi kuKhomishina Wezinxephezelo ezinsukwini eziyisikhombisa. Ukuhluleka ukwenza lokhu kuyajeziswa ngenhlawulo engengaphezu kwenani lesinxephezelo elikhokhwa ecaleni.

Ilungelo lesinxephezelo liyaphela uma isicelo sokufuna imali singenziwe ezinyangeni eziyi-12 zengozi noma zokuxilongwa wudokotela isifo esikhavwe nguMthetho.

Lapho isithuthi samahhala sokuya nokubuya emsebenzini sihlizekwa umqashi, futhi imoto ishayelwa umqashi noma umuntu oqashelwe ngqo ukushayela, nanoma iyiphi ingozi eyenzekayo iyothathwa njengeyenzeke emsebenzini. Ngamanye amazwi, isinxephezelo singafunwa sokulimala noma sokufa ngenxa yaleyo ngozi. Akukho sinxephezelo esikhokhwayo uma ingozi yenzeka ngesithuthi samahhala esihlizekwe ngusonkontilaki egameni lomqashi.

Bonke abaqashi kanye nabasebenzi kufanele bazijwayeze Umthetho Wesinxephezelo Sokulimala Emsebenzini kanye Nezifo, 1993, kanye namalungelo ahlinzekelwe kuMthetho. I-COIDA iyatholakala ekuxhumeni okulandelayo: labour.gov.za

5. 1. 3. ULWAZI LOKUFUNDISWA UMSEBENZI ENDAWENI YOMSEBENZI

Ukuthola ulwazi olunemininingwane ngemisebenzi yokufundiswa umsebenzi emsebenzini ebucikweni obubonwayo eNingizimu Afrika bheka amathuluzi okufundiswa umsebenzi e-VANSA ku-vansa.co.za

Izinqubomgomo

Izehlo noma izindawo kufanele zenze izinqubomgomo zangaphakathi ngokusebenza kokufundiswa umsebenzi. Inqubomgomo yangaphakathi kufanele isho imigomo isehlo noma indawo kungena enkontilakeni nomuntu osebenzela ukufunda umsebenzi, zithini izinqubo zokufundisa umsebenzi, kanye nemigomo yomholo. Inqubomgomo kufanele ibe khona ukuthi ihlolwe yibo bonke abasebenzi abafundiswa umsebenzi, abasebenzi kanye nabantu abathintekayo, futhi kufanele ifakwe ulwazi olusha ngokuvamile.

Imigomo

Ukusebenza kokufundiswa umsebenzi kufanele:

- Kuhlinzeke ulwazi lokufunda olwesekwe ngokubalulekile; luhlinzeke ukufundiswa ngokulandela; luvumele umuntu ngamunye ukuthi abe noma athuthukise amakhono asebenza emkhakheni wabo abawukhethile;
- Qinisekise ukuthuthuka kobudlelwano basemsebenzini nabanye abantu; ukwenza ikhandidethi ukuthi ifunde imikhuba emihle yomsebenzi efanayo nokuxhumana, isikhathi kanye namakhono okuphatha iphrojekthi;
- Nikeza amathuba okunethiwekha azoholela komunye umsebenzi okhokhelayo, noma siza ukuqhubela phambili umsebenzi womuntu ofundiswa ukusebenza ngezindlela eziphathekayo.

Umuntu oqashelwe ukufundiswa umsebenzi ngamunye kufanele anikwe inkontilaki noma incwadi

yokuzwisisana esho iqhaza kanye nemisebenzi azonikwa yona. Umuntu oqashelwe ukufunda umsebenzi kufanele anikwe iqhaza elichaziwe kanye nethayithili yomsebenzi. Lokhu kufanele kubandakanye ukuba sobala ngemisebenzi yansuku zonke kanye nemisebenzi abhekene nayo, kanye nokucaciswa kokuqhubeka ngaphakathi enhlanganweni. Ngokujwayelekile, bonke abaqashelwe ukufundiswa umsebenzi kufanele banikezwe izinga lokubhekana nomsebenzi okuzoqhubela phambili ulwazi lwabo.

Ukuqashelwa ukufundiswa umsebenzi kufanele kube ngokwesikhathi esifushane futhi kahle hle kube yisikhathi esiwubude obuphakathi kwezinyanga eziyisithupha ukuya onyakeni.

Abasebenzi abaqashelwe ukufundiswa umsebenzi kufanele batholakale ngendlela efanayo nabasebenzi abavamile, kubhekwe kahle ukuthi amakhono abo nabakuphasile kungena kanjani emisebenzini okuzolindeleka ukuthi bayenze. Ukufunwa kufanele kwenziwe ngendlela evulekile nesobala, ukwenza ukufinyelela okunobuqotho nobulinganayo kubantu abaqashelwe ukufundiswa umsebenzi abakhona.

Inkontilaki ebhaliwe echaza amahora okusebenza omuntu oqashelwe ukufunda umsebenzi, ubude bokuqashelwa ukufundiswa umsebenzi, izinhloso nezibopho zakhe, kanye neminye imigomo yobudlelwano, kufanele yenziwe futhi kuvunyelwane ngayo ngaphambi kokuqalisa kokuqashelwa ukufundiswa umsebenzi. Nanoma yikuphi ukuqeqeshwa ofundiswa umsebenzi angahle akudingi ngeqhaza kufanele kuhlelwe ngaphambi kwesikhathi. Uhlelo kufanele kushiyelwane ngalo nomuntu ofundiswa umsebenzi ngosuku lokuqala lohlelo. Ukuqeqeshwa kufanele kufake ukwaziswa ngezempilo nokuphepha okwenziwe enhlanganweni ngayinye.

Izinhlango kufanele ziqinisekise ukuthi kunomuntu onikezelwe ukusuphavyiza nokubheka umuntu oqashelwe ukufunda umsebenzi, nowenza ukuhlolwa kokusebenza ngokavamile. Lo muntu kufanele anikeze umbiko ngokuqhubekayo kumuntu ofundiswa umsebenzi, abe ngumelukeki kanye nombheki ngesikhathi sokufundiswa umsebenzi, futhi kufanele enze ukuhlolwa kokusebenza okusemthethweni ukuhlola imiphumela yesikhathi esichithwe enhlanganweni.

Izinhlango kufanele zihlinzeke impahla edingekayo futhi ziqinisekise indawo yokusebenzela eyenza umuntu ofundiswa umsebenzi ukuthi enze imisebenzi ayinikiwe kanye nezibopho zomsebenzi.

Ekupheleni kokufundiswa umsebenzi kufanele anikwe ireferensi yomuntu siqu eneminingwane egcwele.

Umholo

Lapho okungenzeka khona abantu abaqashelwe ukufundiswa umsebenzi kufanele bakhokhelwe. Okuncane, imicimbi ebanjiwe noma izindawo kufanele zikhawe izindleko eziphathelene nomsebenzi ezithwalwe ngumuntu ofundiswa umsebenzi: ukuya, ukubuya nangesikhathi somsebenzi. Lokhu kuzoqinisekisa ukufinyelela ngokubanzi, futhi kuvumele abantu abavela emlandweni wezomnotho owehlukile ukufinyelela emsebenzini yokuqashelwa ukuqeqeshelwa umsebenzi.

EYurophu naseMelika, ukuqashwa kokuqeqeshelwa umsebenzi okungaholeli kwezobuciko sekuyinto ejwayelekile. Kukhona ukukhathazeka okukhulu ngalokhu kwenza, amanye amazwe ethula imithetho yokuvikela abasebenzi bezokuqamba abasebasha ekutheni bengaxhashazwa.

Udaba olubalulekile ngokuqashwa kokufundiswa umsebenzi okungaholeli emhlabeni kube wukubukela phansi ikhono lomsebenzi emkhakheni wokusungula - ukuphika ukuthi abasebenzi abasungulayo bangabasebenzi.

Abantu abaqashelwe ukufundiswa umsebenzi bathathwa njengabasebenzi ngokomthetho womsebenzi waseNingizimu Afrika, futhi banelungelo lokunxeshezela ngemisebenzi yabo. Umsebenzi wabo uncike kuMibandela Eyisisekelo yoMthetho Womsebenzi.

5. 1. 4. AMABHIZINISI

Zonke izinhlango zenzuzo, izinkampani, amabhizinisi kanye nezinkampani ezincane kufanele

kubhaliswe neKhomishini Yezinkampani kanye neMpahla Ebhaliwe (CIPC), futhi ukuze kusetshenzwe ngokusemthethweni, kufanele zilandele konke ukuhlinzeka koMthetho Wezinkampani. Umthetho Wezinkampani ungathathwa kulokhu kuxhuma okulandelayo: cipc.co.za

Abasebenzi abanamabhizinisi abhalisiwe, izinkampani noma izinhlangotho kufanele benze izinhlelo zebhizinisi zemisebenzi yabo, futhi babukeze ukusetshenziswa kanye nemiphumela yalezi zinhlelo ngonyaka.

Uma kwenzeka, abasebenzi kufanele baqinisekise ukuthi amabhizinisi abo anelaysense yokuhweba efanele evela kumasipala wasekhaya.

Abasebenzi abaqala amabhizinisi amasha kungenzeka bafune ukuya ezinhlangothweni zikahulumeni ezilandelayo ezihlinzeka ngamakhono, izeluleko kanye nosizo lwezimali kumabhizinisi amancane:

Small Enterprise Development Agency (SEDA) - seda.org.za

National Youth Development Agency (NYDA) - nyda.gov.za

Government Investment Incentives Schemes - investmentincentives.co.za

5. 1. 5. IZINHLANGANO EZINGEZI INZUZO

5. 1. 5. 1. UKUPHATHWA KWENHLANGANO

Imigomo kanye nemisebenzi eyenza ukuphathwa okuhle kubalulekile ekusebenzeni ngempumelelo, ukuphumelela nokunakekela isikhathi eside izehlo nezindawo. Ukuphatha okuhle kuyingxenywe ebalulekile yohlelo lokuphatha jikelele kwesihlo noma kwendawo, futhi izehlo kanye nezindawo kufanele kube nezinqobomgomo ukuqinisekisa ukuthi ukusebenza okuzwakalayo maqondana nezimali, ukuphathwa komsebenzi, uhlelo lokuqalisa ukusebenza, ukuqapha nokuhlola, izidingongqangi ezingabantu kanye nokuxhumana.

Izehlo noma izindawo okubhalisiwe kufanele kube futhi kuhambe, nge-athikili yokuhlanganyela noma umthethosisekelo ohlangabezana nezidingo ezishiwo kuMnyango Wezokuthuthukiswa Komphakathi. Ngesimo seNhlangotho Yokusiza Umphakathi, isehlo noma indawo kufanele ibe, futhi iphile nge-athikili yokuhlanganyela noma yomthethosisekelo ohlangabezana nezidingo ezishiwo iYunithi Yokuxolela Intelale ye-South African Revenue Service.

Ukuthola ulwazi oluthe xaxa, vakashela: dsd.gov.za; sars.gov.za

Izehlo noma izindawo ezibhalise njengezinkampani ezingenzi zinzuzo (ngaphambilini bekuyiSigaba 21), kufanele kuhambisana noMthetho Wezinkampani. Ukuthola ulwazi oluthe xaxa, vakashela: cipc.co.za

Amabhodi

Izehlo noma izindawo ezibhaliswe (ama-NPO, ama-NPC kanye namaTrasti) kufanele kuqinisekise ukuthi baqoka ibhodi ngezinhloso zokuqinisa ukuziphendulela, ukusiza ngokuqapha nokuhlola, kanye nokuqinisekisa ukuhambisana noHulumeni kanye nezimiso zomthetho zabaxhasa ngezimali. Amalungu ebhodi kufanele azi ngemisebenzi yawo yokwethembeka, kanye nanoma yimaphi amaqhaza kanye nezibopho okufanele zibekwe ngokubhala.

Ukuqinisa ukuba sobala kanye nokuziphendulela, amalungu eBhodi anelungelo lokuthola okulandelayo:

- Isheduli ecacile yemisebenzi kanye nenkomba yokulindele ngesikhathi sokuba sehhovisi;
- Umthethosisekelo wenhlangotho kanye neminye imibhalo yokusungula, lapho kwenzeka khona;
- Yonke imibiko yokuhlela yesu, imibiko yonyaka, imibiko yezezimali kanye nombiko wakamuva kakhulu wokucwaningwa kwamabhuku;
- Uhlu lwamagama lamalungu ebhodi, amalungu abasebenzi kanye namavolontiya;
- Izinkontilaki zabasebenzi kanye nokubukezwa kokwenziwa komsebenzi;
- Ukuxhasa kanye nezivumelwano zenkontilaki;

- Izivumelwano zokurenta noma zokuqashisa okungenwe kuzo yinhlango;
- Ukuhlolwa kwangaphakathi okwenziwa ngezikhathi zokuhambisana kwenhlango ngezidingo zomthetho ezivele zikhona ezaziwayo, ezokulawula kanye nezokubika ngezizimali.

Izehlo kanye nezindawo kufanele kuqinisekise ukuthi umbono obalulekile, inhlosongqangi, izinjongo kanye namagugu kuhlango shezwana nakho futhi ayaqiniswa kuyo yonke imisebenzi yehlango yabo nakumaphrjekthi abo.

Izehlo kanye nezindawo kufanele kwenze izindlela zokuphatha okuhle, izindlela zezimilo ezinhle kanye nezindlela zokuqinisekisa ukuzilawula ngokwakho okuzwakalayo. Lokhu kubandakanya:

- Ukuhlola futhi ngezikhathi ezahlukene inhlosongqangi, izinjongo kanye nemisebenzi yesehlo noma yendawo;
- Ukuhlaziya ngokucophelela imisebenzi yangaphakathi kanye nesiko lenhlango, kanye nokuqalisa izinguqoko ukusebenza lapho kudingeka;
- Ukwenza izinqubomgomo kanye nezinqubo ezibhaliwe ezichazwe kahle ukuthi zilandelwe maqondana nabo bonke abasebenzi, amalungu kanye namavolontiya. Izinqubomgomo ezinjalo kufanele zibambelele kumthetho wobudlelwano bomsebenzi, umthetho ojwayelekile womsebenzi, kanye nomunye umthetho ofanele, futhi kufanele zivikele amalungelo abaqashi, abasebenzi, amalungu kanye namavolontiya;
- Ukwenza kanye nokugcina izinqubo zokujezisa kanye nezokukhalaza nemigqa ecacile yesiphathimandla kanye nokuziphendulela;
- Izinqubo ezicacile nezisobala zokuqasha abasebenzi abasha, ukukhulula abasebenzi asebevele bekhona.

Izehlo, izindawo kanye nabasebenzi kufanele bazijwayeze ngokwabo Imibandela Eyisisekelo yoMthetho Womsebenzi, 2002 kanye noMthetho Wobudlelwano Bomsebenzi, 1995, nokuqinisekisa ukuthi le mithetho isetshenziswa ngendlela efanele yini.

5. 1. 5. 2. IZINHLANGANO EZIHLANGANYELWE KANYE NOKUHLANGANYELA

Kunconywa ukuthi izihlango ezihlanganyelwe kanye nokusebenzisana bavuma ngokubhala imigomo yokuhlanganyela noma ukusebenzisana – ikakhulukazi ezimweni lapho izihlango ezihlanganyelwe kanye nabasebenzisano bakhiwa abasebenzi abangaphezu kwabathathu kanye/noma abahlose ukusebenza ndawonye isikhathi eside (okungukuthi ngale kwephrojekthi eyodwa). Izivumekwano kufanele zixoxe ngokulandelayo:

- Imigomo yokwenza izinqumo;
- Izindlela zokuxazulula ingxabano;
- Imigomo yokubonga kanye nelungelo lokushicilela;
- Imigomo yokuthengisa kanye nokuhambisa imali engenayo;
- Lapho okunokwenzeka khona, ukuhlukanisa amaqhaza nezibopho (umsebenzi wokuphatha kanye nokuqamba);
- Imigomo yobulungu bezihlango ezihlanganyelwe (lokhu kungabandakanya ukuthi umuntu uba kanjani yilungu, nokuthi ingabe kunamazinga agibelene yini noma kunezinye izigaba zobulungu).

Eminye imikhuba kanye namazinga maqondana nezihlango ezihlanganyelwe kungatholakala kuyo yonke le ncwadi.

5.2 IMALI

5. 2. 1. UMSHINI WOKUBALA IMALI

Umshini wokubala imali usebenza ukubala imali yokubuyisela ekhokhelwe umsebenzi oqambayo,

kunokufaka inani lentengo yomsebenzi wobuciko. Izinhlubo zezimali yilezi:

A: Izinhlubo Zezimali

Izimali zikasomaciko/Izimali zokuhlonishwa ngomsebenzi owenziwe
Izimali Zobuciko Bomphakathi
Izimali Zomgcini Wendawo Ozimele
Izimali Zomsebenzi Ozimele
Izindleko Zokuhamba kanye Nezimali Ezikhokhwa ngosuku ngalunye

B: Ezinye Izimali

Izimali Ozithola Ngokuba Nelungelo Lokushicilela
Amaholo Abaphathi Bemisebenzi Yobuciko
Amazinga Okufundisa Eholo
Izimali Zomuntu Obukisa Ngokulinganisa Impahla

Isigaba A: Izinhlubo zezimali

Ukucabanga ngalezi zimali kufanele kufakwe kunanoma iyiphi ikhowuthi kanye nezindleko zokukhokha okwenziwa ngumsebenzi, futhi kufanele kubekwe phezulu ohlwini ekwenzeni isabelomali okwenziwa yisehlo noma yizindawo. Abasebenzi kufanele bafake lezi zimali kanye nezindleko ezilinganisiwe zezinto zokusebenza kanye nanoma yiziphi ezinye izidingo (ezifana nezithuthi eziyisipesheli noma izidingo zokufakela) lapho ukhowutha noma wenza izindleko.

Izigaba zezimali zomsebenzi zibandakanya:

- Umsebenzi (okuvamise ukuthi kube yisilinganiso sehora);
(Kunconywa njengezinga abasebenzi abazinika lona isilinganiso sehora futhi babheke nesikhathi sisonke okusithathayo ukwenza umsebenzi ukuthi ufike emalini yomsebenzi. Kodwa-ke, kufanele kucatshangwe ukuthi umsebenzi onolwazi noma onekhono kungenzeka athathe isikhathi esincane kakhulu ukuqeda atshelwe ukuthi akwenze noma ikhomishini. Ngakho-ke, nakuba kunezimo eziningi lapho isilinganiso sehora singafaneleka, akufanele kube yindlela ekhava zonke izindleko zokusho izindleko zomsebenzi.)
- I-IP kanye nokusungula umqondo (ukufaka isandla okubalulekile, ucwaningo);
- Amakhono nolwazi;
- Izindleko zokwenza umsebenzi (amanzi, ugesi, irenti, i-airtime, idatha);
- Ukuthuthwa kwansuku zonke (komsebenzi kanye nomsebenzi ezimweni zezidingo zokuthutha ezijwayelekile);
- Ukuphatha iphrojekthi;
- Ukufakela

Ngesikhathi senza izindleko kokungenhla ukwenza imali, okulandelayo kufanele kucatshangwe:

1. Uhlobo lwendawo/lwesikali sesabelomali yomcimbi

Abasebenzi kufanele bacabange ukuthi izehlo noma izindawo esezisimeme, kanjalo nezehlo zesabelo mali esikhulu bayakwazi ukuhlinzekela izimali ezinkulu. Abasebenzi kufanele bacabange ukuthi izehlo kanye nezindawo ezintsha nezifufusayo noma izehlo ezinezabelomali ezincane, ziyakwazi ukukhokha izimali izimali ezikahle.

2. Umsebenzi kanye nolwazi lomuntu owenza umsebenzi

Abasebenzi kufanele bacabange – ikakhulukazi uma benza izindleko zomsebenzi wabo kanye ne-IP – lelo zinga lomsebenzi lifaka ulwazi esambeni. Kufanele kucatshangwe ngokulandelayo:

- Ulwazi lomsebenzi emibonisweni ayenza yedwa;
- Isimo samagalari lapho umsebenzi enze khona umbukiso;
- Inombolo yamazwe
- Inombolo yamaqoqo;
- Imiklomelo.

3. Uhlobo Lombukiso

- i. Umbukiso womuntu oyedwa: umsebenzi kungenzeka abize kakhulu ngombukiso womuntu oyedwa ngoba isabelomali sesisonke siqondene nomuntu oyedwa, kanti nezidingo zezidingongqangi zinkulu.
- ii. Amaqembu bonisa abasebenzi abambalwa kunabayi-10: umsebenzi angabiza ngaphansi kancane kunombukiso womuntu oyedwa.
- iii. Umboniso weqembu labasebenzi abangaphezu abayi-10: umsebenzi angabiza ngaphansi kancane kuneqembu lomboniso wabasebenzi abangaphansi kwe-10.
- iv. Imibukiso eyenzeka ezindaweni eziningi: izimali kufanele zibizwe ngendawo ngayinye.
- v. Isethi encane yomsebenzi esisha: umsebenzi ongakabonwa ngaphambi kokuthi kufakwe izindleko ngenani eliphezulu kunomsebenzi obukisiwe phambilini.
- vi. Isethi encane yomsebenzi okhona osuvele usukhonjisiwe: umsebenzi obukiswe ngaphambili ubekwa izindleko enanini eliphansi kunomsebenzi elingakaze libonwe ngaphambilini.

Ukubhekela imali eneminingwane eminingi yokubhekela kubalwe ngezansi ngesigaba:

Izimali Eziyimalimboleko Kasomaciko/Izinkokhelo zokuhlonishwa

Okufanele Ukwazi Nokufanele Ukulindele

Izimali kanye nezimali ezikhokhelwa ukuhlonipha umuntu ngomsebenzi okhonjisiwe emibukisweni yokungathengisi, uma umsebenzi ungesiyona ingxenye yokuqoqwe yizindawo, zijwayelekile ekusebenzeni kwamazwe omhlaba. Kodwa-ke, eNingizimu Afrika, lokhu kwenza akukamukeleki ngokubanzi. Lokhu kancane kubangwa izabelomali zezindawo ezinomkhawulo ezifana namamnyuziyemu kahulumeni kanye namagalari, kodwa-ke izindawo ezingenzi inzuzo ezinezabelomali ezincane zizama okusemandleni ukuhlinzekela izimali noma izimali zokuhlonipha.

Izimali zemalimboleko kasomaciko zikhokhelwa abasebenzi ababoleka umsebenzi kusehlo noma endaweni, noma kumbukiso okungesiwo owokuthengisa. Izimali zikhokhelwa ukuhlonipha inzuzo yomphakathi yokubandakanya umsebenzi endaweni noma esehlweni okungeyiso esohwebo, kanjalo nokuvala ukulahleka okungenzeka kwemali engenayo ngesikhathi umsebenzi ubolekiselwe umbukiso wesikhathi esifushane noma eside, futhi awutholakali ukuthi uthengise.

Ngezehlo noma ngezindawo okungeyizo ezohwebo, abasebenzi kudingeka bacabange ngokulandelayo lapho kubalwa imali (abasebenzi abakhombisa kumagalari ohwebo nayo bangase bacabange ngalokhu lapho befaka amanani entengo):

- Izehlo noma izindawo kufanele kukhokhe izimali kubasebenzi abafaka isandla somsebenzi wobuciko emibukisweni;
- Uma kudingeka umsebenzi ukuthi afakele umsebenzi, izindleko ezengeziwe zingasebenza;
- Uma umsebenzi edinga ulwazi olwengeziwe noma usizo lobuchwepheshe bokukhiqiza kanye/noma ukufakelwa (isb. Isitifiketi sobunjiniyela), izindleko ezengeziwe kungenzeka zisebenze;
- Uma umsebenzi edinga isithuthi esikhethekile, izindleko ezengeziwe zingasebenza;
- Uma umsebenzi kudingeka aqhube umsebenzi owengeziwe efana nengxoxo yethimba noma ukubukeka kwe-PR olubandakanya inani lesikhathi esibalulekile, izindleko ezengeziwe kungenzeka zisebenze. Ukuhamba ngezinyawo akuvamile ukuthi izindleko zakhona zifakwe eceleni.

Izimali Zobuciko Bomphakathi

Izimali zephrojekthi yobuciko yomphakathi zibekwa ngezanga eliphezulu lapho kufanele zicabange isimo sesikhathi eside yokukhiqiza umsebenzi wobuciko bomphakathi, ukubonisana nababambiqhaza, ukuphathwa kwephrojekthi okubandakanyekayo, kanye nokukhiqizwa okwengeziwe kwezikeshi.

Okulandelayo angeke kufakwe emalini yomsebenzi, kodwa kuzofakwa izindleko kusabelomali esiseceleni ngukhomishina:

- Ulwazi lobuchwepheshe (isb. Imisebenzi kanjiniyela noma yomakhi oyisazi);

- Izindleko zokufakela (isb. Isidingo sekhreyini enkulu noma enye impahla esindayo);
- Ukuthuthwa komsebenzi uya endaweni yokufakela.

Izimali Zomgcini Wendawo Ozimele

Okufanele Ukwazi Nokufanele Ukulindele

Izimali zomgcini wendawo ozimele azisetshenziswa ngokubanzi noma, ngokuvamile, azishiwo ngokucacile kuzabelomali zephrojekthi. Umsebenzi wokugcinwa kwendawo yobuciko kuyakhula ukuthi ube ngoqeqeshelwe ngaphakathi ebucikweni obubonwayo eNingizimu Afrika, imicimbi kanye nezindawo ziyazi kakhulu ngokubaluleka kwezimali zomgcini wendawo ozimele.

Ukwengeza ezigabeni ezibalwe ngenhla zabasebenzi, ukubalwa kwezimali zokubhekela izindawo kufanele kubhekwe okulandelayo:

- Isikali sesehlo (eg. Sikahle, esikhathini esifushane noma esikhulu, noma isikhathi eside/isehlo esihambayo);
- Umsebenzi owenziwa umgcini wendawo yobuciko kusomaciko/umsebenzi kanye nokuphathwa kwendawo/kwesehlo;
- Kungaba umgcini wendawo wayekhomishinwe yinhlango yini, noma wayezixhase ngokwakhe ngemali futhi waqalisa iphrojekthi ngokuzimela;
- Ukwengamela ukufakelwa kwesehlo;
- Kungaba kuzodingeka ukushicilela noma ikhathalogi kuzodingeka ukuthi yenziwe bethi ibhekwe, ubungako bomsebenzi womgcini wendawo yomsebenzi wobuciko kanye nokuhlanganyela ekwenziweni-ke;
- Ukukhiqizwa kombhalo okujwayelekile ngesigameko (isb. Isitatimende sokugcina indawo yomsebenzi wobuciko kanye nesehlo);
- Ukuthuthukiswa komqondo kanye nocwaningo,

Esimweni sohambo lombukiso, umgcini wendawo yobuciko kufanele athole iphesenti lemali evamile:

- Imali ikhokhwa njengemali yokwenza umsebenzi oqediwe, kunemali yemisebenzi emisha;
- Imali ayifaki ukuphathwa komsebenzi noma ukuxhunywa kohambo lombukiso, okuwumsebenzi wesikhungo esamukelayo;
- Imali ayifaki imisebenzi yokufakelwa ezindaweni zokuvakasha. Lokhu kuzoba yimali eyengeziwe uma umgcini wendawo yobuciko kufanele engamele ukufakelwa ngesikhathi besohambeni.

Isigaba B: Ezinye izimali

Izimali Zomsebenzi Ozimele

Umsebenzi ozimele noma umuntu osebenza ngokuzimela yitemu elijwayele ukusetshenziselwa umuntu ozisebenzayo. Abasebenzi abaningi bayazisebenza kweminye imikhakha efana nokurekhodwa kwezithombe, ukudizayinwa kwemidwebo kanye nokushicilela, ukufakelwa kombukiso, kanye nokuhlelwa, phakathi kwezinye izinhlobo zemisebenzi eziningi.

Izinga Losuku Lokwenza Umsebenzi Ngokuzimela Elijwayelekile

Abasebenzi bayakhuthazwa ukuthi benze isilinganiso sokuzisebenzela ngokuzimela ngehora kuncike esimweni somsebenzi abawenzayo. Ukwengeza, kungasebenza okulandelayo:

- Kwezinye izimo, izilinganiso zokusebenza ngokuzimela ezijwayelekile zingeqa ukufaka izindleko zokwenza umqondo wephrojekthi/womsebenzi ohambisana nezimali eziseceleni (isb. Ukuhlela imibhalo, noma ukudizayina uphawu noma umdwebo).
- Kanjalo nesilinganiso sehora, izilinganiso ezijwayelekile ezishiwo kusigaba a (isb. Umsebenzi) kufanele zifakwe.
- Kuyelulekwa ukuthi abasebenzi abasebenza ngokuzimela babheke umehluko kusabelomali kanye nokuvikeleka kwezimali phakathi kohwebo nakungeyizo ezohwebo, izinkamoani ezisememe kanye nababantu ngabanye, uma kwenziwa izindleko.

Izinhlobo ezahlukene zezimali zokusebenza ngokuzimela okuphathelene nezobuciko zibaliwe ngezansi:

Izimali Zikasomaciko Wezindaba

Usomaciko wezindaba wenza imiqondo, imikhiqizo kanye nomsebenzi wobuciko ofana nokudizayina imidwebo, imifanekiso kanye nedizayini yoshicilelo. Lokhu kungaba amakhomishini obuntatheli ngezithombe nangamavidiyo.

Abathwebuli bezithombe

- Abathwebuli zithombe abenza imiboniso kumagalari bangabala izimali ngezinga elifanayo nelezimali zikasomaciko;
- Abathwebuli zithombe ngokuvamile kudingeka ukuthi bathathe izithombe zokufakelwa kwemibukiso;
- Ukufaka izindleko okwengezayo kwempahla (isb. Amalambu), kufanele kucatshangwe;
- Abathwebuli bezithombe kungenzeka bacelwe ukuthi benze izinga lokushicilelwe kanye nezinye izidingo zokuphrinta;
- Abathwebuli bezithombe kungenzeka bacelwe ukuthi bathwebuli imicimbi efana nokuvulwa kombukiso kanye nemihlangano yokufundisana. Uma umcimbi ukude kakhulu, umthwebuli wezithombe kungenzeka acele ukubuyiselwa imali ukuze akhave into yokuhamba kanye nendawo yokuhlala.

Umfanekiso

- Imali eyiphrimiyamu iyanconywa ngomfanekiso wekhava; izinga lemali liyehla kuncike ebukhulwini bomkhiqizo, kungaba yikhasi eliphhelele, ikhasi eliwuhhafu noma elincane;
- Ukukhiqizwa komsebenzi osuvele ukhona kungaphoqelela imali ephansi kunomsebenzi okhomishinwe kabusha;
- Izimali ezengeziwe kufanele kuboniswane ngazo zokuphrinta futhi. Ukuthola olunye ulwazi, bheka ilungelo lokushicilela, isigaba 7.2;
- Imifanekiso ekhomishinwe kanye kuphela noma ukusetshenziswa kanye, kufanele kubizwe imali enkulu.

Izimali Zokubhala, Zokuhlela Ibhuku kanye Nomhloli Wamaphutha embhalweni

- Ababhali abakhomishiniwe ngokujwayelekile bakhokhisa ngegama. Esimweni sokusetshenziswa komsebenzi owawushicilelwe ngaphambilini, izilinganiso zizoba ngaphansana komsebenzi ongowokuqala;
- Ukufunda kokususa amaphutha kanye nokuhlela ikhophi ngokufanayo kungakhokhiswa ngegama.

Izimali Ozithola Ngokuba Nelungelo Lokushicilela

Amaphuzu abalulekile okufanele abhekwe ekunikezeni umsebenzi ilayisense yokukhiqizwa kubandakanya:

- Ukukhipha noma ukungakhiphi;
- Isibalo semikhiqizo;
- Ubude besikhathi ilayisense esebenza ngaso;
- Indawo yokuhambisa umkhiqizo;
- Ukusetshenziswa kanye nenhloso;
- Imali ekhokhelwa umsebenzi owenziwe noma ayikho imali ekhokhwa ngokwenziwa komsebenzi? (isb. uma umfanekiso uvela kukhava, inani lentengo liphezulu, bese liyehla ngekhasi eligcwele, ikhasi eliyisigamu nelincane);
- Bheka i-IPR/ilungelo lokushicilela isigaba 7.

Amaholo Abaphathi Bemisebenzi Yobuciko

Abaphathi bemisebenzi yobuciko kungenzeka babe nobudlelwano bomsebenzi esehlweni noma endaweni, futhi bangafakwa enkontilakeni yomsebenzi wokuphathwa kweprojekthi yesikhathi esifushane. Kufanele kwaziwe ukuthi umuntu osebenza ngaphezu kwezinyanga ezintathu emcimbini noma endaweni ofanayo, angathathwa ngokuthi umsebenzi wesigameko noma wendawo. Izehlakalo

noma izindawo kufanele zibe nezinqubomgomo ezisho amabhande okukhokha kubasebenzi nakosonkontileka abazimele. Imicimbi noma izindawo kuyakhuthazwa ukuthi kwenze ukuhlaziywa kwesilinganiso ukuqinisekisa amaholo asezingeni kubasebenzi abalandelayo:

- Abaqondisi;
- Abaphathi abakhulu;
- Abasebenzi abaphethe imisebenzi;
- Abaqeqeshwayo kanye nabasebenzi besikhashana.

Amazinga Okufundisa Eholo

Amazinga okukhokhela ukufundisa afaka umsebenzi owenziwe emihlanganweni ekhomishinwe kanye kuphela nemihlangano yokufundisana yesikhathi eside ekhiqizwe ngochungechunge. Abasebenzi kufanele bafake izindleko zokulandelayo:

- Ukulungisela okubhekene nomhlangano wokufundisana;
- Ukwenziwa kohlelo lwezifundo lochungechunge lwesikhathi eside lwemihlangano yokufundisana;
- Isikhathi sokwenza umhlangano wokufundisana lapho okudingeka khona;
- Amahora ekilasini;
- Izinto ezisetshenziswa ekilasini ezikhiqiziwe noma ezitholakele.

Izimali Zomuntu Obukisa Ngokulinganisa Impahla

Umlinganisi wezinto zobuciko umodelela nanoma yimuphi usomaciko wokubonwayo njengengxenywe yokudweba umzimba, okubaziwe kanye namakilasi okupenda noma imihlangano yokufundisana, kuhlinzekwa ireferensi ebonwayo yomzimba womuntu emsebenzini wobuciko. Abalinganisi bezimpahla zobuciko kufanele bafake izindleko zokulandelayo:

- Isithuthi sokuya nokubuya endaweni;
- Amahora achithiwe kumodelwa;
- Isikhathi sokwakha, lapho okudingeka khona;

5. 2. 2. INTELA

Intela Yemali Engenile Yomuntu Siqu

Intela yemali engenayo kufanele ikhokholwe i-South African Revenue Service (SARS), ebhekene nomsebenzi wokuqoqa imali kubakhokhi bentela egameni likahulumeni.

Abantu abenza umsebenzi kanye naBantu ngabodwa (abanikazi benkampani abangabodwa):

Umthetho udinga ukuthi ukhokhe intela ngemali engenayo njalo ngonyaka uma imali engenayo ngonyaka njengomuntu oyedwa ongaphansi kweminyaka yobudala engama-65 ingaphezu kuka-R75 000 ngonyaka wentela ka-2017.

Kukumkhokhi wentela ukuthi ahambisane nanoma yiziphi izinguquko zomthetho ngonyaka ngamunye wokuhlolwa.

Kufanele yonke imali engenayo idalulwe, kubandakanya imali engenayo ngokusebenzisa umsebenzi owenziwe umuntu ozimele noma umsebenzi wetoho.

Intela Yomsebenzi kanye Nezimali ezidonswayo

Abaqashi kudingeka ukuthi ngomthetho badonse i-PAYE kanye ne-UIF emaholweni abasebenzi nyanga zonke. La manani kufanele akhonjiswe kupheyisiliphu yomsebenzi.

Abaqashi banezinsuku zokusebenza eziyisikhombisa ukusuka ekupheleni kwenyanga ukukhokha izimali ze-PAYE ku-SARS. Ekupheleni konyaka ngamunye wokuhlolwa, abaqashi kufanele bahlinzeke amafomu e-IRP5 kubasebenzi.

Okujwayelekile kufanele ukuthi bonke abasebenzi bathole isitifiketi sokususwa kwentela ku-SARS.

Izinhlango Ezisiza Umphakathi

Izehlo noma izindawo ezenzelwe ukusiza umphakathi kufanele zifake isicelo ku-SARS zesimo seNhlango Yokusiza Umphakathi (Public Benefit Organisation (PBO)).

Nanoma yiziphi izehlo noma izindawo ezingakulungele, noma ezingakasiphethi isimo se-PBO, kungabekeka ekutheni kukhokhe intela.

Uma inhlango inenzuzo esele ngaphezulu ka-R1 miliyoni kunanoma yiziphi izinyanga eziyishumi nambili, inhlango akusiyona inhlango exolelwe ukukhokha intela ngokusemthethweni i-PBO, ngakho-ke inhlango kufanele ibhalise njengomthengisi we-Value Added Tax (VAT) futhi akhokhe i-VAT e ngezimpahla ezithengiswayo ngendlela efanele ku-SARS.

Intela Eyengezwa Ngokwenani yoSomaciko

Umnikazi oyedwa kungadingeka ukuthi abhalisele i-VAT uma imali engenayo ngokuthengisa umsebenzi wobuciko yeqa u-R1 miliyoni kunanoma yiziphi izinyanga ezilandelayo eziyi-12. Umnikazi oyedwa angabhalisa njengomthengisi we-VAT uma kuthengiswa umsebenzi wobuciko esikhathini esiyizinyanga eziyi-12 yeqa u-R50 000.

Intela Yemicimbi Yamazwe omhlaba kanye Nezithuthi

Izimali noma izinzuzo ezitholwe ngabasebenzi abakhokhiswa intela eNingizimu Afrika othola izinzuzo ezindaweni nasemicimbini yamazwe omhlaba, kuzoncika enteleni yemali engenayo, futhi kungenzeka afaneleke kokunye alungele ukudonselwa imali okuthize ngomsebenzi wobuciko okhiqiziwe.

Abasebenzi abakhokhiswa intela eNingizimu Afrika kungadingeka ukuthi babheke okushiwo yi-VAT ngokuthengisa imisebenzi yabo wobuciko noma ukukhokhisa imali ngokubukisa imisebenzi yabo.

Abasebenzi abangahlali lapha kudingeka ukuthi kudingeka ukuthi bakhokhe intela eNingizimu Afrika nganoma yiziphi izinzuzo ezitholakale kumthombo oseNingizimu Afrika. Lokhu kungenzeka kakhulu lapho abasebenzi okungesibona abalapha bekhqiza umsebenzi wobuciko eNingizimu Afrika, bese beyithengisa leyo misebenzi yobuciko noma benze ngayo umbukiso benzela ukuthola imali.

Izinto Ezichazwa Yintela Yokuhlanganyela Ngokobuzwe

Abahlali kudingeka ukuthi bazi ngokuchazwa yintela ngobuzwe babo, kubandakanya lokho okungahlolwa njengemali engenayo. Uma ubuzwe bunikwe yinhlango okungesiyona eyasezweni, kungenzeka ukuthi kube nemiphumela yentela kubasebenzi basezweni, njengoba abantu abangahlali bekhokhiswa intela ngemali yabo engenile abayithole emhlabeni ngokubanzi. Abasebenzi kufanele bacabange ngokucophelela imigomo yobuzwe ukusho ukuthi izinto ezishiwo yintela yaseNingizimu kungaba yini.

Uma ubuzwe bunikeziwe kumsebenzi ongesiyena umhlali wenhlango yaseNingizimu Afrika, umuntu ongesiyena umhlali kungadingeka ukuthi akhokhe intela ngezinzuzo azitholile enhlanganweni yaseNingizimu Afrika, njengoba abantu okungesibona abahlali bekhokhiswa intela ngemali encike lapho esuke khona.

Intela ngoMholo waMakhomishini Omphakathi

Uma isivumelwano sikasomaciko noma somsebenzi sifaka umholo ngomsebenzi okhomishiniwe, umsebenzi kuyodingeka ukuthi afake lezi zinzuzo embikweni wakhe wentela yemali ayitholile.

Intela Yemali Yomklomelo

Imali yomklomelo noma imiklomelo ewinwe ngabasebenzi kungenzeka ikhokhiswe intela kuncike ekubhekelweni kokulandelayo:

- Isimo somklomelo;
- Imigomo yokuhlanganyela emncintiswaneni;
- Kungaba umncintiswano owasekhaya yini noma owamazwe omhlaba.

Izinzuzo ezivela emncintiswaneni ezitholwe ngabasebenzi zingafakwa emalini ekhokhiswa intela yomsebenzi.

Iseluleko sentela kufanele sifunwe ngesikhathi kutholakala nanoma yiziphi lezo zinzuzo ngenxa yokuwina umncintiswano.

Intela Yamagalari Ezohwebo kanye neBantu abenza umsebenzi Abawamele

Ezimweni eziningi, abasebenzi abakhokha intela eNingizimu Afrika bazobhekana nokulethwa kwentela yemali yabo. Ngokwalesi sivumelwano phakathi kwegalari kanye nomsebenzi ifane nobudlelwano bomqashi/bomsebenzi ngezinhloso zentela, igalari kungenzeka ibe nesibopho sokudonsa noma sokubamba intela yemali oyikhokha kangangoba uhola i-Pay as You Earn (PAYE) eholeni olikhokhelwe noma elikhokhwayo. Igalari ethathwa njengomqashi futhi kudingeka ukuthi abhalisele i-PAYE kanye/noma llevi Yokuthuthukisa Amakhono (SDL) ne-SARS, izodingeka ukuthi ibhalisele ukukhokhwa kwe-UIF ku-SARS. Lokhu kuyovela uma igalari inokumlawula okuphelele umsebenzi kanye nohlelo lokukhiqiza.

Lapho amagalari aseNingizimu Afrika, engena enkontilakeni yokumelela umsebenzi ongesiyena umhlali, umuntu ongesiyena umhlali kungadingeka akhokhe intela ngezinzuzo ezivela emsukeni waseNingizimu Afrika, njengabantu abangesibona abahlali bakhokhiswa intela emalini encike emsukeni wayo.

Bobabili amagalari kanye nabasebenzi kufanele bazifundise ngokushiwo uhlelo lwentela emabhizinisini abo, kanye nokufaka kolwazi olusha ngokuvamile ekwazini kwabo. Imisebenzi yentela yesimilo esihle iyanconywa kakhulu kubo bobabili abasebenzi namagalari.

Kuyigunya lomthetho ukubhalisa njengomthengisi we-VAT uma ukunikezelwa okukhokha intela kwenziwa (noma kufanele kwenziwe) kweqa U-R1 miliyoni ezinyangeni ezilandelanayo zesikhathi esiyi-12. Umuntu angabhalisele i-VAT uma okunikezelwa okukhokhiswa intela kwenziwe ezinyangeni eziyi-12 ezedlule ezilandelanayo zokugcina zeqa u-R50 000.

5. 2. 3. UKUSEBENZISA UMSEBENZI KASOMACIKO NOMA WOMUNTU OWENZA UMSEBENZI UKUQOQA IZIMALI

Akukho msebenzi okufanele ukuthi kulindelwe ukuthi banikele imisebenzi yobuciko ngqo kunanoma iyiphi inhlango ngezinhloso zokuqoqa izimali.

Akukho nhlango okufanele ilindele ukuqoqa izimali ngokusebenzisa uxhaso olungakhokhiwe ngomsebenzi womsebenzi.

Izinkontilaki ezibhaliwe kufanele zisetshenziswe futhi kufanele zifake yonke imigomo okuxoxiswene ngakho phakathi komsebenzi kanye nesehlo noma nendawo.

Uma umsebenzi ekhetha ukunikela umsebenzi wobuciko njengengxenywe yokufaka isandla emphakathini, kufanele bazi izimiso zomthetho ka-SARS maqondana neminikelo yesihle.

Njengoba ukunikela ngomsebenzi wobuciko kungenzeka kungamsizi kwezezimali umsebenzi, umsebenzi angelulekwa ukuthi acabange ngomnikelo wemali kunalokho.

Iisixephezelo esikhokhelwe abasebenzi ngokuthengisa umsebenzi wabo ngezinhloso zokuqoqa imali kufanele baqondiswe amazinga emboni ngokunye ukuthengiswa kohwebo komsebenzi wobuciko. Kunconywa ukuthi umsebenzi agcine ingxenywe yenani lentengo lokuthenga, kufanele kuxoxiswana kusenesikhathi futhi kuvunyelwane ngokubhala.

Nanoma yimaphi amakhomishini akhokhelwa amagalari ohwebo ngokuthengisa umsebenzi womsebenzi ngezinhloso zokuqoqa izimali kufanele kuboniswane ngakho ngaphambi kwesikhathi phakathi komsebenzi kanye negalari.

Ezimweni eziningi, umsebenzi wobuciko kufanele ungathengiselwa izinhloso zokuqoqa izimali ngenani elingaphansi kwelemakethe. Ngokwejwayelekile, umsebenzi kufanele enze inani lentengo lokubambisa (ephansi) ngaphansi kwalo umsebenzi unelungelo lokungawuthengisi umsebenzi. Umsebenzi kufanele asebenzise ukubona kwakhe ekwenzeni isibambiso ngomsebenzi othengiwe ukuqoqa izimali, futhi kufanele acabange ngezinzuzo ezinganqwabelana ekuthengiseni umsebenzi ngenani lemakethe eliphansi ngesikhathi sesehlo sokuqoqa izimali.

Umsebenzi kufanele aqinisekise ukuthi umsebenzi ngowokuqala uma kuthiwe ube njalo. Kuwumsebenzi womhleli ukufaka umsebenzi kumshuwalense ngenani eligcwele elishiwo ngumsebenzi.

Umhleli kufanele azibophezele ukuvikela ilungelo lokushicilela lomsebenzi kuyo yonke imisebenzi elethiwe, nokwazisa bonke abathengi esivumelwaneni sokuthengisa ukuthi ukuthenga umsebenzi akusho ukuthi umsebenzi othengiwe awusho ukuthengwa kwelungelo lokushicilela.

Umhleli kufanele abuyise wonke umsebenzi wobuciko ongathengisiwe futhi adilive onke amarisidi kumsebenzi. Umsebenzi wobuciko ongathengisiwe kufanele ufakwe ezintweni zokufaka eziqhathanekisayo nalezo ezazifakwe kuzo ngesikhathi zihanjiswa okokuqala.

Umhleli kufanele athathe zonke izindleko eziphatelene nomcimbi, kubandakanya ikhava yomshuwalense, ukusakaza, kanye nokuhlinzekwa kwezitatimende zezimali kanye nolwazi olushicilelwe.

Imisebenzi kufanele ihlolwe umonakalo lapho ifika. Umbiko wesimo esibhaliwe kufanele ugcinwe.

Kufanele umsebenzi aziswe ngokusheshe uma umsebenzi wamukelwe usesimweni esimoshakele. Uma umsebenzi othunyelwe ngemikhumbi wamukelwe ngokokuphatha okumoshakele, lezi zinto ezimoshakele kufanele zibuyiselwe emuva, zikhokhelwe kuqala, kumsebenzi, kuya ngezimali ezifuniwe kumuntu ozifake kumshuwalense; noma umhleli, ngemvume yomsebenzi, angakhipha okokuphatha okumoshakele ngokuqonda ukuthi akukho zicelo zokufuna imali zizokwenziwa kumhleli.

Umhleli unesibopho sokugcina umsebenzi wobuciko usesimweni owamukelwe ukuso.



6 UKUTHUTHUKISA, UKUMAKETHA KANYE NEZINDABA ZEZOBUCIKO

Lesi sigaba sikhulaniwe izindawo ezimbili. Okokuqala kubhekene nokuthuthukisa kanye nokumaketha imicimbi, izindawo, abasebenzi kanye nemisebenzi yobuciko. Izinqondiso zikhombisa ubudlelwano, izivumelwano kanye nezindawo zomsebenzi wokuthuthukisa okufanele kucatshangwe lapho kuqalwa ekuthuthukiseni izindawo kanye nemicimbi. Isigaba sesibili sinikeza isingeniso sokusebenza okuhle ezindabeni zobuciko, ukwazi ukusebenza okuhle okukhona kwabezindaba jikelele, kanye namaphuzu abalulekile engeziwe zokubheka uma kubhalwa futhi kubikwa ngobuciko obubonwayo.

6.1 UKUTHUTHUKISA UMCIMBI KANYE NENDAWO

6.1.1 UKUTHUTHUKISA UMCIMBI KANYE NENDAWO OKUJWAYELEKILE

Imicimbi kanye nezindawo kufanele kube nenqubomgomo wokulawula imisebenzi yokuthuthukisa, kubandakanya ukuthuthukisa nge-inthanethi/ukuphrinta (isb. amaposikhadi), kanye nokuthuthukiswa kolwazi lwe-inthanethi (isb. ukucacisa ukuthi ubani onomsebenzi wokwenza isehlo ku-Facebook).

Ngaphambi kombukiso, isehlo noma indawo kanye nomsebenzi kufanele bavumelane ngesu, ubungako kanye nesimo somsebenzi wokuthuthukisa okufanele wenziwe ngezindleko zesehlo noma zendawo, futhi kufanele kunqunywe futhi kuvunyelwane ngezinga lokuhlanganyela lomsebenzi emsebenzini wokuthuthukisa.

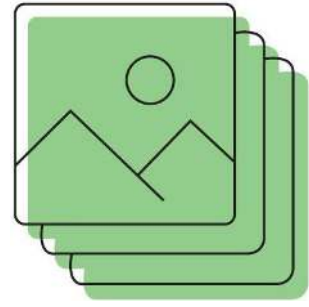
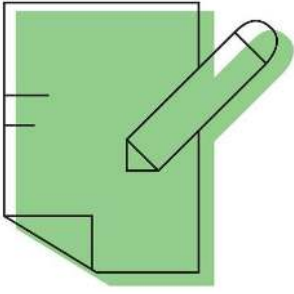
Kufanele kwenziwe isinqumo ngokubhala ukuthi yimiphi imifanekiso engahanjiswa kwabezindaba (bhaka Isigaba 6 sokushiwo yilungelo lokushicilela ngemifanekiso yabezindaba), kanye nemigomo okufanele umsebenzi uzonconywa kanjalo nokuqokethwe umbhalo okuzohanjiswa. Abasebenzi kufanele baqinisekise ukuthi imifanekiso ekhethiwe ayiphikisani namalungelo omuntu siqu kubantu (isb. amafomu okukhipha isibonelo semifanekiso yomunye umuntu kufanele sisayinwe futhi kuvunyelwane.)

Uma isehlo noma indawo kukhipha isimemo, umsebenzi kufanele anikwe ithuba lokugunyaza idizayini. Uma isimemo esahlukile esivela esehlweni noma idizayini ejwayelekile yendawo icelwa ngumsebenzi, nanoma yiziphi izindleko ezengeziwe kungenzeka zithwalwe ngumsebenzi.

Abasebenzi kufanele bathole inombolo ecacile yamakhophi amahhala yekhathalogi yombukiso noma ezinye izinto ezishicilelwe (isb. iphesenti (2% kuya ku-5%) okuphrintwa kwemonografu, noma oyedwa ukuya kwamabili amakhophi amahhala ombukiso wamaqembu amakhulu).

Ekuphethweni kwezigameko lapho osomaciko ngabanye kungenzeka ukuthi bathole ukukhavwa kwabezindaba okubalulekile, okufana nemibukiso yomuntu oyedwa, isehlo noma indawo kufanele inike umsebenzi ngephakheji yabezindaba enamakhophi ezikhangisi, izimemo, isaziso sabezindaba, ukuhlolwa kanye nezinti zokusebenza ezifanele eziphathelene nokuthuthukiswa kombukiso.

Abasebenzi kufanele bakhokhelwe imali yombhali wanoma yimiphi imibhalo eyenzelwe ukushicilelwa (ngaphezu kokuba wusomaciko noma izitatimende zokugcina indawo). Abasebenzi bavamise ukukhokhelwa ngegama ngalinye. Kokubili isehlo noma indawo kanjalo nombhali kufanele kube nezilinganiso ezisimeme ngegama ngalinye. Inani lemali yegama ngalinye kanye nobude bombhalo kufanele kuvunyelwane ngakho ngokubhala. Isilinganiso kufanele sifake isilinganiso sehora sanoma yiluphi ucwaningo olwengezayo noma isikhathi esichithwe kubuzwa abantu abasocwaningweni imibuzo.



6.1.2 UKUTHUTHUKISA UKUMELWA KWEGALARI OKUPHELELE

Lapho osomaciko benokumelelwa okuphelele khona, igalari inomsebenzi wokulandelayo:

- Ukukhiqiza nokuhambisa izimemo,
- Ukubamba imicimbi
- Ukwenza ukuthuthukiswa kwemibukiso;
- Ukugcina ikharikhulamu vithaye yomsebenzi omelelwe ngamunye;
- Ukunakekela izinto ezibonwayo zamanje ngezinhloso zokuthuthukisela umsebenzi ngamunye omelelwe;
- Ukugcina umlando wemisebenzi yokuthuthukisa.

Ekuphethweni kombukiso, igalari kufanele inike umsebenzi iphakheji yabezindaba enamakhophi ezikhangisi, izimemo, isaziso sabezindaba, ukuhlolwa kanye nezinye izinto zokusebenza ezifanele eziphathelene nokuthuthukiswa kombukiso.

6.2 IZINDABA ZEZOBUCIKO

6.2.1 IZINDABA EZIJWAYELEKILE

Bonke abahleli be-inthanethi nabezindaba zobuciko obuphrintiwe kanye nabasebenzi kufanele balandele Izindlela Zokuziphatha Okunesimilo esihle kanye noKuziphatha kwe-South African Print and Online Media, eyamukelwa yi-Press Council of South Africa. Ikhawudi ingatholakala ku-inthanethi ngokuxhuma okulandelayo: presscouncil.org.za

Ikhawudi ifakwa ulwazi olusha ngonyaka yi-Press Council of South Africa kanti isibopho sikubashicileli bezindaba bezobuciko kanye nabasebenzi ukuthi bahambisane nezichibiyelo eziphathelen ikakhulukazi nokuqukethwe ku-inthanethi kanye nokwenziwe ngabasebenzisi.

Abasebenzi kufanele bakhokhelwe imali yombhali wanoma yimiphi imibhalo eyenzelwe ukushicilelwa (ngaphezu kokuba wusomaciko noma izitatimende zokugcina indawo). Abasebenzi bavamise ukukhokhelwa ngegama ngalinye. Kokubili isehlo noma indawo kanjalo nombhali kufanele kube nezilinganiso ezisimeme ngegama ngalinye. Inani lemali yegama ngalinye kanye nobude bombhalo kufanele kuvunyelwane ngakho ngokubhala. Isilinganiso kufanele sifake isilinganiso sehora sanoma yiluphi ucwaningo olwengezayo noma isikhathi esichithwe kubuzwa abantu abasocwaningweni imibuzo.

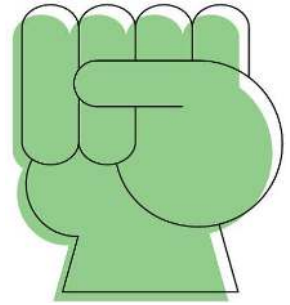
Nanoma yimuphi umbhalo obonwayo kwemisebenzi yobuciko (okunjengezithombe) oshicilelwe ezindabeni zobuciko kufanele kunconywe kusomaciko, kumbhali wombhalo obonwayo kanye nasemweni ezithize endaweni, kumxhasi noma kwenye inhlango. Isibopho sikumsebenzi owenza ulwazi lwabezindaba (umbhali noma intatheli) ukuqinisekisa ukuthi umbhalo obonwayo uhlonishwa ngendlela efanele.

6.2.2 IZINDABA ZOMPHAKATHI

Yonke imisebenzi kanye nemikhiqizo yomsebenzi (izithombe, imifanekiso, imisindo) esetshenziswe ezinkundleni zokuxhumana nomphakathi kuncike elungelweni lokushicilela futhi kufanele kube ngaphakathi komthetho welungelo lokushicilelo (bheka Isigaba 7). Umsebenzi womuntu owenza umsebenzi noma imikhiqizo yomsebenzi kufanele ingasetshenziswa ngaphandle kwemvume enikezwe yinanoma yimuphi omunye umsebenzi, isehlo, izindawo ngaphandle uma amalungelo okusebenzisa umsebenzi eshicilelwe, bese-ke kuba ngaphandle kwemikhawulo yalawo malungelo okusebenzisa kuphela. Izindlu zabezindaba kungenzeka bangaphindi bashicilele futhi baprinte noma babonise imisebenzi noma ukukhiqizwa kwemisebenzi eshicileliwe ezinkundleni zokuxhumana ngumbhali noma ngomunye umsebenzisi noma yimuphi, ngaphandle kwemvume.

Amanye amaplatifomu ezinkundla zokuxhumana anamalungelo okusebenzisa azenzekelayo omsebenzi noma okukhiqiza futhi uma nje umbhali esewufakile umsebenzi kuplatifomu. Iplatifomu yezinkundla zokuxhumana ayinabo ubunikazi futhi angeke ikwazi ukuthengisa umsebenzi noma ukukhiqiza umsebenzi.

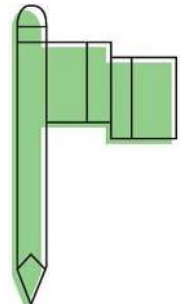




7. AMALUNGELO OMUNTU OWENZA UMSEBENZI (UMBHALI)

Lesi sigaba sinikeze imininingwane yosomaciko kanye nabanye abasebenzi, okuningi kwakho kulawulwa umthetho, emibhalweni efanana noMthethosisekelo/Umthetho Wamalungelo kanye noMthethosisekelo Wokuchibiyela Ilungelo Lokushicilela WaseNingizimu Afrika. KuSigaba 7.1 kanye ne-7.2, amazwana akhethekile asetshenzisiwe: umsebenzi (umbhali). Lokhu kungenxa yomthetho waMalungelo Okuziphatha Okuhle kanye Nempahla Ebhaliwe, itemu lomthetho elisetshenziswe 'umbhali'. Sisebenzise amagama omabili ukusho uhlaka lomthetho kanye nokucacisa ukufunda maqonda nombhalo wonke. Okubalulekile, kulesi sigaba, Ilungelo Lokuthengisa Futhi Likasomaciko, ngesikhathi sokuyophrinta, akukabi semthethweni, kodwa kuyokhulunywa ngakho ePhalamende. Lena yindaba ebalulekile ezodinga ukufakwa ulwazi olusha esikhathini esizayo. Kufakelwe lapha ukwazisa, ukuze abasebenzi bezozitholele ulwazi olusha njengoba Ilungelo Lokuphinde Uthengiswe Kosomaciko selidlulela ekubeni wumthetho.

7.1 AMALUNGELO OKUZIPHATHA OKUHLE



Amalungelo okuziphatha okuhle asiza umsebenzi (umbhali) ukuvikela isithunzi esibonwayo somsebenzi wwabo.

Amalungelo okuziphatha okuhle anamalungelo ababili (okubongwa) kanye nelungelo lesithunzi sokuhlonipheka (ilungelo lokuphikisa nanoma yikuphi ukuhlanganisa, ukulimala noma okunye ukuguqulwa komsebenzi).

Uma umsebenzi ushintshiwe, ushatshalalisiwe noma uguquliwe, umsebenzi (umbhali) unelungelo lokususa igama lakhe emsebenzini wobuciko, nokubophisa okungenzeka ngokuphula amalungelo okuziphatha kahle.

Imicimbi noma izindawo kufanele kumbonge ngendlela efanele umsebenzi (umbhali) womsebenzi wobuciko, futhi kufanele kungaguquli noma kungabeki engcupheni nganoma iyiphi indlela isithunzi somsebenzi wobuciko, noma kuvumele nanoma ubani omunye ukuthi enze kanjalo ngesikhathi umsebenzi wobuciko unakekelwe yisehlo noma indawo.

Lapho umxhasi ebandakanyeka khona esehlweni, isehlo noma indawo kufanele yazise abasebenzi ababandakanyekayo ngokubandakanyeka komxhasi kanye nesimo sakhe sothando lwebhizinisi ngaphambi kokufuna ukuqinisekiswa kokuhlanganyela. Ngokulinganyo, abasebenzi kufanele bakubalule ezingxoxweni zabo zokuqala kanye nasezingxoxweni zenkontilaki nanoma yibaphi abaxhasi angeke

bathande ukuhlanganyela nabo.

7.2 ILUNGelo LOKUSHicilela KANYE NENQUBO YE-INTHANETHI (IP)

Ilungelo lokushicilela eNingizimu Afrika lidluliselwa futhi lilawulwa wumthetho ngaphansi koMthetho Welungelo Lokushicilela, 1978.

Ilungelo Lokushicilela liyazenzekela futhi yilungelo elehlukile lomsebenzi (umbhali) womsebenzi wobuciko wokuba ngumnikazi kanye nokulawula ukusetshenziswa (isb. ukukhiqiza) komsebenzi isikhathi esinomkhawulo.

Kunezidingo ezithize eziyisisekelo (isb. ukuhluka). Ngokubalulekile, ilungelo lokushicilela alisebenzi emiqondweni nasemicabangweni ngaphandle uma yenziwe ngesimo sokuqala nangesimo somsebenzi wokusungula.

7.2.1 IMIKHUBA KANYE NAMAZINGA AYISISEKELO YELUNGelo LOKUSHicilela

Ilungelo lokushicilela likhona ngokuzenzekela futhi asikho isidingo sokuthi libhaliswe. Ilungelo lokushicilela yimpahla futhi lingathengiswa, linikwe umsebenzi noma linikwe ilayisense ukuthi isetshenziswe ngabanye. Ilungelo lokushicilela lomsebenzi lingaphathwa umsebenzi (umbhali) noma inhlango ehlanganyelwe yelungelo lokushicilela lapho umsebenzi (umbhali) enikezele khona ilungelo lokushicilela ngaleyo nhloso. Ngokujwayelekile, umsebenzi (umbhali) ugcina ilungelo lokusebenzisa ilungelo lakhe lokushicilela ngisho ngabe enye inhlango iphatha ilungelo lokushicilela.

Ilungelo lokushicilela inikeza umnikazi welungelo lokushicilela ukuthi avimbele ukukopishwa okungagunyaziwe (ukuphula isivumelwano) komsebenzi ofanele ngabanye abantu. Akukho ukwepulwa kwesivumelwano ngaphandle uma kwenzeka ukukopisha kwangempela. Ukwepulwa kwesivumelwano kwenzeka ngenxa yokukhiqiza noma ukushicilela okungagunyaziwe komsebenzi ofanele, noma ingxenywe enkulu yawo, ngenye indlela. Kwezinye izimo (lapho okuqokethwe umsebenzi kubaluleke kakhulu kunesimo sawo sangempela), ukwepulwa kwesivumelwano kwenzeka uma kwenziwa ukuguqulwa komsebenzi (isimo sokuguqula).

Ukwephula isivumelwano selungelo lokushicilela kunikeza umnikazi welungelo lokushicilela ilungelo lokumangalela enkantolo umyalelo wokuvimbela umuntu ongagunyaziwe ekutheni ephule ilungelo lokushicilela, futhi nomonakalo.

Kuyicala lobugebengu ezimweni lapho umuntu eletha, ethengisa, ehambisa, ethengisa, noma enikezela ukuthi umsebenzi uthengiswe okwaziwayo ukuthi kuwukwephula ilungelo lokushicilela.

Ezimweni lapho ilungelo lokushicilela lidluliselwe lisuka kumsebenzi, amalungelo okuziphatha kahle omsebenzi ayasala. Amalungelo okuziphatha kahle abalulekile elungelweni lokushicilela kodwa isikhathi sawo sinomkhawulo empilweni yomsebenzi. Amalungelo okuziphatha kahle angeke athengiswe noma anikezwe ilayisense, yize umsebenzi angakhethe ukungawasebenzisi amalungelo akhe.

Ilungelo lokushicilela eligcwele lingadluliselwa kuphela ngendlela yombhalo obhaliwe obizwa ngokuthi ukunikeza umsebenzi, okufanele usayinwe ngumuntu odlulisela ilungelo lokushicilela. Ngalowo mbhalo obhaliwe, umsebenzi angasayina ilungelo lokushicilela noma , ngakolunye uhlangothi, esimweni somsebenzi okhimishiniwe noma owenziwe ngesikhathi sokusebenza, umsebenzi angagcina ilungelo lokushicilela.

Ilungelo lokushicilela lokunikeza ilayisense kufanele libhalwe, ukuqinisekisa irekhodi elifanele lemigomo kanye nemibandela yelayisense. Umuntu onikeze ilayisense yelungelo lokushicilela unelungelo lokusebenzisa umfanekiso ngendlela eshiwo esivumelwaneni.

Isivumelwano kufanele sisho okulandelayo:

- Okungafaki noma okufakayo (njengomthetho ojwayelekile, abasebenzi kufanele bangavumi ukunikeza ilayisense yelungelo lokushicilela ngokungafaki, futhi uma benikeza, ilayisense kufanele

- ibhalwe futhi isayinwe ngabantu);
- Umfanekiso uzosetshenziselwani;
- Umfanekiso uzophinde ukhizwe kanjani;
- Mingaki imikhizizo ezokhizwa;
- Indawo lapho ezohanjiswa khona;
- Uzothola malini umnikazi welungelo lokushicilela (imali oyithola ngomsebenzi owenziwe);
- Izophela nini ilayisense.

Ngaphansi komthetho waseNingizimu Afrika, ilungelo lokushicilela emsebenzini wobuciko lihlala impilo yomsebenzi futhi liphelelwa yisikhathi ekupheleni konyaka wama-50 ngemuva kokushona komsebenzi. Ngemuva kokuphela kwesikhathi selungelo lokushicilela, umsebenzi ungena endaweni yomphakathi futhi ungaphinde ukhizwe mahhala.

Uma umsebenzi enikezwe umsebenzi wokuthi apende noma adwebe isithombe noma aprinte isithombe kunesivumelwano-ke okufanele usikhokhele, ngakho-ke umnikazi wokuqala welungelo lokushicilela ngumuntu onikeze omunye umsebenzi. Uma umsebenzi enza umsebenzi ngesikhathi somsebenzi wakhe (ukusungula umsebenzi wobuciko), umnikazi wokuqala welungelo lokushicilela umqashi, futhi kusebenza imithetho ekhethekile uma umqashi engumnikazi wephephandaba noma iphephabhuku. Onke ala malungiselelo angashintshwa yinkontileka.

Uma umsebenzi wobuciko uthengisiwe, umsebenzi ugcina ilungelo lokushicilela, nangale kokuthenga.

Amalungelo ahlukile ahlinzekwa yilungelo lokushicilela enza ukuthi umnikazi welungelo lokushicilela ukuxoxisana ngemali (imali ekhokhelwa umnikazi ngomsebenzi owenziwe) ngokusebenzisa umsebenzi wakho njengesimo sokunikeza imvume.

Ilungelo lokushicilela lingacina kahle ezihlanganweni ezihlanganyelwe noma ukuhlanganyela okungahlonishwa ngokusemthethweni yizihlangano zomthetho. Esimweni selungelo lokushicilela ukubongwa kwezihlangano ezihlanganyelwe, kuyanconywa ukuthi inhlangothi ehlanganyelwe ilungise isivumelwano sencwadi ebhaliwe phakathi kwamalungu, nganoma yisiphi isehlolo noma indawo yangaphandle uma kudingeka, ukuthi:

- Ichaze inhlangothi ehlanganyelwe ngokuthi isho ngqo ukuthi ngubani owakha ingxenye yehlangano ehlanganyelwe;
- Isho ukuthi onke amalungu asho ilungelo lokushicilelwa komsebenzi okhizwe ngaphansi kwehlangano ehlanganyelwe;
- Ichaze ukuthi inhlangothi ehlanganyelwe ifuna ukuthi ibongwe kanjani kunanoma iyiphi into yokuthuthukisa noma enye into esetshinziswayo (isibonelo, njengohlu lwabantu ngabanye noma ngesihloko senhlangothi ehlanganyelwe).

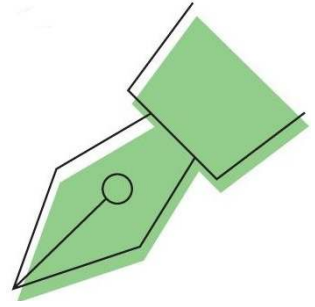
7.2.2 IMIKHUBA KANYE NAMAZINGA ATHIZE NGQO ELUNGelo LOKUSHICILELA KWEZOBUCIKO OBUBONWAYO

Ngolwazi oluthize ngqo oluqondene nezigaba ngezansi, sicela ubheke ezigabeni ezihambisanayo:

- Imincintiswano kanye Nemiklomo: Isigaba 3.7
- Amagalari Ohwebo: Isigaba 4.
- Ukuthengisa Ku-inthanethi kanye Namagalari E-inthanethi: Isigaba 4.6

7.2.3 OKUKHISHIWE: 'UKUSEBENZA NGOBUQOTHO'

Izigaba 12 no-15 soMthetho Welungelo Lokushicilela zibala okukhishwayo okujwayelekile, okunomkhawulo esibalweni nakubungako. "Ukusebenza ngobuqotho" kuvumela iziqephu ezimfushane zomsebenzi welungelo lokushicilela, ngaphansi kwezimo ezithize, okufanele kucashunwe ngqo ngezinhloso ezifana nokugxeka, ukubika izindaba, ukufundisa, kanye nocwaningo.



7.3 ILUNGelo LOKUPHINDA UTHENGISE

7.3.1 LIYINI

Ilungelo lokuphinde kuthengiswe, noma i-droit de suite ('ilungelo lokulandela'), into yokusebenza ekushayweni komthetho ngaphansi komthetho ophathelene nempahla ebhaliwe, eyenza ukuthi abasebenzi bakwazi ukuthola iphesenti lenani lokuthengisa noma nini lapho imisebenzi yobuciko ithengiswa futhi.

Imali evela elungelweni lokushicilela ngokujwayelekile yenziwa esimweni somsebenzi wokuqamba, okubandakanya ukukhiqiza kwelinganiso esikhulu, okufana nomculo kanye nemibhalo. Ngokusebenza ngempumelelo, ngenxa yenani elifakwe emsebenzini wobuciko 'lisekwehlukeni kwalo[, osomaciko ababonwayo abakwazi kahle ukusizakala elungelweni lokushicilela. Ilungelo Lokuphinde Kuthengiswe kwethulwa ukuze kubhekwane nalokhu kungalingani.

Umgomo oyisisekelo waMalungelo Okuphinde Uthengise Wosomaciko wukuthi osomaciko kufanele basizakale ngqo ekukhuleni kwemakethe nasekukhiqizeni umcebo okusuka emsebenzini wawo emakethe yokuthengisa futhi. Ukuze kuqinisekiswa ukuthi osomaciko bavikelekile ngomsebenzi wasekuqaleni abawukhiqizayo, kanye nezimpilo zosomaciko ziyesekwa, Amalungelo Okuphinde Kuthengiswe Osomaciko abalulekile.

7.3.2 ISIMO SAMANJE SAMALUNGELO OKUPHINDA UTHENGISE ENINGIZIMU AFRIKA

Umthetho Welungelo Lokushicilela, 1978, njengamanje uyachitshiyelwa kakhulu. Okunye kokuchitshiyelwa wisingeniso seLungelo Lokuphinda Kuthengiswe Likasomaciko kumthetho waseNingizimu Afrika. INingizimu Afrika njengamanje ayinayo imithetho yokuphatha kanye nokulawula ukuphinda uthengise imisebenzi yobuciko ngokusebenzisa izindlu zezindali, amagalari, abathengisi, abaqoqi kanye namanye ama-ajenti obuciko. Ukuhlinzeka kweLungelo Lokuphinda Uthengise Likasomaciko ekuchibiyeleni kwamanje kuzonika abasebenzi ilungelo lemali etholakala ngokwenza umsebenzi uma umsebenzi wobuciko uphinde uthengiswa ngokusebenzisa imigudu engenhlala. Esigabeni samanje sokwenza uhlaka, imali etholakala ngokuphinde kuthengiswe ibekwe ku-5% senani lokuthengisa komsebenzi. Umnyango Wezohwebo Nemboni obhekene nomsebenzi wokwenza uhlaka loMthethosivinywa, usohlelweni lokwenza umgudu ongcono wokuqoqa nokuhambisa iphesenti lemali etholakale ngokwenza umsebenzi. Njengamanje ukhetho olwanele kakhulu wukwenza umphakathi oqoqayo osebenzisana nemigudu yemiphakathi eqoqayo embonini yomculo. Uhlaka lwamanje nalo luthi amalungelo okuphinda kuthengiswe lizophelelwa yisikhathi eminyakeni engama-50 ngemuva kokufa kukasomaciko.

Umthethosivinywa wawuhlelelwe ukuthi wethulwe kuKhabhinethi ngoMeyi ka-2016, ngemuva kwalokho wethulwa ePhalamende. Kuleso sigaba Umthethosivinywa uzophinda futhi utholakala ukuthi umphakathi uphawule futhi kuboniswane. Ngesikhathi sokuyophrinta (Agasti 2016), Umthethosivinywa wawungakethulwa ePhalamende.

7.4 UKUKHULUMA NGOKUKHULULEKA

7.4.1 Ukuvikeleka kanye Nemikhawulo

Umthethosivinywa waseNingizimu Afrika wumthetho omkhulu weZwe futhi uhamba phambili kunanoma yimuphi umthetho oshaywayo. Nanoma yimuphi umthetho ophikisana nawo awamukelekile. Isigaba 16(1) soMthethosisekelo ugcizelela ilungelo loKukhuluma Ngokukhululeka njengelungelo elibalulekile, elibandakanya:

- Ukukhululeka kwephephandaba kanye nabanye bezindaba;
- Ukukhululeka kokuthola noma kokudlulisa ulwazi noma imiqondo;
- Ukukhululeka kokusungula kobuciko;
- Ukukhululeka kwezemfundo kanye nokukhululeka kocwaningo lwesayensi.

Ilungelo loKukhuluma Ngokukhululeka lidinga ukuthi lisetshenziswe ngesibopho yibo bonke abasebenzi, ukuze kungephulwa amalungelo abanye. Isigaba 16(2) soMthethosisekelo WaseNingizimu Afrika sithi Ukukhuluma Ngokukhululeka angeke kwelulelwe ekukhulumeni okuhlose ukukhuthaza okulandelayo:

- Inkulumo esusa impi;
- Ukukhuthaza udlame olunonyobayo;
- Ukumemezela inzondo okuncike ebuhlangeni, ubuzwe, ubulili noma inkolo, nokuthi kunokukhuthaza ukubanga ukulimala.

Isidingo sokubeka umkhawulo kumalungelo athize kungenxa yokuthi ukutsetshenziswa budedengu kwelungelo kungaphula amalungelo abanye bese kucekela phansi futhi kulimaze.

7.4.2 IMIKHUBA KANYE NEZINTO EZIBANGA UKUZWELA OKUPHATHELENE NESIKO

Ukuzwela ngokuhlukahluka kuqala ngokuqonda ukuthi kunomehluko phakathi kwamasiko nokuthi amagugu kufanele abe khona kuloku kwehlukahluka. Ukubeka ukubaluleka ekwahlukaneni kusho ukuhlonipha imikhuba yesiko okungenzeka kungabi bikho noma kugxile esikweni lakho. Ebucikweni obubonwayo, kubalulekile ikakhulukazi ukwazi umboniso womphakathi kwezinto zesiko, kanye nokucabanga umlando oyinkinga walowo mbukiso eNingizimu Afrika kanye nasemisebenzini yokuphathwa yizizwe zokufika jikelele. Ukusebenzisa ngendlela okungeyo ubuciko obugxile esikweni okungesilona

elakho kungaba yinkinga futhi kube nombuzo wokuziphatha okuhle uma kusetshenziselwa ukuzuza ngokohwebo. Abasebenzi kufanele bazi ngokuzwela kokususa imiphumela yokusebenzisa izinto ezingashiwo ngokwesiko njengodaba kanye nokuqukethwe kwemisebenzi yobuciko. Lokhu kusebenza esinqumeni sokusebenzisa izinto ezicatshangwa ngokwesiko emsebenzini, futhi nabasebenzi kufanele bazi ngokuthola izindlela zokugxeka izikhungo ezithile kanye nezinhlelo ngaphandle kokukhiqiza futhi lezo zinhlelo.

7.4.3 UKUBHEKANA NOKUNGABONI NGASO LINYE (AMAGALARI KANYE NEMINCINTISWANO)

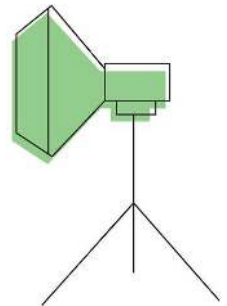
Igalari yohwebo, inhlango, isehlo noma indawo kufanele yenze isethi yeziqondiso okuhlose ukubhekana nanoma yiziphi izindaba eziphikisanayo ezihambisana nombukiso ngendlela ebeka umkhawulo womonakalo esithunzini somsebenzi noma ukubekeka engcindezini engenasingo noma ukunaka kwabezindaba.

Isehlo noma indawo kufanele kusebenze ngokubambisana nomsebenzi ukubhekana noma ukubhekana nokuphikisana.

Uma isehlo noma indawo kuhlose ukufaka nanoma yisiphi isexwayiso noma ukweluleka kumalungu ababukeli ngomsebenzi wobuciko embukiseni, inhloso kanye nokuhlelwa kwamagama kulokhu kufanele kuvunyelwana nomsebenzi ngaphambi kwesaziso esinjalo kuyasetshenziswa.

Umsebenzi kufanele abe nelungelo lokuhoxa embukisweni uma umsebenzi engavumi nesaziso.

Uma umsebenzi wobuciko, nganoma yisiphi isizathu, uhoxisiwe emcimbini yisehlo noma indawo, umsebenzi kufanele azise ngokushesha, kanye nezizathu ezihlinzekele ukuhoxa. Isehlo noma indawo ehoxisa umsebenzi wobuciko kusehlo kungaphula inkontilaki nomsebenzi, futhi ukuhoxiswa komsebenzi wobuciko embukisweni kufanele kwenziwe kuphela uma kunesidingo ngokuphelele. Isehlo kanye nezindawo kufanele kusho kuqala ukuthi lezi zimo zingaba yini, nokwenza isu lokuphathwa kwengozi okungasetshenziswa ukugwema ukuhoxisa umsebenzi wobuciko ngemuva kokuba wamukelwe umbukiso.



1. AMAREFERENSI KANYE NOSIZO

Le phrojekthi yenziwe incike olwazini oluvela Endleleni Yokusebenza ye-Code of Practice for the Professional Australian Visual Arts, Craft and Design Sector, eyenziwe, yakhomishinwwa futhi yashicilelwa yi-National Association for the Visual Arts (NAVA) and Best Practices for the Saskatchewan Visual Art and Craft Sector eyenziwe yi-Canadian Artists Representation (CARFAC)

- Australia (NAVA Code of Practice)
- Australia (ACGA Code of Practice for Commercial Galleries)
- Canada (CARFAC Saskatchewan Code of Practice)
- Canada (Best Practice Code for Curators – Lasalle River Accord)
- Ireland (Visual Artists Ireland Best Practice Guide)
- Art Right South Africa 'Copyright – What it means for Visual Artists' by Andre Myburgh, itholakala ku-Baruffa Art Consulting website baruffa.co.za
- VANSAs Internship Toolkit

2. UKUBONGA

I-VANSA ithanda ukubonga Umnyango Wezobuciko Namasiko ngokuthi wenze ukuthi lephrojekthi yenzeke. Sibonga ngokukhethekile ku-Africa ngokuxhasa ngemali imihlangano yokubonisana e-Johannesburg, e-Durban naseKapa. Sithole izeluleko ezinhle kakhulu zivela ku-Norton Rose Fulbright, Joseph Gaylard, Clive Kellner, Toby Orford, Mary Corrigan, Gwen Ansell, Gerhard Hagg, John Fleetwood no-Gillian Anstey. I-VANSA iyabonga kakhulu ngombono wenu wobungcweti.

I-VANSA ithanda ukuzwakalisa ukubonga okukhulu kubantu abaningi abahlanganyela ezinhlelweni zokubonisana ngeNcwadi Yokusebenza Okuhle yoBuciko Obubonwayo eNingizimu Afrika.

3. UKUQHUBEKA NOKUFUNDA

Kuleli khasi uzothola uhlu kwezidingongqangi ezandisa ekubenzeni okuqeqeshekile nokuthi unghlanganisa imigomo ehlinzekiwe kulo mbhalo ngokwezidingo zakho:

AMATHULUZI E-ARTERIAL NETWORK

I-Arterial Network yinethiwekhi yomphakathi wonke yosomaciko, izishosho vuzamasiko, abahwebi abancane, amabizininisi amancane, ama-NGO, yizikhungo, kanye nabanikeli abakhona emikhakheni esungulayo neyamasiko yase-Afrika. I-Arterial Network yenze amathuluzi amaningi abasebenzi bamaciko abasebenza e-Afrika nezeluleko ezinemininingwane ngokusebenza kwaBaphathi Bamaphrojekthi ebucikweni, Ukuqoqa izimali, Ukuthuthukisa Ubuciko kanye Nokuxhumana, Ukumaketha kwabasebenzi bobuciko. Lokhu okushicilelwe kanye nezincwadi kuyakhipheka ku-inthanethi ngokokuxhuma okungezansi.

arterialnetwork.org/resources/our_publications

I-ARTRIGHT

I-ARTRIGHT phrojekthi ihlinzeka umphakathi wobuciko obubonwayo waseNingizimu Afrika ngezidingongqangi zamahhala zebhizinisi, ngamathuluzi omthetho nawezemfundo, imibhalo, ulwazi kanye nezaluleko. Inhloso ngeyabantu abasebenza embonini yezobuciko obubonwayo ukwenza ngcono ibhizinisi. Kule ndawo uzothola umniningwane omningi kanye nezinhlelo zokuthi uyenza kanjani futhi usebenze kanjani ngenkontilaki, uluphatha kanjani ibhizinisi, intela yabasebenzi bezobuciko, kanye nezinhlelo zokubonisana ngezimpikiswano zenkontileka, ukulamula kanye nokungenelela.

artright.co.za

I-BASA

I-Business and Arts South Africa (BASA) inkampani okungeyiyo eyenzuzo inhloso yayo enkulu wukuthuthukisa ukusizakala ndawonye kanye nokubambisana kwebhizinisi lobuciko eliqhubekayo elizosiza umphakathi wonke. I-BASA iphethe izinhlelo zosizo ezahlukene zobuciko kubandakanya izinhlelo eziyisisekelo ze-BASA.

basa.co.za/

I-CAPE CRAFT AND DESIGN INSTITUTE (CCDI)

I-CCDI yeseka abakhiqizi bomsebenzi wezandla futhi basiza ukuxhuma bonke ababambiqhaza ochungeni lomkhiqizo ukuya emakethe. Lokhu kubandakanya abakhiqizi bomsebenzi wezandla kanye nabenzi bamadizayini, abathengisi, ama-ejenti okumaketha, abanthengisi basemazweni angaphandle kanye nabahlinzeki bomsebenzi abafana namadizayini, abenzi bomkhiqizo, abaqeqeshi bamakhono, abasebenzi abathuthukisa ibhizinisi kanye nabantu abafundisa ngokwenza. Uhulumeni kanye nabanye abaxhasi benza ingxenye ebalulekile yalokhu kuhlanguyela, ukwakha ubudlelwano kuwo wonke umkhakha.

ccdi.org.za

IKHOMISHINI YOKUXOXISANA, UKUBUYISANA NOKULAMULA

I-Commission for Conciliation, Mediation and Arbitration (CCMA) wumgwamanda ozimele eNingizimu Afrika onomsebenzi wokuxazulula izimpikiswano ebudlelaneni bomsebenzi. Indlela izimele kuHulumeni. Iphethwe nguMgwamanda Kahulumeni futhi inabameleli babalingani abathathu bomphakathi: abasebenzi, ibhizinisi kanye nohulumeni. Kuwebhusayithi ye-CCMA uzothola izinhloko zezinkontilaki kanye namakhasi olwazi asho amalungelo omsebenzi ahlukenene kanye nemithetho, kuhluka kusuka emalungelweni osonkontilaki abazimele kanye nokuxoshwa okungenabulungiswa ukuya ekubandlululweni emsebenzini. Lezi zinhloko kanye nemibhalo akhiphele ekuxhumeni ngaphezulu ukusuka kuwebhusayithi ye-CCMA.

ccma.org.za/

I-DRAMATIC, ARTISTIC AND LITERARY RIGHTS ORGANISATION (DALRO)

I-DALRO isosayathi yelungelo lokushicilela elinezinhloso eziningi eyenziwa ngonyaka ka-1967 kanye nokuphatha (noma amalayisense) izinto ezahlukene zelungelo lokushicilela egameni labasebenzi, losomaciko kanye nabashicileli. Sihlinzeka ngokuxhumana phakathi kwabo kanye nabantu abanamalayisense abasebenzisa imisebenzi yabo emabhizinisini abo noma ezikhungweni zezemfundo.

Imikhakha yabo emikhulu yokuphatha umsebenzi amalungelo okukhiqiza (kumahlelo ashicilelwe), amalungelo okuthokozisa umphakathi (kubandakanya amalungelo asesiteji komculo kanye nemidlalo) kanye namalungelo okukhiqiza (enikezelwe kokubili ukushicilela kanye nokukopisha) emisebenzini yobuciko obubonwayo.

I-DALRO inezivumelwano ezinikeza igunya nababhali basekhaya nabasemazweni angaphandle, ama-ejenti kanye nabashicileli, kanye nesibalo sezivumelwano ezinhlangothi mbili namazwe angaphandle nezinhlangano zandawonye. Lokhu kunikeza amaklayenti azo isiqiniseko sokufinyelela eqoqweni elikhulu lemisebenzi yelungelo lokushicilela.

dalro.co.za

I-INTERNATIONAL COUNCIL OF MUSEUMS

I-International Council of Museums (ICOM), eyenziwa ngonyaka ka-1946, yinhlangano kuphela yeminyuziyemu kanye nabaqeqeshiwe kuminyuziyemu abanobukhulu bomhlaba, abazinikele ekuthuthukisweni nasekuvikelweni kwamagugu emvelo nawamasiko, okwamanje nokwesikhathi esizayo, okuphathekayo nokungaphatheki. Ngamalungu cishe awu-30,000 emazweni awu-137, i-ICOM yinethiwekho yabaqeqeshiwe kumamnyuziyemu abasebenza ezinhlotsheni ezibanzi zemikhakha ephathelene namamnyuziyemu kanye namagugu. I-ICOM yenze isibalo semibiko yaba umsebenzi wamamnyuziyemi wokuziphatha okuhle okuzwakalayo kanye namazinga.

<http://icom.museum/>

ISETHI YAMATHULUZI OLWAZI LOKUFUNDA UMSEBENZI ENDAWENI YOKUSEBENZA

Ikhithi Yamathuluzi Okuqasha Abafundiswa Umsebenzi e-VANSA kuvela olwazini nasekufundweni kwezinhlangano zobuciko kanye nabafundiswa umsebenzi kwezobuciko abavela ezingxenyeni ezahlukene zezwe, abanezimo ezahlukene kanye nezidingo. Kuncike kakhulu ezifundweni okubonelwa kuzo zolwazi lwalezi zinhlangano kanye nabaqashelwe ukufundiswa umsebenzi, lekhithi yamathuluzi

ibheka ukuzifikela mathupha, amasu aphinde asebenzisekayo ezinhlango ukuthi ziphathe ulwazi oluhle, oluwusizo nolokufunda. Ukusiza bobabili abaqashelwe ukufundiswa umsebenzi kanye nezinhlango ngokwazo.

<http://vansa.co.za/professional-practice/resources-tools-1/internship-toolkit-book-1-of-the-vansa-professional-practice-toolkit-series>

I-SOUTH AFRICAN NATIONAL ASSOCIATION FOR THE VISUAL ARTS (SANAVA)

I-SAVANA isebenza njengenhlango okungesiyona ekahulumeni ukukhuthaza ubuciko obubonwayo eNingizimu Afrika, imvelaphi yayo kusukela ku-1851, ngesikhathi kwakwenziwa i-Cape Fine Arts Society (CFAS). Eminyakeni, i-Society ikhulile yaba umgwamanda kazwelonke wosomaciko kanye nabathandi bobuciko obubonwayo. Eyodwa yezinjongo ezinkulu ze-SAVANA maqondana nokuthuthukiswa kosomaciko kuphathelene nokuphathwa komsebenzi wezitudiyo ezintathu zosomaciko ezinempahla ephelele, e-Cité Internationale des Arts in Paris, e-France.

sanava.co.za

INDAWO YOKUTHOLA USIZO LOMTHETHO YE-VANSA

I-VANSA iqalise Ideski Losizo Lomthetho ukuthi lihlinzeke ngezaluleko zomthetho eziyisisekelo kumalungu ayo. Imisebenzi yeDeski Losizo Lomthetho ngokubambisana ne-Cila, ophendula emibuzweni yomthetho ngesonto. Sicela wazi ukuthi: I-VANSA isiza ngalo msebenzi mahhala kumalungu ayo. I-Cilac umhlinzeki wemisebenzi yezomthetho obhalisile futhi unesibopho ngokuphelele sezaluleko ezinikwa noma nanoma yimiphi eminye imisebenzi enikezwayo. Izaluleko zomthetho ezinikwa amalungu e-VANSA ngqo zibhekana nalokhu:

- Ilungelo lokushicilela/Impahla Ebhaliwe
- Izinkontilaki, Ukuthengisa kanye neMisebenzi
- Ibhizinisi kanye neZakhiwo Zenhlango

<http://vansa.co.za/professional-practice/resources-tools-1/free-legal-advice-forvansa-members>

I-VISUAL ARTISTS IRELAND

I-visual Artists Ireland ihlinzeka usizo olusebenzayo kosomaciko obubonwayo kuzona zonke izimo zobuciko emisebenzini yabo yonke. Ihlinzeka imisebenzi, iyasiza futhi itholele osomaciko izidingongqangi, yenza uhlelo lobuciko kanye isebenze njengomeseki wezinto eziwusizo kosomaciko. I-VAI yenze ibhukwana lokusebenza ngokuqeqeshelwe esimweni seNcwadi Yokusinda yoSomaciko Obubonwayo ekhava imisebenzi yebhizinisi egeqeshelwe kosomaciko ukuya kumakhomishini kanye nemisebenzi yomsebenzi egeqeshelwe. Ibhukwana le-inthanethi libandakanya amavidiyo kanye nezaluleko ezivela kosomaciko. Nakuba yenziwe esimweni esahlukile, ibhukwana lihlinzeka ngezaluleko ezisebenzayo ezinhle kunanoma yimuphi usomaciko ngokuthi uxoxisana kanjani ngezinto ezahlukene emisebenzi yabo.

<http://visualartists.ie/the-manual-a-survival-guide-for-visual-artists/>

Incwadi Yokusebenza Okuhle inikeza imigomo namazinga okusebenza okuhle yobuciko obubonwayo eNingizimu Afrika. Ingasetshenziswa njengesiqondiso songakulindela nalokho umkhakha wonke kufanele ukuphokophele. Ibhale ngendlela esebenzayo ukuze izokwazi ukusebenziseka futhi isebenziseke ezimweni zansuku zonke.

Ulwazi luvulelekile futhi luyaguquguquka ukuze abasebenzi ebucikweni obubonwayo bungabonisa, buxoxwe futhi bunqume ukuthi isetshenziswa kanjani incwadi. Inhloso yale ncwadi wukuqhuba ubudlelwano obuqinile, obunempilo nobuqotho ngaphakathi kobuciko obubonwayo, ukuze kwesekwe ukukhula nokuthuthuka kwabo.

Incwadi iwumyalelo ogunyazwe wuMnyango Wezobuciko Namasiko waseNingizimu Afrika kanti yenziwe yi-Visual Arts Network of South Africa.

www.vansa.co.za

