

Brambles

INqubomgomo Ye-Speak Up

Brambles Limited

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Uhlelo 2.0

INQUBOMGOMO YE-SPEAK UP

1. Le Nqubomgomo

Inhloso yale Nqubomgomo ukuvuselela nokuqinisekisa isibopho sabakwa-Brambles sokukhuthaza ukuvuleleka nokuzikhulumela lapho abasebenzi begqugquzelwa ukuveza lokho okubakhathazayo ngokwenza okubi okungenzeka ukuthi bayakubona. Esimweni sanamuhla, abasebenzi bahlala bengabasebenzi bakwa-Brambles kuqala kanye nesivikelo esiqavile Sokwenza Okubi; lapho abasebenzi basola futhi babike Ukwenza Okubi, abakwa-Brambles bangathatha izinyathelo zokulungisa ngokushesha ukuze bakulungise. Siyazi ukuthi ukubanjwa nokubikwa Kokwenza Okubi kusenesikhathi kuncike ekugcinweni kosikompilo lokwethembana nobuqotho lapho bonke abasebenzi:

- (a) Bekhuthazwa ukubika konke okungase kube Ukwenza Okubi ngokushesha ngokunokwenzeka, bazi ukuthi lokho abakhathazeke ngako kuzothathelwa phezulu futhi nezinyathelo ezifanele zithathwe ngokushesha;
- (b) Bazi futhi besebenzisa imigudu abanayo ukuze babike lokho kukhathazeka Ngokwenza Okubi; kanye
- (c) Ukwethemba ukuthi inqubo yokuzwakalisa izimvo zabo ayibekezeleli neze ukwenziwa kwabantu izisulu, ukuziphindiselela, ukujezisa, noma ukuphathwa ngendlela embi kwanoma yiluphi uhlobo.

2. Yiziphi Izenzo Ezibalwa kule Nqubomgomo?

Ngokuncike emthethweni wasendaweni, le Nqubomgomo ikhava abasebenzi abafisa ukudalula ukwenza okungekühle okwenzekile noma okuhlelwayo noma isimo sezinto esingalungile noma ukwenziwa kwezinto kwa-Brambles kubandakanya noma iyiphi yama-Group Companies ("Brambles"). Kule Nqubomgomo, lezi zenzo zibizwa ngokuthi "**Ukwenza Okubi**" futhi kubandakanya, kodwa akukhawulelekile kulokhu

- (a) Izenzo zobugebengu ngaphansi kwanoma yimuphi umthetho osebenzayo, kubandakanya imithetho yase-Australia;
- (b) Ukuziphatha okumele ingozi emphakathini, kubandakanya izingozi kwezempilo nokuphepha kanye nokulimala kwemvelo okudalwe ukukhafulwa kwezinto ezinobuthi noma imfucuza noma-ke ukwepulwa kwemithetho noma izimiso zezemvelo;
- (c) Ukuphathwa kwamabhuku ezimali okusolisayo, ukuphathwa budedengu kwezezimali ngaphakathi noma ucwaningomabhuku olungashayi khona, kubandakanya osekwenzekile ngempela noma okungase kwenzeka:
 - (i) Ukukhwabanisa noma iphutha elenziwe ngamabomu lapho kulungiselelwa, ukuhlolisisa, ukubukeza noma ucwaningomabhuku lwanoma yisiphi isitatimende sezimali sakwa-Brambles;
 - (ii) Ukukhwabanisa noma iphutha elenziwa ngamabomu lapho kubhalwa futhi kusetshenzwa amarekhodi ezezimali akwa-Brambles;
 - (iii) Ukusilela noma ukungathotshelwa kwemithetho yokulawulwa kwamabhuku ezezimali angaphakathi kwa-Brambles.
 - (iv) Ukubhalwa kwamaphutha noma kwezitatimende ezingamanga eziya noma yibo uqobo abaphathi abaphezulu noma osomabhuku ezimali mayelana nodaba oluqukethwe kumarekhodi ezimali akwa-Brambles, imibiko yezezimali, noma imibiko yocwaningomabhuku;
 - (v) Ukuchezuka emibandeleni yokubikwa kwezezimali zakwa-Brambles ngokugcwele nangobulungiswa; noma
 - (vi) Nanoma yisiphi esinye isenzo esingase sidale ingozi ohlelweni lwezezimali

- (d) Ukwaphulwa noma izinsolo zokwaphulwa kwemithetho yezentela esebenzayo noma ukwenziwa kokubi mayelana nezindaba zezintela zakwa-Brambles.
- (e) Ukugwaza noma inkohlakalo;
- (f) Ukwehluleka ukulandela noma yiziphi izimfuno zezomthetho noma zokulawula ezingabalulwanga lapha ngenhla, kubandakanya noma yimiphi imithetho ebekwe yiKhomishini Yotshalomali Nokuvikelwa yase-Australia (**ASIC**);
- (g) Ukwaphulwa Kwemigomo yakwa-Brambles Yokuziphatha Okuhle noma ezinye izinqubomgomo noma izinhlelo;
- (h) Ukudalula okungagunyaziwe kwezimfihlo zokuhweba noma ulwazi lwebhizinisi noma-ke nanoma yiluphi ulwazi oluyimfihlo;
- (i) Ukuziphatha okungadala umonakalo egameni labakwa-Brambles;
- (j) Ukwenziwa isisulu, ukuziphindiselela noma ukujeziswa ngenxa yokubika ukukhathazeka Ngokwenziwa Kokubi noma ukuhlinzekwa kwanoma yiluphi ulwazi ngaphandle kummeli ngenxa yokufuna ukwelulekwa noma ummeli ozokumela ngaphansi kwanoma yimuphi umthetho wababika izenzo zobugebengu noma nanoma yimuphi umlawuli ozosiza ekwenziweni kwemisebenzi yayo ngaphansi komthetho ofanele; noma
- (k) Ukufihla ngenhloso noma yikuphi kwaloku okungenhla.

Uma kunezizathu ezifanele ezenza usole ukuthi Ukwenziwa Kokubi kwenzekile noma kungase kwenzeke, kufanele ukubike lokhu ngaphansi kwale Nqubomgomo. Izindlela ezahlukene ongenza ngazo lokhu zichaziwe kusigaba 4 ngezansi. Uma ungenasiqiniseko sokuthi isenzo esithile sihlinzekelwe kule Nqubomgomo, kufanele ukhulume nemenenja yakho ngqo noma, uma ungathanda, noma yiliphi ilungu leThimba Lezomthetho.

Ezimweni eziningi, le Nqubomgomo, kanye nemigudu yokubika ebekwe ngokucacile esigabeni 4 ngezansi, akuhlinzekeli izikhalazo ezihlobene nezimo zakho siqu, njengendlela ophathwa ngayo emsebenzini. Kunalokho, ezimweni eziningi, izikhalazo mayelana nezimo zakho siqu kufanele zibikwe kumenenja yakho ngqo noma omele abakwandabazabantu, ozobe esethatha izinyathelo ezifanele. Ukuvikeleka kolwazo lwanoma yimuphi umsebenzi ofaka isikhalazo esiphusile ngokucacile mayelana nesimo sakhe siqu kuzohlonishwa, futhi ngeke kube khona kuhlukunyezwa, ukuziphindiselela noma ukujeziswa okuzobekezelelwa.

3. Ubani Ongakhuluma Ngaphansi kwale Nqubomgomo?

Le Nqubomgomo nezinqubo ezichazwe kule nqubomgomo kuyatholakala kunoma ubani osebenza njengamanje, owayesebenza, umqashwa, noma osebenzisana nabakwa-Brambles kanye nanoma iyiphi ingxenye abakwa-Brambles abanobudlelwane bebhizinisi nabo (njengamakhassimende, abahlinzeki ngezinsizakalo, osozinkontileka, ama-ejenti, kanye nabasabalalisi bempahla bakwa-Brambles). Le Nqubomgomo nezinqubo ezichazwe kule Nqubomgomo kuzosebenza kunoma yisiphi isihlobo noma abondliwa banoma yimuphi ongenhla, kubandakanya umlingani ashade naye, umzali, noma esinye isihlobo segazi, ingane, noma umzukululu noma umtakwabo, noma nanoma yimuphi umuntu ochazwe umthetho lowo.

4. Siphakanyiswa Kanjani Isikhalo

Sethemba ukuthi bonke abasebenzi bazozizwa benako ukuletha izinto abakhathazeke ngazo mayelana Nokwenza Okubi okwenzekile noma okungase kwenzeke ngokukhululeka kanye, lapho bezizwa bekhululekile, ngokuqonde ngqo kumenenja yabo ngqo. Uma sikhuluma ngokuvamile nje, imenenja yakho ngqo izoba sesimweni sokusombulula ukukhathazeka Kwesenzo Esibi ngokushesha. Noma kunjalo, izimenenja ezisekuqaleni akuzona kuphela ongakhuluma nazo uma ubika Ukwenzwa Okubi. Eminye imigudu ibandakanya:

- INhloko Yophiko Lwezomthetho kanye Nonobhala Weqembu lenkampani;
- IPhini LikaMongameli Nomeluleki Jikelele Wesizinda, EMEA;
- IPhini LikaMongameli Nomeluleki Jikelele Wesizinda, Americas nase-Asia;
- Isikhulu Esiyinhloko Sokulandelwa Kwemithetho;
- Noma yiliphi ilungu lethimba Locwaningomabhuku kwa-Brambles; kanye
- I-Brambles Speak Up hotline, ebandakanya imigudu eminingi yokubika. I-Speak Up hotline ikwazi ukwamukela imibiko amahora angama-24 ngosuku, izinsuku eziyisi-7 ngeviki, ngosizo lomdayisi oyingxenywe eseceleni ezimele. Ukuze babike ukwenza okubi besebenzisa i-hotline, abasebenzi bangavakashela lapha www.brambles.ethicspoint.com, nalapho bezothola uhla lwamazwe- noma izizinda ezithile noma-ke izinombolo zocingo lwamahhala endaweni noma amalinki ohlelo lokubika nge-inthanethi atholakalayo.

Phezu kwalokho, kungaba nezimo ezithile lapho abantu bekhohlwa ukuthi ngeke bakwazi ukukhuluma ngoKwenza Okubi okwenzekayo besebenzisa yonke le migudu ebalulwe ngenhla. Ezimweni ezinjalo, lowo muntu angaxhumana ngqo noSihlalo weBhodi noma uSihlalo Wekomidi Locwaningomabhuku, ongafinyelelwa ngokubhalela iNhloko YezoMthetho Nonobhala WeQembu Lenkampani lapha GPO Box 4173, Sydney NSW 2001, Australia. Noma yikuphi ukuxhumana noSihlalo weBhodi noma uSihlalo Wekomidi Locwaningomabhuku kufanele kubhalwe ngokucacile ukuthi udaba oluphuthumayo ngokuphawulwa kuthiwe "Privileged and Confidential". Abantu bangaphinda baxhumane nabacwaningimabhuku bangaphandle bakwa-Brambles ngokuthinta ethics.help@au.pwc.com noma, abantu abase-Australia, lapha 1800 487 878.

Kungakhathaliseki umgudu osetshenziwe, abasebenzi kufanele babike ngokushesha Ukuwenza Okubi abakwaziyo okuyizinsolo noma okwenzekile. Ukubika Ngokwenza Okubi ngokushesha kusiza abakwa-Brambles bakwazi ukuqala uphenyo nesisombululo noma bakuqede futhi banciphise imiphumela emibi ebeyingavela ngenxa yako.

Ungabika ukwenza okubi okusolayo ungazidaluli igama kulawo mazwe lapho kuvumelekile khona ngokusemthethweni. Nokho, njengoba kunzinyana futhi esikhathini esiningi kuthanda ukungabi lula ukuphenya izinsolo ezenziwe ngabantu abazifihlile, uyakhuthazwa, kodwa akuphoqiwe, ukuba uziveze negama lakho. Noma yimiphi imibiko eyenziwe, ingabe enegama lomuntu noma cha, kufanele ibandakanye imininingwane eyanele ukuze abakwa-Brambles bakwazi ukuphenya udaba ngokuphelele. Isibonelo, kubalulekile ukuhlinzeka imininingwane mayelana namagama abantu abasolwa ngokubandakanyeka, noma abawofakazi, kulesi se(ze)hlakalo, izinsuku nezikhathi zese(ze)hlakalo (ncamashi noma esisondele), lapho ise(ze)hlakalo senzeke khona, nokuthi kungani umsebenzi ekholwa ukuthi ise(ze)hlakalo kufanele sibikwe. Imininingwane engaphelele ingavimbela abakwa-Brambles ekutheni bakwazi ukubhekana nodaba ngendlela efanele.

Noma yimuphi umsebenzi okholwa ukuthi yena mathupha ubandakanyeka noma uke wabandakanyeka Ekwenzeni Kokubi kulindeleke abike lesi se(ze)hlakalo. Ukuzibika wena nakho kungabukwa lapho kunqunywa ukuthi ingabe noma zinyathelo zini zokuqondiswa kwezigwegwe ezingafaneleka.

Inhloso yale Nqubomgomo ukuhlinzeka ngezinsiza zangaphakathi zokubika, ukuphenya, nokusombulula noma yikuphi Ukwenziwa Kokubi. Kwesinye isikhathi abasebenzi bazoba nokukhathazeka okuhlobene nezendo zengxenywe yesithathu, njengekhasimende, umhlinzeki, noma umhlinzeki ngezinsizakalo. Sikhuthaza kakhulu ukuba ubike ukukhathazeka okufana nalokhu ngaphakathi ngaphambi kokukudlulisela kunoma iyiphi ingxenywe eseceleni. Kufanele sisebenzise eyodwa yemigudu yokubika ebalulwe ngenhla ukuze sithole usizo. Akukho lutho kule Nqubomgomo, nokho, okukuvimbayo ukuthi ubike isenzo Sokwenziwa Kokubi noma ukuhlinzeka ngolwazi, ukufakaza noma okungenani ukulekelela i-ASIC, i-Australian Tax Commission nanoma yimuphi umlawuli ofanele owenza imisebenzi yayo noma imisebenzi ehambisana nayo noma nomthetho ofanele.

5. Ukuvikeleka Kolwazi Kubalulekile

Uma ubika Ukwenziwa Kokubi ngokwethembeka ngaphansi kwale Nqubomgomo kanye, noma yiluphi ulwazi olungase luholele ekuhlonzweni kwakho luzogcinwa luvikelekile futhi kuzokwabelwana ngalo kuphela lapho "kudingeka kwazeke" kanye nalabo okungumsebenzi wabo ukuphenya noma ukusombulula izikhalo lezo, ngomqondo wokuthi zonke izinyathelo ezifanelekile kufanele zithathwe ukuze kuncishiswe ingcuphe yokudaluleka kwegama lakho ngesikhathi kuqhubeka uphenyo noma kusonjululwa.

6. Akukho Kwenziwa Izisulu

Siyakuqonda ukuthi kwesinye isikhathi abasebenzi bayakhathazeka ngemiphumela engase yehle ehlobene nezikhalazo Zokwenza Okubi. Sicela wazi ukuthi siyakukhuthaza ukuvuleleka futhi siyokweseka noma yimuphi umsebenzi onezizathu ezanele zokubika izinsolo Zokwenziwa Kokubi ngaphansi kwale Nqubomgomo (okubizwa ngokuthi "**Ukudalula Okuvikelwe**"), ngisho noma kuphetha ngokuthi bekuyiphutha.

Ngeke sikubekezele ukwenziwa kwabantu izisulu, ukuziphindiselela noma ukuphathwa kabi kwanoma yiluphi uhlobo ngenxa yokuba ilungu elingumsebenzi lenze Ukudalula Okuvikelwe noma lizibandakanya Ekudaluleni Okuvikelwe. Noma yimuphi umsebenzi otholakala eziphindiselile kwelinye ngoba ekholwa ukuthi umsebenzi loyo wenze, noma angase enze, uhlela ukwenza, angase enze Ukudalula Okuvikelwe noma uye wasiza, angase asize, uhlela ukusiza, noma angase asize ophenyweni Lokudalula Okuvikelwe uyobhekana neokuqondiswa kwezigwegwe, okuyophetha noma okubandakanya nokuxoshwa emsebenzini. Sichaza ukwenziwa isisulu, ukuziphindiselela noma ukujezisa ngokubanzi, futhi lokhu kuphatha okuyingozi kubandakanya, phakathi kwezinye izinto:

- Ukuxoshwa
- Ukwehliswa esikhundleni somsebenzi okuzomenzela phansi
- Ukuqondiswa kwezigwegwe noma olunye uhlobo lokulimala komsebenzi emsebenzini wakhe
- Ukubandlululwa, ukuhlukunyezwa, ukusatshiswa, izinsongo noma okunye ukuphathwa okungathandeki
- Ukulimala noma ukulinyazwa komuntu, kubandakanya ukulimala kwengqondo noma ukulimala kwesithunzi somuntu
- Ukulimala kwempahla yomuntu, ibhizinisi, noma ukuma ngokwezimali

Uma ukholwa ukuthi uke wabhekana nalokhu kuphathwa, kufanele ubike ngokukhathazeka kwakho usebenzisa enye yezindlela yokubika ezihlonzwe kusigaba 4 ngenhla ngokushesha.

7. Inqubo Yokuphenya

Uma uke waphakamisa ukukhathazeka, abakwa-Brambles bakucubungula ukuze babone isinyathelo esilandelayo esifanele.

Kwezinye izimo, abakwa-Brambles bangaqoka umphenyi wangaphakathi noma wangaphandle noma ithimba labaphenyi, kubandakanya abasebenzi abanesipiliyoni esifanele sokuphenya noma ulwazi olukhethekile mayelana nalolu daba, ukuze bakwazi ukuphuma nesinqumo esingachemile ngaloko okwenzekile nanokuthi ingabema lesi sehlakalo sephule iNqubomgomo yakwa-Brambles na. Akekho ozokwahlulelwa ngokuba eke wazibandakanya Ekwenzeni Okubi noma ukungaziphathi kahle kuze kube sekwenziwe uphenyo, uma lukhona, lwaphothulwa futhi esethole nethuba lokuziphendulela kulezo zinsolo. Bonke abaphenyi bazophatha ofakazi ngendlela eqeqeshekile nangesithunzi

nenhlonipho. Ekuphothulweni kophenyo, abaphenyi bangenza izincomo zoshintsho ukuze abakwa-Brambles bakwazi ukunciphisa ingozi yokwenziwa Kokubi esikhathini esizayo.

Abakwa-Brambles bazophokophela ukuqhubeka nokwazisa umsebenzi obike Ukwenza Okubi ngenqubekela phambili yophenyo nesikhathi okulindeleke luphothulwe ngaso. Noma kunjalo, kwesinye isikhathi isidingo sokugcinwa kolwazi luyimfihlo kanye nokucatshangelwa kwezomthetho kungasivikela ukuba sinikeze umsebenzi imininingwane yophenyo njengoba injalo noma nanoma yiziphi izinyathelo zokuqondiswa kwezigwegwe ezithathiwe.

Kuyinto ebucayi kakhulu ukubika indaba oyaziyo ukuthi ingamanga, futhi uma sithola ukuthi kubikwe isikhalazo samanga ngenhloso, nangaphandle kwesizathu esicacile sokwenza lokho, singaphetha ngokuthi lezo zenzo ziyizenzo zobubi kakhulu, zidinga ukuqondiswa kwezigwegwe okungase kugcine kungukuxoshwa emsebenzini.

8. Ukusebenzisana

Bonke abasebenzi kulindeleke basebenzisane ngokuphelele nabaphenyi abaqokwe abakwa-Brambles, bahlinzeke ulwazi oluphelele nokuyiqiniso. Noma yimuphi umsebenzi ohlulekayo ukubambisana nabakwa-brambles noma oqamba amanga noma odukisa abakwa-Brambles uyobhekana nokuqondiswa kwezigwegwe okungase kugcine kungukuxoshwa emsebenzini.

Abasebenzi abazisiwe noma asebazi ngophenyo oluqhubekayo futhi abanamarekhodi akhona (*isib.*, imemorandamu, ama-imeyli, imiqhafazo, amafayela, amanothi, izithombe, nokuqoshiwe, *njll.*) kufanele bawagcine la marekhodi bese bewanikeza abakwa-Brambles. Noma yimuphi umsebenzi olahla noma ashintshe ngenhloso lokho okungase kube amarekhodi awusizo noma ulwazi uyobhekana nokuqondiswa kwezigwegwe okungase kugcine kungukuxoshwa emsebenzini.

9. Ukugcinwa kwal Nqubomgomo

Le Nqubomgomo izotholakala ngaphakathi kubo bonke abasebenzi ngosizo lwesithangami Sokulandelwa Kwemithetho i-Walter nangaphandle kubo bonke abantu ngesizindalwazi sakwa-Brambles lapha <https://www.brambles.com/corporate-governance-overview>. Phezu kwalokho, amakhophi aprintiwe ale Nqubomgomo azotholakala esikhungweni nesikhungo noma indawo yensizakalo engaphansi noma enganyelwe abakwa-Brambles. Imenenja yesikhungo ngasinye esinjalo kuzob aumsebenzi wayo ukuqinisekisa ukuthi ikhophi yakamuva yale Nqubomgomo iyatholakala iprintiwe enkantini, egumbini lekhefu nanoma eyiphi enye indawo lapho ezinye iziNqubomgomo, izinkambiso noma amamanuwali angafinyeleleka mahhala.

10. Izibopho Zempumelelo yale Nqubomgomo

IBhodi yakwa-Brambles inesibopho esiphelele sale Nqubomgomo kanye nokubukeza ukusebenza ngempumelelo kwezinyathelo ezithathwa ngenxa yokukhathazeka okuphakanyiswa ngaphansi kwale Nqubomgomo. Ikomidi Locwaningomabhuku kwa-Brambles yilona elinesibopho zalokhu:

- (a) ukuhlinzekwa kokuvikeleka okufanele ekuziphindeseleleni nasekujezisweni kubasebenzi bakwa-Brambles abenza Ukudalula Okuvikelekile; kanye
- (b) ukwaziswa kanye nokulandelwa kwale Nqubomgomo kuzo zonke izinkalo zakwa-Brambles.

INhloko Yokulandelwa Komthetho inesibopho sansukuzonke sokubhekelela le Nqubomgomo futhi kufanele iqinisekise ukuthi zonke izimenenja nabanye abasebenzi okungenzeka basebenze ngezikhhalazo noma uphenyo ngaphansi kwale Nqubomgomo bathola ukuqeqeshwa okufanelekile futhi njalonzalo.

Inhloko Yophiko Lwezomthetho, ngokusebenzisana neBhodi, izobukeza le Nqubomgomo ngasohlangothini lwezomthetho kanye nokwenziwa komsebenzi okungenani kanye ngonyaka. Le nqubomgomo ayiyona ingxenye yenkontileka yokuqashwa kwabasebenzi, noma kungenjalo yenziwe, futhi ingachitshiyelwa ngokuhamba kwesikhathi.

Bonke abasebenzi okusemahlombe abo ukuphumelela kwale Nqubomgomo kufanele baqinisekise ukuthi bayisebenzisela ukudalula noma yikuphi ukwenza okubi okusolwayo noma. Abasebenzi bayamenywa ukuba baphawule mayelana nale Nqubomgomo futhi baveze nezinye izindlela ezingasetshenziswa ukuze yenziwe ngcono. Amazwi okuphawula, imibono noma imibuzo kumele ibhekiswe kulowo Oyinhloko Yezomthetho.