



RioTinto

# Indlela Esisebenza Ngayo

Izimiso Zethu Zokuziphatha

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# 1. Isingeniso

*Indlela Esisebenza Ngayo iyiZimiso zethu Zokuziphatha ('Izimiso zethu'). Zibeka isisekelo sokwenza ibhizinisi ngendlela efanele futhi zibonisa izifiso zethu ezisemqoka zekusasa eliphephile nelizinzile. Siyavuma ukuthi siye sawenza amaphutha esikhathini esidlule, lapho ukuziphatha kwethu kwakungahambisani khona nesikompilo lethu nalokho okulindeleke kithi. Sizimisele ukusebenzisa izifundo esizifundile ukuze sense izinto kanngcono futhi sithuthuke kulolu hambo olujabulisayo lokuba i-Rio Tinto engcono.*

Isikompilo, ukuzibophezela nokuziphatha okubekwe eZimisweni zethu kunikeza ukucaciseleka ngalokho okulindeleke kumuntu ngamunye kithi futhi kuzosivumela ukuba sense izinto ngokuzimisela. Izimiso zethu zisebenza kuwo wonke umuntu osebenzela i-Rio Tinto, okubandakanya iBhodi lethu, iKomidi Labaphathi, abasebenzi nezinkampani

zangaphandle ezisebenza ngaphansi kokuqondisa kwe-Rio Tinto. Izimiso zibalulekile kithi sonke - ngeke siphumelele ngaphandle uma sonke sihloni pha isikompilo, ukuzibophezela nokuziphatha okubalulwe eZimisweni. Sidinga nokuba ozakwethu esisebenza nabo ebhizinisini babe nezinqbomgom, amazinga nezinkambiso ezifuze ezethu.

## a) Ukugcina Izimiso Zethu

Indlela esiphatha ngayoabantu bethu, ozakwethu, imvelo, imiphakathi esisebenza kuyo, nendlela esiqhuba ngayo ibhizinisi yikho okusenza sibe abalingani abathembekile abakhonziwe. Izimiso Zethu Zokuziphatha ziqokomisa ukuzibophezela kwe-Rio Tinto esicini ngasinye kulezi, kanye nokuziphatha okudingeka kithi sonke ukuze sigcine lezi zibopho futhi sibe negalelo empumelelweni ye-Rio Tinto. Kuzo zonke izimiso zethu, sibhekisela kwi-Rio Tinto njengenkampani kanye nawo wonke umuntu osebenzela i-Rio Tinto. Isihloko ngasinye sihlanganisa isigaba esinesihloko esithi "Kusho ukuthini lokhu kimi?" esendlala lokho okulindelwe kumuntu ngamunye kuwo wonke umuntu osebenzela i-Rio Tinto. Sonke sidlala indima ebalulekile ekufezeni izibopho zethu futhi sidinga ukuphila ngeZimiso futhi sibheke kuyo

Iapho sibhekene nemibuzo noma izinkinga. Ngaphezu kwalokho, [sineZimiso Zokuziphatha Kwabahlinzeki](#) ezihlukile ehlanganisa izibopho ezicacile zabathengisi bethu nabahlinzeki bethu.

Sithobela imithetho yakuyo yonke indawo esisebenza kuyo. Siphinde sisebenzise izimiso kuyizo eziqine kakhudlwana kunomthetho, sizimisela ukukhetha ukwenza okulungile, hhayi nje lokho okufunwa ngumthethweni.

Ukwephula umthetho, izimiso zethu, nanoma yiziphi izinqubomgomu namazinga ethu kubeka engcupheni isikompilo lethu. Noma ubani owephula umthetho kanye/noma amazinga ethu angase abhekane nokuqondiswa kwezigwegwe okuhlanganisa nokuxoshwa.

## b) Imithwalo yethu

Njengamalungu ethimba lase-Rio Tinto, sidinga ukuhlangabezana nemithwalo yethu nsuku zonke nakuyo yonke indawo esisebenza kuyo. Lokhu kubalulekile empumelelweni ye-Rio Tinto nasohambweni olujabulisayo esikulo.

Sonke kufanele:

- Siphile ngeZimiso zethu nesikompilo lethu ngobuqotho, ukwethembeka nangokuzimisela, sibonise ngezenzo ukuzibophezela kwethu.
- Yenza ukuba indawo yokusebenza ibe indawo lapho abantu bezizwa bephephile ukukhuluma, behlonishwa futhi bebandakanya - ukuze sonke sibe abangcono kakhulu.
- Lalela futhi uphendule ngozwela kunoma iyiphi inkinga otshelwa ngayo.
- Sidlulise leyo nkinga emnyangweni ofanele futhi, lapho kudingeka, ucele iseluleko kumholi wethu,

abaholi abaphezulu, nakunoma yiliphi ilungu lethimba Labantule-People (HR), Ethics and Compliance, kanye namaQembu ezomthetho.

Nakuba izimiso zisebenza kithi sonke e-Rio Tinto ngaphandle kokukhetha, abaholi\* banezibopho ezengeziwe zokuhola ekwesekeni ukuziphatha okulindeleke eZimisweni, benze izindawo eziphephile zamathimba abo futhi babeke isibonelo sokukhathalela kusukela phezulu. Abaholi kufanele babelane ngeZimiso nezinsiza ezifanele namalungu amathimba abo futhi baqwashise ngendlela okulindeleke ukuba sonke siziphathe ngayo.

\* Noma ubani lowo abantu noma amathimba abika kuye njengengxenye yomsebenzi wabo. Lokhu kungase kubandakanye abaphathi babasebenzi, abaholi babantu, abaholi bamathimba nezinduna, kanye nabasebenzi abasezikhundleni eziphakeme.

## 2. Injongo yethu

Injongo yethu – Ukuthola izindlela ezingcono zokukhiqiza izinto ezisetshenziswayo ezidingwa umhlaba – zicacisa kahle i-Rio Tinto nokuchaza ukubamba kwethu iqhaza emphakathini manje nalapho siqhubeka sifunda nokukhula.

“Ukuthola izindlela ezingcono” kupathelene nogqozi lwethu lwamasu amasha nikuthuthuka ngokuqhubekayo, kanye nokugcizelela indlela yokuxazulula izinto – ngokusebenze okusezingeni eliphakeme kwe-ESG. Kusikisela ukuthi siphishekela izindlela ezintsha zokwenza izinto, nokusebenzisana ngokujulile ekuxazululeni izinkinga, namathuba azuzisa sonke.

“Ukukhiqiza izinto ezisetshenziswayo ezidingwa umhlaba” kuhilela ukunikela kwethu ekuphileni kwansuku zonke, okwenza injongo yethu izuzise amakhasimende ethu, ababambiqhaza nomphakathi. Ngenjongo asikhulumi ngezimayini, ukulungiswa noma ukwembiwa. Ngokuyinhloko kuhilela ukwenelisa izidingo zabantu (ngokwesibonelo, lokhu kungabadakanya nokusetshenziswa kabusha kwezinto).

## 3. Isikompilo lethu

Isikompilo lethu lilula, linobuntu futhi libandakanya wonke umuntu. Linezimfanelo ezibalulekile ekusaseni lethu. Sonke singenza isikompilo lethu liphile ngokugxila ekuziphatheni okuhle okuyikho esifuna ukukubona kakhulu.

### **Ukunakekela**

Senza ngokucophelela ngokubeka phambili ukuphepha ngokomzimba nangokomzwelo nenhlalakahle yabantu abanathi. Siyablonipha abanye, sakhe ubudlelwano obunokwethembana, sicabange nangomthelela wezenzo zethu. Sibheka izindlela zokufaka isandla ekusaseni elingcono labantu bethu, imiphakathi nomhlaba wethu.

### **Isibindi**

Senza ngesibindi ngokubonisa ubuqotho, sikhulume lapho okuthile kungalungile futhi sithathe isinyathelo esiwujuqu lapho kudingeka. Asesabi ukuzama izinto ezintsha. Sisabela kahle ezimweni ezinzima futhi sibonisa ukuzibophezela ekufinyeleleni izinhloso zethu.

### **Ilukuluku**

Senza ngelukuluku lokufuna ukwazi ngokucela imibono eyahlukene nangokusebenzisana ukuze sifeze okuningi ndawonye kunalokho umuntu angakwenza eyedwa. Siyahubeka sifunda, sifuna izindlela ezingcono neziphephile zokwenza izinto. Sithola ugqozi kwabanye nasemhlabeni wonkana.

## 4. Ukwenza izinqumo ezikongomthetho

Siyaqonda ukuthi iZimiso zihlale zinikeza izimpendulo kuyo yonke imibuzo. Uma singaqiniseki ngendalela yokubhekana nesimo esinzima noma isinqumo, kufanele ngaso sonke isikhathi sibheke endleleni yethu yokwenza izinqumo ezilungile ukuze isisize sikhetha ngendalela efanele. Ukusebenzisa indlela elungile yokuthatha izinqumo kusisiza ukuba sime kancane, sibhekisise futhi sicabange ngalokho esikukhethayo kanye nemithelela engase iyilethe lapho senza izinqumo.

Ukuphila ngokwemasikompilo ethu okuKhathalela, Isibindi  
nokuQapha kuzozonke izibopho esizenzayo



Yima futhi  
ucabangisise

Ingabe  
ngibandakanya  
abantu abalungile?  
  
Ingabe ngiyaziqonda  
izingozi nomthelela  
okungathinteka?

Hlonipha  
imibono

Ingabe ngifunisa  
imibono  
ehlukahlukene?  
  
ngiyalalela  
ngempela  
ngaphandle  
kokucwasa?

Cabangela  
ongakukhetha

Ingabe  
nginesibindi  
namasu amasha?  
  
Ingabe  
ngiyayiphawula  
imiphumela  
engavela  
kungalindelekile?

Hlola  
ukuqonda

Ingabe  
ngiyawaqonda  
wonke amaqiniso?  
  
Ingabe ngilimaza  
abantu, iplanethi,  
ubuhlobo noma  
idumela?

Ungagwegwesi

Ingabe  
ngiyaqiniseka  
ngesinqumo sami?  
  
Ingabe ngiyakwazi  
ukuchaza  
nokumelela obala  
isinqumo sami

Ngezinye izikhathi akuqondile.

Uma ungaqiniseki, cela usizo: Leaders, Ethics & Compliance, People (HR), Legal, myVoice

# 5. I-myVoice nokuphakamisa izinto ezikhathazayo

≡

Kudingeka sibe nesibindi sokukhuluma lapho kukhona okungahambi kahle. Lapho sikhuluma, singakwazi ukubhekana nezindaba ezingase zidale umonakalo kubantu, emhlabeni wethu esiwuhlanganyeloy nasebhizinisini lethu. Empeleni, lokhu kusho ukuya kumuntu esimethembayo- umholi, uzakwethu nanoma yiliphi ilungu Labantu (HR), amathimba we-Ethics and Compliance noma ezoMthetho. Singase futhi siveze ukukhathazeka nge-myVoice, uhlelo lwethu lokubika ngendlela eyimfihlo, olutholakala kubo bonke abasebenzi base-Rio Tinto, osonkontileka, amasaplaya, abahlinzeki bezinsizakalo, abaqeinqeshwayo, ozakwethu bebhizinisi elihlanganyelwe, amalungu omphakathi nabanye nababambiqhaza.

Singaveza ukukhathazeka nganoma yikuphi ukuziphatha okungahambisani nesikomphilo lethu noma okungase kwephule umthetho. Lokhu kungabandakanya ukwephulwa kwamazinga ethu, izinqbomgom nezikambiso (okubandakanya nalezi Zimiso), izindaba eziphathelene nokuziphatha okulimazayo nokungahloniphi (okubandakanya ukuhlukumeza ngokocansi, ukucwasa ngokobuhlanga, ukubandlulula, ubuqhwaga nokuhlukumeza), amalungelo abantu, ukuphepha, imvelo, ukubika ngezezimali, ukukhwabanisa noma izindaba zobuqotho bebhizinisi.

Siyazi ukuthi kubalulekile ukuzizwa uphephile lapho uphakamisa izinkinga. Uma sisebenzisa i-myVoice singakhetha ukuhlala singaziwa ukuthi singobani. E-Rio Tinto, sigcina imfihlo futhi labo abanezinhoso ezelungile zokuveza izinto ezikhathazayo sibagcina bephephile ekuziphindiseleni. Siyiphendula ngokushesha yonke imibiko nangendlela enenhlonipho, enobulungiswa nozwela. Siyavabikela abakhulumayo. Imininingwane eyengeziwe ingatholakala [ku-myVoice Procedure](#).

Ave kulula ukufinyelela i-myVoice:



Iwebhusayithi:  
<http://www.riotintomyvoice.com>



I-imeyili:  
[myvoice@riotinto.com](mailto:myvoice@riotinto.com)



Izinombolo zocingo zitholakala ngokwezwe ngalinye:  
<http://www.riotintomyvoice.com>



## 6. Abantu bethu

# a) Impilo, inhlalakahle, ukuphepha nokuvikeleka

Ayikho into ebaluleke ukwedlula impilo, inhlalakahle, ukuphepha nokuvikeleka kwabasebenzi bethu, osonkontileka nemiphakathi esisebenza kuyo. Ukunakekelana kuyingxene ye yalokho esiyikho nendlela esisebenza ngayo, ishifu neshifu, usuku nosuku.

### Izibopho zethu

- Sikholewa ukuthi konke ukufa, ukulimala nezifo ezibangelwa umsebenzi konke kuyagwemeka, futhi sizibophezele ekuqinisekiseni ukuthi wonke umuntu ugoduka ephephile futhi ephile saka nsuku zonke.
- Sifuna ukwakha isiko elinempilo neliphephile ngobuholi obuqinile nobunozwela nangokubandakanya abasebenzi ngokuzimisela.
- Sisebenza kanzima ukwakha indawo yokusebenza engalimazi muntu engqondweni lapho abantu bethu bengaphumelela khona futhi baveze ukukhathazeka ngokukhululekile. Sihlinzeka ngezinhlelo zokweluleka nokweseka abantu bethu uma kudingeka.
- Abasebenzi bethu, abaholi bethu nosonkontileka abasezakhiweni zethu siyabaqeqesha ngokubaqwashisa ngempilo nokuphepha.
- Silindele abanye esisebenza nabo, okuhlanganisa amakhonsalithenti, ama-ejenti, osonkontileka namasaplaya ukuba bonke bahloniphe futhi balandele izimfuneko zethu zempilo nokuphepha, futhi siyabasiza ukuba benze kanjalo.
- Sihlonza, sihlole futhi silawule ngokuqhubekayo izingozi ukuze siqinisekise ukuvikeleka nokuqina kwemisebenzi yethu.
- Sibika futhi siphene zonke izehlakalo futhi sifuna ukufunda kulokhu nokuba siqhubeke sithuthukisa.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngilandela imithetho yezempilo neyokuphepha futhi ngiyeke umsebenzi uma lowo msebenzi ubeka ukuphepha kwami – noma okwabanye – engcupheni.
- Ngiyaqonda futhi ngibheka izingozi zempilo nokuphepha emsebenzini wami wansuku zonke, ngithathe izinyathelo zokuzilawula.
- Ngizoqiseka ukuthi ngiwulungele umsebenzi nsuku zonke. Lokhu kusho ukudakwa utshwala noma izidakamizwa, ukuphumula kahle, nokuba ngiphile saka emzimbeni nasengqondweni ukuze ngenze umsebenzi wami.
- Ngizokwabelana ngemibono yami yokuthuthukisa ukuphepha, impilo nenhlakahle.
- Ngizozibika ngokushesha zonke izinkinga zempilo nezokuphepha.

### Ezinye izinsiza

- [Inqubomgomu Yezempilo, Ukuphepha, Imvelo kanye Nemiphakathi](#)
- [Imithetho Nezingubo Zezempiro, Ukuphepha, Imvelo Nokuvikeleka](#) (employees only)

## b) Ukulingana, ukuhlukahluka kwabantu nokubandakanywa kwabo bonke abantu

Sisebenza emazweni angaphezu kwama-30 futhi abantu bakithi bavela emhlabeni wonke. Sizibophezele ekwakheni abasebenzi abahlukahlukene nababandakanya zonke izinhlobo ngoba indawo yokusebenza lapho wonke umuntu ezizwa esekhaya futhi eziqhenya khona, ingamandla abalulekile futhi isivumela ukuba sakhe i-Rio Tinto engcono.

### Izibopho zethu

- Sinikeza amathuba afanayo kubo bonke abantu bethu ngokufaneleka kwabo. Asibandlululi ngokohlanga, ubulili noma noma indlela yokukhuluma, ubuzwe, imvelaphi, inkolo, ubudala, ubulili umuntu abukhethayo, isimo somshado, izimo zomndeni, ukukhubazeka, ukuhlukahluka kwemizwa, isigaba somphakathi noma umsebenzi wenyunyana.
- Sakha amathimba ahlukahlukene. Sinezinjongo ezinqala zokuthuthukisa ukumelelwa kwabantu abangamelelekile kahle, ababandakanya abesifazane nabantu boMdabu.
- Siqinisekisa ukuthi indlela esisebenza ngayo isobala, inobulungiswa futhi ayichemi, futhi siyayazisa imibono, amazwi namasiko ahlukahlukene.
- Sihlala sifuna izindlela zokufunda, ukwenza ngcono nokuthuthuka ukuze sakhe indawo yokusebenza ephephile, enenloniph nebandakanya wonke umuntu nsuku zonke, yawo wonke umuntu.
- Sibika ngokwehlukahlukana kwabasebenzi bethu ngokuhambisana nezimfuneko zamazwe ngamazwe nezezindawo.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngiphatha abanye ngokulinganayo nangomusa, ngamukela imibono eyahlukahlukene.
- Ngibona ukuchema kwami nendlela okungabathinta ngayo abanye, ngicabange ngokuziphatha kwami ukuqinisekisa ukuthi izenzo zami zinomthelela endaweni enenloniph nebandakanya wonke umuntu.
- Ngiqotho ezimfaneweni zesikompilo lethu eziwukunakekela, isibindi nelukuluku, futhi ngizokhulumea lapho izinto zingahambi kahle.

### Ezinye izinsiza

- [Inqubomgomu Yokubandakanya Bonke Abantu Nokuhlukahluka Kwabantu](#)

## 6. Abantu bethu

### c) Ukuvikela ukulimala

Sikholelwa ukuthi wonke umuntu kufanele aphathwe ngesizotha nangenhlonipho futhi abe nethuba lokuwasebenzisa kahle wonke amandla akhe. Sonke sinomthwalo wokuvimbela ukuziphatha okulimazayo, okuhlanganisa ubuqhwaga, ukuhlukumeza, ukuhlukumeza ngokocansi, udlame, ukucwasa ngokwebala nezinye izinhlobo zokubandlulula. Ngokuphenya ngempumelelo imibiko yokuziphatha okulimazayo, ukuthatha isinyathelo lapho kudingekile nokufunda emlandweni wethu, silwela ukwakha izindawo zokusebenza ezinenhlonipho nezingenakho ukusetshenziswa kabi kwamandla nokulimala engqondweni nasemzimbeni.

#### i. Ubuqhwaga nokuhlukumeza

Ubuqhwaga nokuhlukumeza kunemithelela emibi nenyantisayo kubantu, kozakwethu nakuyo yonke indawo yokusebenza.

##### Izibopho zethu

- Asikwamukeli ubuqhwaga, ukusabisa noma ukuhlukumeza kwanoma yiluphi uhlobo, kungakhathaliseki ukuthi kusendaweni yethu yokusebenza noma lapho sisebenza nanoma ibaphi ozakwethu bebhizinisi.
- Siqequesha abantu bethu ukuba bagweme, baveze futhi basabele ezimeni zokuziphatha okulimazayo, okubandakanya ubuqhwaga nokuhlukumeza.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizothatha isinyathelo uma ngibona noma yiluphi uhlobo lobuqhwaga noma ukuhlukumeza.
- Angisoze ngaziphatha nganoma iyiphi indlela engenanhlonipho engase ilimaze omunye umuntu emzimbeni noma engqondweni.
- Ngikhaza ukuziphatha okungalungile ngokukhulumu nomholi engimethembayo, ilungu lethimba elivelu ethimbeni Labantu (HR), noma ngisebenzise i-myVoice, uhlelo lwethu lokubika ngendela eyimfihlo.

#### Ezinye izinsiza

- [Inqubomgomu Yokuqashwa](#)

## c) Ukuvikela ukulimala

### ii. Ukuhlukumeza ngokocansi

Ukuhlukumeza ngokocansi kuvame ukuqala ngokucwasa ngokobulili nokungahloniphi nje kwansuku zonke. Ukucwasa ngokobulili, ukuhlukumeza ngokobulili nokuhlukumeza ngokocansi kungaholela emiphumeleni ebucayi engqondweni, njengokucindezeleka emoyeni, ukhwantalala nokwesaba kanye nemithelela ehlobene nomsebenzi njengokuncipha kwezinga lokusebenza, ukulova nokulimala kobudlelwane phakathi kwabantu.

#### Izibopho zethu

- Asibekezeleli noma yiluphi uhlobo lokuhlukumeza ngokocansi noma ukuhlukumeza ngokobulili, okubandakanya lokho okwenziwa ngozakwethu bebhizinisi, njengosonkontileka namasaplaya.
- Sifuna ukuba izindawo zethu zokusebenza nezindawo zethu zokuhlala zibe ngeziphephile ukuze sigweme ingozi yokuhlukunyeza ngokobulili noma ngokocansi nokuziphatha kabi ngokocansi.
- Silwela ukuqedha izehlakalo zansuku zonke zokucwasa ngokobulili emisebenzini nasemikhbeni yethu, ukuphikisa imibono, amazwi nezenzo zokucwasa ngokobulili.
- Siyabese ka labo abake bahlukunyeza ngokobulili nangokocansi.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizokweseka futhi ngizokhuthaza ukuzibophezelwa kwethu endaweni yokusebenza engenako nhlobo ukucwasa ngokobulili, ukuhlukumeza ngokobulili, nokuhlukumeza ngokocansi.
- Angisoze ngacwasa ngokobulili, ngahlukumeza ngokobulili, noma ngahlukumeza ngokocansi.
- Ngizokhuluma uma ngike ngacwaswa ngokobulili, ngahlukunyeza ngokobulili, noma ngahlukunyeza ngokocansi noma uma ngibonile lokho kwenzeka noma ngizwile ukuthi kunothile okwenze kuye. Izindlela ezikhona zokubika zibandakanya umholi omethembayo noma ozakwenu, ithimba Labantu (HR), nokubika nge-myVoice ewuhlelo lokubika ngendlela eyimfihlo.

#### Ezinye izinsiza

- [Inqubomgomu Yokuqashwa](#)

## c) Ukuvikela ukulimala

### iii. Ukucwasa ngokwebala

Ukucwasa ngokwebala kunomthelela wangempela kulabo abacwaswayo, okuthikameza ukuzethemba, iqholo, izinga lomsebenzi, ukuphepha kwengqondo, nenhلالakahle iyonke. Kungaba okucashile, okusobala, okuhlosiwe noma okungahlosiwe. Nokho, okubalulekile umthelela walokhu kuziphatha – hhayi inhloso.

#### Izibopho zethu

- Asikubekezeleli ukucwasa ngokwebala nganoma iyiphi indlela.
- Siqequesha ngokuwashisa ngamasiko lapho sifundisa khona ngokuhluwahluka kwabanu nokungafani kwezinhlanga namasiko.
- Siphenya ngokushesha nangokucophelela noma yimiphi imibiko noma izikhhalazo zokucwasa ngokwebala.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizophatha wonke umuntu ngenhlonipho, ngokulinganayo nangokungenzeleli, kungakhathaliseki uhlanga, ibala noma indabuko yakhe.
- Angisoze ngaziphatha ngendlela eqinisa imibono engemihle noma ukucwasa ngokohlanga, ngokwebala noma ngokwendabuko, okubandakanya amahlaya, amazwi, inhlamba noma ukwenza izinsolo.
- Ngizophikisa ukuziphatha okucwasa ngokwebala futhi ngizofunda ngenkuthalo mayelana nokucwasa, ngizisebenzise ngokugcwele izifundo esizifundiswa yi-Rio Tinto.
- Lapho ngicwaswa noma ngibona ukucwasa ngokwebala, ngizokhulumu ngozakwethu engibethembayo, umholi, ithimba Labantu (HR) noma ngohlelo lokubika ngendlela eyimfihlo i-myVoice.

#### Ezinye izinsiza

- [Inqubomgomu Yokuqashwa](#)

## c) Ukuvikela ukulimala

### iv. Udlame Iwasemsebenzini

Bonke abasebenzi, osonkontileka nozakwethu ebhizinisini banelungelo lokusebenza endaweni engenalo udlame. E-Rio Tinto, sifuna wonke umuntu azizwe ephephile emsebenzini nasekhaya.

#### Izibopho zethu

- Asilubekezeleli udlame lwanoma yiluphi uhlobo.
  - Asivumeli mutu ukuthi aphathe izikhali kumasayithi ethu.
  - Siqeqesha abantu bethu ukuba bangenelele futhi
- basize ngokuphepha nangempumelelo ezimeni zodlame Iwasemsebenzini.
  - Seseka abagilwa bodlame Iwasekhaya ngohlelo lokweseka oluangularisa bonke abasebenzi bethu.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngisokweseka futhi ngikhuthaze indawo yokusebenza engenalo nhlobo udlame ngokuziphatha ngenhlonipho nangokuzola kubo bonke ozakwethu.
- Ngizolalela ngozwela bonke ozakwethu okungenzeka babhekene nodlame Iwasekhaya futhi ngibabonise lapho bengathola khona usizo ngaphakathi nangaphandle kwase-Rio Tinto.
- Ngokushesha ngizothintana nabahlinzeki bethu bezokuphepha, Ithimba Lezokuphepha Lase-Rio Tinto, noma iziphathimandla zendawo uma othile esengozini noma ngisola usongo lodlame Iwasemsebenzini.

#### Ezinye izinsiza

- [Inqubomgomu Yokuqashwa](#)

## a) Ukuhlonipha amalungelo abantu

Ukuzibophezela kwethu emalungelweni abantu kungumongo esikwenimpilo lethu. Kumayelana nokuphatha abantu ngesizotha nangenhlonipho – abasebenzi bethu nosonkontileka, abasebenzi bamasaplaya ethu, imiphakathi esisebenza kuyo, nabanye abathintwa imisebenzi yethu. Siphinde sifune amathuba okuthuthukisa ukutholakala kwamalungelo abantu, nokuba nomthelela omuhle kuwo. Kusukela ekuqaleni kuze kube sekugcineni, ukuhlonishwa kwamalungelo abantu kuqala ngezenzo zethu zansuku zonke.

### Izibopho zethu

- Siyawahlonipha wonke amalungelo abantu aqashelwa emhlabeni wonke.
- Siyawahlola amalungelo abantu ukuze sihlonze imithelela ebalulekile yamalungelo abantu futhi sinqande ubungozi emalungelweni abantu emisebenzini yethu nakumasaplaya ethu. Lokhu kungase kubandakanye izindaba ezifana namalungelo abasebenzi, ubugqila besimanje, amalungelo abantu boMdabu, impilo yomphakathi nenhlalakahle.
- Sisebenza nozakwethu bebhizinisi ukuba bahloniphe amalungelo abantu futhi siyabatshela ukuthi silindele kubo ukuba bahloniphie amalungelo abantu aqashelwa emhlabeni wonke.
- Sithatha izinyathelo zokuvimbela ukuthenga izinto ezindaweni ezinezimpi futhi asifihli ukuthi izinto zethu zivela kuphi. Sisebenza kanzima ukuvimbela ukuba izinto esizithengayo zingangeni lapho
- Sithenga khona.
- Sizibandakanya kabanzi, okuhlanganisa nemiphakathi, izinhlangano zomphakathi kanye nabanye ukuze siqonde ukuthi siwathinta kanjani amalungelo abantu.
- Siyayibona indima ebalulekile edlalwa ngabavikeli bamalungelo abantu ekuvikeleni nasekugqugquzelni amalungelo abantu.
- Sisebenza nabahlinzeki bezokuphepha ukuze sisize ukugcina imisebenzi iphephile futhi ivikelekile, kuyilapho sihlonipha amalungelo abantu.
- Sizibophezele ekutholakeleni kwezindlela zokufaka izikhala zaba basebenzi bethu, amalungu omphakathi athintwa ukusebenza kwethu, abasebenzi bamasaplaya nakwabanye ukuze bakwazi ukusho izikhala zabo. Siphinde sizibophezele ekubuyekezeni njalo ukusebenza kwalezi zindlela.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizophatha wonke umuntu ngesizotha nangenhlonipho, ukuze ngakhe isiko lasemsebenzini sonke esilifunayo nesilifanele, lapho amalungelo abantu engagcini nje ngokuhlonishwa, kodwa futhi egqugquzelwa khon.
- Ngizoziphuthula zonke izifundo zokuqeleshwa ngamalungelo abantu enginikezwe zona ukuze ngijwayelane namalungelo abantu aqashelwa emhlabeni wonke futhi ngazi ukuthi ahlonishwa kanjani amalungelo abantu emsebenzini wami wansuku zonke.
- Bonke abasebenzi bethu, amasaplaya nabanye ozakwethu ebhizinisini ngizobatshela ngalokho okulindleke kithi sonke ngamalungelo abantu nokuba baqaphele izimpawu zokungahlonishwa kwawo.
- Ngizobika futhi ngisingathe nanoma yimiphi imithelela emibi engenzeka noma eyenzekayo emalungelweni abantu.

### Ezinye izinsiza

- [Imiphakathi Nezinga Lokusebenza Komphakathi](#)
- [Inqubomgomu Yamalungelo Abantu](#)



## 7. Umhlaba wethu esiwuhlanganyelayo

### b) Ukuxhumana nemiphakathi

Sihlose ukunakekela, ukuba qotho nokubeka izinto obala futhi sakhe ubudlelwano obunokwethembana nokubambisana nemiphakathi esisebenza kuyo. Inhloso yethu iwukuhlonipha nokuxhumana nemiphakathi yethu. Siyaqaphela ukuthi njengoba sitshala imali emiphakathini, yona itshala kithi ngesikhathi sayo, imifelandawonye nangokutholakala komhlaba nengqalasizinda yayo. Lokhu kufakwa kwesandla okwenziwa yizinhlangothi zonke kweseka ukufezeka kwezinhloso nezifiso zemiphakathi futhi kukhiqiza inzuzo zesikhathi eside ezisiza bonke abantu.

#### Izibopho zethu

- Sibandakanya futhi sabelane ngolwazi ngokusobala nangokuziphatha.
  - Nomaphi lapho sisebenza khona, sisebenzisana nemiphakathi ukuze siqonde imithelela yezenzo zethu kwezenhlalo, emasikweni, kwezemvelo, nasemalungelweni abantu. Sithatha isinyathelo ukuze sigweme, sinciphise futhi silawule imithelela emibi futhi sibe neqhaza emiphumeleni emihle emiphakathini esisebenza kuyo.
  - Sikhuthaza ngenkuthalo imibono yemiphakathi nokuxhumana nayo ngendlela ephusile ukuze sikhuthaza ngenkuthalo imibono yayo ezinqumweni. Sihlonipha futhi silandeletele izibopho esizenza nemiphakathi.
  - Siyazi ngokungalingani kwamandla okungase kube khona lapho sizibandakanya namaqembu
- omphakathi, ikakhulukazi abantu abasengozini, futhi sifuna ukwakha isimo esinobulungiswa nenhlonipho ukuze kube lula ukuxoxisana ngokwethembeka ngendlela elinganayo.
  - Sisebenzisana nohulumeni ukuze sabelane ngezinuzo zezomnotho zokuthuthukisa izinto ezimbiwi phansi kanye nemiphakathi. Sibeka eqhulwini ukuqashwa kwabantu bendawo, amasaplaya endawo kanye nokuthuthukiswa komnotho wendawo nowesifunda.
  - Sisebenzisana nemiphakathi nabanye ozakwethu ukuze silethe izinhlelo zokuhlangabezana nezidingo zendawo ezibonisa izinto eziza kuqala emphakathini futhi zilethe izinzuzo ezisekelwe emphakathini.

## 7. Umhlaba wethu esiwuhlanganyelayo

### b) Ukuxhumana nemiphakathi

Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizoxhumana namalungu, abasebenzi nosonkontileka abavela emiphakathini yendawo ngendlela ehlonipha ukuhlukahluka namasiko abo.
- Ngizokwakha ubudlelwano obuqinile nemiphakathi yendawo ngokuthi ngibalalele, ngingabafihleli izinto futhi sihlomulisane.
- Ngizobika izikhalo eziphakanyiswe amalungu omphakathi nabanye ababambiqhaza ukuze zisingathwe.
- Ngizocabanga ngendlela izenzo zethu nemisebenzi yethu ezinomthelela ngayo emiphakathini nasemvelweni esizungezile futhi ngizofuna izindlela ezintsha zokwenza izinto ukunciphisa lomthelela noma kuphi lapho singakwazi khona, sihlanganise imibono yomphakathi ezinqumweni.
- Ngizofuna iseluleko ethimbeni Lemiphakathi Nokusebenza Komphakathi lapho ngixoxisana nemiphakathi esisebenza kuyo egameni lenkampani futhi ngizophendula izicelo zosizo.

#### Ezinye izinsiza

- [Imiphakathi Nezinga Lokusebenza Komphakathi](#)

## 7. Umhlaba wethu esiwuhlanganyelayo

### c) Abantu bomdabu

Njengezivakashi emhlabeni esisebenza kuwo, sidinga ukuhlola umthelela wethu kuzo zonke izigaba, kungakhathaliseki ukuthi siyahlela, sisebenzisa isikhungu noma siyasivala. Sihlose ukuthuthukisa ubudlelwano banomphela nabantu boMdabu obusekelwe ekuhlonipheni amalungelo abo, isiko namagugu abo, kanye nesifiso sethu sokufunda nokuqonda izidingo zabo nezifiso zabo. Inhloso yethu iwukuba abantu boMdabu bahlomule ngempela ngokusebenzisana kwabo nathi. Lesi yisisekelo selayisense yethu yomphakathi yokusebenza endaweni.

#### Izibopho zethu

- Siyawaqaphela amalungelo nezintshisekelo zabanakekeli boMdabu nabankazi bomhlaba esihlala kuwo nesisebenza kuwo emhlabeni wonke ngokuhambisana neSimemezelo Se-UN Samalungelo Abantu Bomdabu (UND RIP). Siyakubona futhi siyauhlonipha ukuxhumana kwabo nomhlaba, amanzi nemvelo ngendlela eyingqayizivele.
- Siyawuma amaphutha ethu esikhathi esidlule, futhi sizimisele ukusebenzisa izifundo esizifundile ukuze sisebenze ngokubambisana nangokusobala nabantu boMdabu.
- Sihlose ukuba imiphakathi yoMdabu esisebenza kuyo isinike iMvume Ngokukhuleka, Eyi sandulela, Nesekekwe Olwazini. Njengamalungu oMkhandlu Wamazwe Ngamazwe Wezezimayini Nensimbi (ICMM), siyazeseka izibopho ezivezwe
- eSitatimendeni Sokuma Kwe-ICMM mayelana Nabantu Bomdabu Nezezimayini.
- Sifuna ukwakha ubudlelwano bangempela nabantu boMdabu. Sizimisele ukuqinisa indlela esisebenzisana ngayo naboMdabu kuwo wonke amazwe esisebenza kuwo.
- Sifuna ukuqinisekisa ukuthi abantu boMdabu banezwi eliqinile ezinqumweni ezithinta amalungelo nezintshisekelo zabo, okubandakanya nomhlaba esisebenza kuwo.
- Siyabona, siyakwazisa futhi siyazama ukuqonda ukabaluleka kwamasiko namagugu emiphakathi esisebenza kuyo.
- Sitshala imali ekuphathweni ngokucophelela nangenhlonipho kwamagugu endabuko futhi sifuna izindlela zokubambisana nabantu boMdabu ekuwavikeleni.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizoxhumana futhi ngibambisane ngenhlonipho nabantu boMdabu.
- Ngizokukhuthalela ukuqonda umlando, isiko, izindawo, izindaba, izinto nemikhuba yabantu boMdabu.
- Ngizokwenza umsebenzi wami ngendlela enciphisa noma egwema imithelela emibi kubantu boMdabu, isb., ngizohlale ngililhonipha njalo ilungelo labo lemhlabo yabo yendabuko, ngingabeki engozini amagugu abo.
- Ngizoba nesibindi sokukhuluma uma kukhona okungabukeki kahle noma okungahambi kahle.

### d) Imvelo

Sinesibopho sokuvikela imvelo futhi sisebenzise izinsiza ezihlanganyelwayo ngendlela efanele ukuze silondoloze impilo, ukuphepha nenhlalakahle yemiphakathi yendawo. Ukuvimbela nokunciphisa imithelela emibi emvelweni nakho kubalulekile ukuze kulondolozwe imvelo yethu ehlanganyelwayo, iplanethi yethu nemithombo yemvelo senzela izizukulwane ezizayo. Imikhiqizo yethu ibalulekile kwinqalasizinda enekhabhoni ephansi, kodwa izinsimbi nezinto ezimbiwa phansi nazo zinekhabhoni okudingeka siyisingathe kuyilapho sisebenzela ukududula ushintsha kwesimo sezulu. Kudingeka futhi silawule ukuvalwa kwezikhungo ngendlela efanele ukuze sibambe iqhaza emnothweni osimeme nokuba sigweme imithelela emibi emvelweni ehlukahlukene, amanzi, umhlabo, amathuba omsebenzi nempilo yemiphakathi eseduze.

#### Izibopho zethu

- Siyaqaphela ukuthi umhlabo, umoya, amanzi, inhlabathi, amandla nemvelo kuyimithombo yemvelo ehlanganyelwayo futhi siyazibophezelu ekuyisebenziseni ngobuqotho. Sisebenzisana nemiphakathi yoMdabu neyendawo ukuze sithuthukise ukuphathwa kwemithombo yemvelo nokuba sifinyelele endleni yokusebenza eyamukelekayo emphakathini nasemvelweni.
- Sihlonza, sihlole futhi silawule ubungozi emvelweni, sithuthukise futhi sisebenzise izinhlelo nezilawuli ukuze sinqande futhi sinciphise imithelela yethu kwezemvelo. Silwela ukwenza kwemithetho, sifuna ukusebenzisa izinkambiso ezingcono kakhulu zamazwe ngamazwe.
- Asizifihli izimo zethu eziyingozi nemithelela yethu emvelweni futhi sibika ngayo ngaphandle. Siphinde sibike nangentuthu esiyikhiphayo nangokusebenzisa kwethu ikhabhoni. Sikhuthaza wonke amasaplaya ethu ukuba nawo abike ngentuthu ayikhiphayo.
- Seseka ukuthuthukiswa komnotho ngokugcina imikhiqizo yethu isetshenziswa, sinciphise futhi sigaye kabusha imfucuza nokuvuselela izinhlelo zemvelo.
- Sizibophezele ekuyekeni ikhabhoni emisebenzini yethu nokubambisana ukuze sinciphise intuthu okuyinto exhumene nemisebenzi yamakhasimende ethu.
- Sitshala imali ezsombululweni ezisekelwe emvelweni ukuze sisize ukuvikela, ukubuyisela nokuphathwa okuquhubekayo kwezindawo zemvelo. Lokhu kuzosiza ekunciphiseni ngokuquhubekayo imiphumela yesikhathi eside yokushintsha kwesimo sezulu.
- Sizibandakanya nemizamo yamazwe ngamazwe yokulwa nokuguquguquka kwesimo sezulu futhi sizivumelanise nezivumelwano zomhlabo wonke zokunciphisa intuthu yekhabhoni nokuthuthukisa ukuqiniselwa kwemvelo.
- Sifisa ukushiyela izizukulwane ezizayo umlando omuhle ngemuva kokuvalwa kwesikhungo. Lokhu sikwenza ngokubambisana nababambiqhaza bethu, ababandakanya abantu boMdabu, ohulumeni, abasebenzi nemiphakathi esisebenza kuyo, sigxilisa ukuvalwa kwesakhiwo kuso sonke isikhathini sempahla yethu.

### d) Imvelo

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizonakekela imvelo futhi ngiqonde ubungozi emvelweni nemithelela emibi engaba khona endaweni engisebenza kuyo. Ngizothatha izinyathelo zokunciphisa lezi zingozi futhi ngiqinisekise ukuthi izilawuli zihlala zikhona futhi zisebenza.
- Ngizocabanga ngokuhlala njalo kwemithombo yemvelo ukuze ngiyisebenzise ngokufanelekile, ngigweme noma nini imithelela emisha emvelweni

futhi nginciphise imithelela yami esimweni sezulu, okubandakanya nokunciphisa ukusetshenziswa kwamandla namanzi, nokuvuselela nokusebenzisa kabusha izinsiza.

- Ngizocabanga ngemiphumela yesikhathi eside yemithelela yezemvelo emiphakathini yethu esisebenza kuyo nasezizukulwaneni ezizayo.
- Ngizozibika ngokushesha zonke izinkathazo zemvelo.

#### Ezinye izinsiza

- Imithetho Yokuvalwa Kвесихунго (employees only)
- Imithetho Yezemvelo (employees only)



## 8. Ozakwethu

### a) Ukusebenza ngobuqotho nezinkampani zangaphandle

Sisebenza nezinkampani eziningi zangaphandle, ezibandakanya amakhasimende, amasaplaya, osonkontileka, abaxhumanisi, abathengisi, ama-ejenti, abeluleki, abalingani bebhizinisi, izinhlangano zezimboni nezinye izinhlangano. Kubalulekile ukwazi nokukhetha ngokucophelela izinkampani zangaphandle esingabambisana nazo ngokuzibophezela futhi sabelane nazo ngesikompilo lethu.

#### Izibopho zethu

- Siyazihlolisa izinkampani zangaphandle ngaphambi kokuba siqale ukusebenza nazo ukuze siqinisekise ukuthi siyazi sisebenzisana nobani ngempela. Sgina amarekhodi aphelele nangatholakala alokho okutholakele ekuhloleni bese senza izinqumo zebhizinisi ngokufanele.
- Sizibophezele ekutholeni izinkampani ezizimisele. Phakathi nenqubo yokuthola amasaplaya, sibheka izimo zokusebenza, indlela ayiphatha ngayo imvelo, imithetho yezokuphepha nezinqbomgommo zamalungelo abantu kumasaplaya anobungozi obukhulu kanye namasaplaya awo.
- Siyaziqaphelisa izinkampani zaphandle kuye ngobungozi bazo ukuze siqinisekise ukuthi ziyaqhube ka nokuhlangabezana nezimfuneko zethu maqondana nempilo nokuphepha, amalungelo abantu, inhlalakahle yabasebenzi, ukufumbathisa nenkohlakalo, imvelo, imiphakathi nezenhlalo.
- Siwatshela amasaplaya ngamazinga ethu okuziphatha futhi silindela ukuba alandele [iZimiso zethu Zokuziphatha](#) emisebenzisi yawo nakumasaplaya awo.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizoqinisekisa ukuthi ngiyazazi izinkampani zangaphandle esisebenzisana nazo nokuthi zonke izingozi ezibonakele ziyancishiswa ngaphambi kokuxhumana nazo.
- Ngizocela iseluleko noma ngiveze okungikhathazayo uma ngikholwa ukuthi

asibambisene ngobuqotho nenkampani yangaphandle noma uma inkampani yangaphandle yephula umthetho noma ingawafinyeleli amazinga ethu okuziphatha.

#### Ezinye izinsiza

- [Yazi Inqubo Yenkampani Yangaphandle Osebenzisana Nayo](#) (employees only)

## b) Ohulumeni, izinhlangano zamazwe ngamazwe nezinhlangano zomphakathi

Ukubambisana kwethu nohulumeni, izinhlangano zamazwe ngamazwe, izinhlangano zomphakathi nezinhlangano zezimboni kubalulekile ukuze siqinisekise ukuthi sisebenza ngokuzimisela, ngokuqhubekayo nangempumelelo, sisize ekubhekaneni nezinselele ezinkulu emphakathini ezifana nokushintsha kwesimo sezulu, ukwephulwa kwamalungelo abantu kanye nenkohlakalo.

### Izibopho zethu

- Sakha ubudlelwano banomphela nohulumeni, izinhlangano zamazwe ngamazwe nezomphakathi, futhi sizibandakanya ngenhlonipho nangokubambisana.
- Sisebenisana nezinhlangano zamazwe ngamazwe, njengeBhange Lomhlaba, Inhlango Yevezimali Yamazwe Ngamazwe, Inhlango Yezizwe Ezihlangene, neNhlangano Yezokubambisana Nezokuthuthukiswa Kwezomnotho. Siphinde sibambe iqhaza ezinhlelweni zababambiqhaza abaningi nohulumeni njenge-Extractive Industries Transparency Initiative ne-Voluntary Principles on Security and Human Rights.
- Sibeka obala izinto mayelana nezinhlangano zezimboni nezinhlelo zemifelandawonye esibambe iqhaza kuzo, futhi sikhuthaza lezi zinhlangano ukuba zamukele amazinga aphezulu maqondana nokusimama nokuvikelwa kwemvelo.
- Sizibandakanya kunqubomgomo yomphakathi nasezindabeni zomthetho ezithinta ibhizinisi lethu. Sihlinzeka ngolwazi olufanele futhi sabelana ngolwazi lwethu ukuze sisize ekudaleni inqubomgomo eqinile, imiyalelo nemithetho.
- Siyayihlonipha inqubo yepolitiki yawo wonke amazwe futhi asizibandakanyi ezindabeni zezopolitiki. Asiwakhkheli nhlobo amaqembu ezopolitiki noma abantu abangenele ukhetho.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizoqqugquzelu isiko lezingxoxo eziyulekile, ezakhayo nezingafihli izinto phakathi kwethu nohulumeni, izinhlangano zamazwe ngamazwe nezomphakathi, futhi ngizogcina ubudlelwano obusekelwe enhloniphweni nasebuqothweni.
- Amaqembu ezombusazwe kuphela, abangenele ukhetho, noma imikhankaso konke ngizokwese ka kuphela ngesikhathi sami nangemali yami, ngizimelele ngendwa, angisoze ngakwenza lokho egameni le-Rio Tinto.
- Ngizokhuluma nethimba Lezindaba Zangaphandle ukuze ngithole isiqondiso sendlela yokuxhumana nababambiqhaza bangaphandle nokuphendula imibuzo yabo.

### Ezinye izinsiza

- [Indima Yezinhlangano Zomphakathi](#)

# a) Ukulwa nokufumbathisa nenkohlakalo

## i. Ukufumbathisa nenkohlakalo

Inkohlakalo inomthelela omubi kakhulu emiphakathini, ikakhulukazi emaqenjini asengozini, futhi ithikameza intuthuko. Yimbi ebhizinisi futhi ingaba nemiphumela elimazayo kumuntu kunoma ubani obandakanyeka ecaleni lokufumbathisa noma lenkohlakalo. Amasiko ethu, izinkambiso zebhizinisi, izinqubo nezinhlelo konke kuzibalulekile ekugcineni ubuqotho bethu futhi kusivumela ukuba sigcine ilayisense yethu yokusebenza.

### Izibopho zethu

- Asizibandakanyi ekufumbathiseni noma enkohlakalweni yanoma yiluphi uhlobo. Asinikezi, asikhokhi noma samukeli izifumbathiso, kungakhathaliseki ukuthi sisebenza kuphi, kungakhathaliseki ukuthi isimo sinjani, futhi kungakhathaliseki ukuthi ubani othintekayo. Futhi asivumeli ama-ejenti ethu, abaxhumanisi noma ezinye izinkampani zangaphandle ukuba zenze lokho egameni lethu.
- Sithobela yonke imithetho elwa nenkohlakalo, edinga ukuthotshelwa ngabasebenzi bethu, osonkontileka nezinye izinkampani zangaphandle.
- Siyayibona ingozi eyandayo yenkohlakalo lapho sisebenzelana nezikhulu zikahulumeni futhi sithatha izinyathelo ezifanele zokubhekana nalokhu. Asilokothi sikhipe izimali noma izipho zokuthambisa izingxoxo lapho sixoxisana nohulumeni, izikhulu zikahulumeni noma abameleli babantu boMdabu.
- Lapho abasebenzi noma izinkampani zangaphandle ezisebenzela i-Rio Tinto zinqaba ukufumbathiswa noma ukuphula umthetho wokuziphatha, zizokwesekwa ngokugcwale, ngisho noma lokho kusho ukuthi sizolahlekelwa yibhizinisi ngenxa yalokho.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizothobela yonke imithetho elwa nenkohlakalo futhi ngizothobela Izinga Nenqubo Yethu Yobuqotho Bebhizinisi, enikeza isiqondiso sendlela yokugwema ukufumbathisa nenkohlakalo.
- Angisoze nganikeza, ngakhipha noma ngavumela izifumbathiso nanoma yini enenani engase ibangele abanye abathintekayo ukuba benze izinto ngendlela engafanele, futhi angisoze ngacela noma ngamukela isifumbathiso nganoma iyiphi indlela.
- Ngiyaqonda ukuthi imithetho ekhethekile iyasebenza noma nini lapho thina, noma abasimele, sisebenza nezikhulu zikahulumeni futhi lapho kudingeka khona sifuna isiqondiso ku-Ethics and Compliance mayelana nokuxhumana nezikhulu zikahulumeni.
- Ngizokwenqaba zonke izicelo zokukhokhela usizo ngaphandle kwalapho ukuphepha komuntu kusengozini. Zonke izicelo ezinjalo, ukunxenxelwa izifumbathiso namacula enkohlakalo ayizinsolo naqulwayo, konke ngizokubikela umholi, ithimba le-Ethics and Compliance noma i-myVoice.

### Ezinye izinsiza

- [Imithetho Yobuqotho Bebhizinisi](#)
- [Inqubo Yobuqotho Bebhizinisi \(employees only\)](#)

## 9. Izinqubo zebhizinisi lethu

### a) Ukulwa nokufumbathisa nenkohlakalo

#### ii. Ukungqubuzana kwezintshisekelo

Ukungqubuzana kwezintshisekelo kuphakama lapho izintshisekelo zomuntu zingqubuzana noma zibonakala zingqubuzana nemithwalo yethu e-Rio Tinto. Ukudalula izinto nokuphatha izintshisekelo ngendlela efanele kubalulekile ukuze kuvinjwe inkohlakalo nokugcina ababambiqhaza besethemba.

#### Izibopho zethu

- Sihlinzeka ngezinqubo nezinhlelo zokudalula izinto nokuphatha ukungqubuzana kwezintshisekelo.
- Sikhuthaza futhi seseke wonke umuntu obika ngokungqubuzana kwezintshisekelo okwenzekayo noma okungase kwenzeke.
- Lapho kukhona ukungqubuzana kwezintshisekelo, senza uhlelo lokulawula isimo.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizoqinisekisa ukuthi imisebenzi yami yangasese, izintshisekelo nobudlelwano bami akungqubuzani nezibopho zami e-Rio Tinto, futhi ngeke kunginike inzuso engafanele noma kungivimbele ekwenzeni izinqumo ezingachemile.
- Ngizodalula yonke imisebenzi engiyenzayo noma engingase ngiyenze, izintshisekelo noma ubudlelwano konke okungabangela ukungqubuzana kwezintshisekelo futhi
- ngizothobela zonke izinhlelo zokusebenza okuvunyelwene ngazo ukuze ngilawule noma yikuphi ukungqubuzana kwezintshisekelo okuvelayo.
- Ukungqubuzana kwezintshisekelo okungenzeka ukuthi akuzange kudalulwe noma okungalawulwa, ngizokubika kumholi, ithimba le-Ethics and Compliance noma kwi-myVoice.

#### Ezinye izinsiza

- [Inqubo Yobuqotho Bebhizinisi](#) (employees only)
- [Imithetho Yobuqotho Bebhizinisi](#)



## 9. Izinqubo zebhizinisi lethu

### a) Ukulwa nokufumbathisa nenkohlakalo

#### iii. Izipho nempatho

Izipho nezenzo zomusa ezisezingeni elifanele ngezinye izikhathi zisetshenziselwa ukubonga nokuqinisa ubudlelwano kozakwethu bebhizinisi. Kodwa-ke, kuye ngenani lazo, ubuningi noma izimo zazo, zingase zibhekwe njengezinomthelela ongafanele ezinqumweni zebhizinisi futhi zingase zibe noma zithathwe njengesifumbathiso.

#### Izibopho zethu

- Asemukeli, asithembisi, asigunyazi, asiceli, asishintshiselani, asivumi noma asinikezi nganoma yiziphi izipho ezingafanele noma ezeqisayo noma izenzo zomusa ezinkampanini zangaphandle.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizokhipha, nginikeze noma ngamukele izipho noma izenzo zomusa konke okusezingeni elifanele, ngezikhathi ezithile, okubekwe obala, okunenesindo esifanele, okulungile nokunezinjongo zebhizinisi ezsenthethweni kuphela.
- Ngizothobela izimfuneko zezipho nezenzo zomusa zeZinga Nenqubo Yobuqotho Bebhizinisi futhi njengoba kudingeka ngizodalula futhi ngifune ukugunyazwa kusengaphambili kokupha nokwamukela izipho, ukudla, izenzo zomusa nokuvakasha.

#### 🔗 Ezinye izinsiza

- [Imithetho Yobuqotho Bebhizinisi](#)
- [Inqubo Yobuqotho Bebhizinisi \(employees only\)](#)

## 9. Izinqubo zebhizinisi lethu

# a) Ukulwa nokufumbathisa nenkohlakalo

## iv. Ukulwa nokukhwabanisa ngezimali

Ukukhwabanisa imali kuwukufahlwa, ukudluliswa noma ukusetshenziswa kwemali noma izimpahla ezitholwe ngobugebengu emisebenzini yebhizinisi elisemthethweni. Ukukhwabanisa imali kungase futhi kusetshenziselwe ukuxhasa ngezimali ubuphekula. Ukukhwabanisa imali kuwubugebengu obubucayi obunomthelela omubi kakhulu emphakathini nasemnothweni.

### Izibopho zethu

- Sithobela yonke imithetho ephathelene nokuvimbela ukukhwabanisa kwemali nokuxhaswa kwamaphekula ngezimali.
  - Sihlola futhi siqaphe ozakwethu nezinye izinkampani zangaphandle ukuze sihlone
- izingozi zokukhwabanisa kwemali nokuxhaswa kwamaphekula ngezimali. Asisoze sazibandakanya sazi nenkampani yangaphandle ethintekayo ekukhwabaniseni imali nasekuxhaseni amaphekula ngezimali.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngiyayazi futhi ngiyayithobela imithetho yokuvimbela ukukhwamisa imali neyokuxhaswa kwamaphekula uma lapho kuthinta umsebenzi wami.
- Ngiyakuqonda ukukhwabanisa imali ukuthi kuyini nezingozi zokuxhaswa kwamaphekula ngezimali nokuthi zingenze kaanjani.
- Izinsolo zokukhwabanisa kwemali noma ukuxhaswa kwamaphekula ngizozibika kumholi, ithimba le-Ethics and Compliance noma i-myVoice.

### ☞ Ezinye izinsiza

- [Imithetho Yobuqotho Bebhizinisi](#)
- [Inqubo Yobuqotho Bebhizinisi \(employees only\)](#)

## b) Unswinyo nokulawulwa kwezohwebo

Njengoba siyibhizinisi lomhlaba wonke lezimayini, ukugaya nokumaketha imikhiqizo, siyakunakisisa ukuhweba ngendlela esemthethweni. Ukuthobela unswinyo olusuke lukhona nemithetho neziqondiso zohwebo kubalulekile ukuze kugwenywe ukubekwa amacala obugebentu emphakathini nasenkantolo enkampanini nakubasebenzi bethu, nokulimala kwesimo sethu sezimali.

### Izibopho zethu

- Sithobela unswinyo lukhona nemithetho nemiyalelo ebekwe kwezohwebo.
- Siyaiqonda imikhawulo yokuthi obani esingabadayisela nokuthi singathenga kobani, futhi, ngaphandle uma sigunyaziwe noma sinikezwe ilayisense yokwenza kanjalo, asisebenzi namazwe / izindawo noma abantu abanswinyiwe.
- Asikubekezeleli noma yikuphi ukweqa noma ukwephula imithetho yonswinyo.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizothothobela Imithetho yethu yezoNswinyo nayo yonke imithetho yezonswinyo, nemithetho yezohwebo esebezeni ye-Rio Tinto.
- Ngizoqinisekisa ukuthi zonke izinkampani zangaphandle zihlolisisiwe ukuze sigweme ukusebenziana nezinkampani ezinswinyiwe. Ngizoqapha izinguquko ezenzekayo onswinyweni esimweni lwezinkampani zangaphandle engithintana nazo.
- Ngizocabanga ngezwe izinto zethu ezsuka kulo nezwe eziya kulo.
- Konke ukukhathazeka uma ngiqaphela noma ngisola ukwephulwa kwemithetho yezonswinyo noma yokuhweba eyenziwa yi-Rio Tinto noma ozakwethu, ngizokubikela ithimba leZomthetho noma i-myVoice.

### Ezinye izinsiza

- Imithetho Yezonswinyo (employees only)
- Inqubo Yezilawuli Zokuthumela Impahla Ngaphandle (employees only)

## c) Ukuncintisana ngokufanelekile

Sikholelwa ukuthi ukuncintisana okukhululekile nokungenzeleli kudala imiphumela engcono kakhulu kuwo wonke umuntu, okuhlanganisa ibhizinisi lethu, abasebenzi, amakhasimende namasaplaya, njengoba kusikhuthaza ukuba sithuthuke futhi sisungule izinto ezintsha. Ukuncintisana okungafanele kungachaya inkampani yethu nabasebenzi bethu emacaleni obugebengu, nasekulimaleni kwesimo sethu sezimali.

### Izibopho zethu

- Siyayihlonipha yonke imithetho yokuncintisana (noma yokungathembeki). Lokhu kuolanganisa ukungabelani ngolwazi olubucayi mayelana nokuncintisana noma ukungena ezivumelwaneni nesiqhadelana nabo ezibandakanya umkhonyovu mayelana nentengo, ukuphungula umkhiqizo, ukwabelana ngamakhasimende noma ukuhlukanisa izimakethe.
- Asilutholi ulwazi ngokungemthetho noma sikhulume ngemininingwane engamanga mayelana nezimbangi zethu, amasaplaya ethu noma amakhasimende ethu.
- Sihlinzeka ngoqequeso ngezingozi zomthetho wokuncintisana futhi seseka wonke umuntu ekwenzeni izinqumo ezifanele.
- Sikuqaphile ukuncintisana okungafanele futhi sithatha izinyathelo ezifanele zokusingatha ukwephulwa kwemithetho okungenzeka.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizolandela [Isaziso Sesiqondiso Sokuncintisana] futhi ngizothobela imithetho yokuncintisana.
- Ngeke ngabelane ngolwazi olubucayi mayelala nokuncintisana lapho ngisebenzisana nezimbangi noma labo okunzenza bagcine beyizimbangi.
- Ngizocela iseluleko ethimbeni leZomthetho uma nginemibuzo noma izinkathazo mayelana nomthetho wokuncintisana, noma [Isaziso Sesiqondiso Sokuncintisana].
- Ngizozenza zonke izifundo zokuqequeselwa ukuncintisana ezidengako emsebenzini wami.

### Ezinye izinsiza

- [Indinganiso Yokuncintisana](#)

## 9. Izinqubo zebhizinisi lethu

### d) Ukungafahlwa kwentela

Ukucaca kwentela nokuzimisela kuyisihluthulelo sokuzuza ukwethenjwa ngababambiqhaza bethu, sisebenze ngendlela esimeme, nokuba negalelo emiphumeleni enenzuso emiphakathini esisebenza kuyo. Izinkokhelo zethu zentela zisiza ekwakheni nasekunakekeleni izibhadelo, izikole nemigwaqo, futhi ziletha imisebenzi namathuba okuqeleshwa lapho sisebenza khona.

#### Izibopho zethu

- Sithobela imithetho yentela futhi sisebenzisa izinqubomgomo nemiyalelo yethu yangaphakathi, njenge-Group Tax Policy, ukuze siqinisekise ukuthi izinqubo zethu zentela zisobala futhi zingalandeleleka.
- Sikhokha inani elifanele lentela ngesikhathi esifanele.
- Sizibophezele ekubikeni intela ngendlela esobala nokuba sishicilele minyaka yonke uMbiko Wentela Ekhokhiwe owendlala igalelo lethu enteleni nasemnothweni. Siyayidalula imininingwane yezimali zentela esiyikhokhayo kohulumeni futhi siyaqinisekisa ukuthi ababambiqhaza bethu
- batshelwa njalo ngalokho esikwenzayo mayelana nentela.
- Lapho sithola khona izinxephezelo zentela kuziphathimandla zikahulumeni, lokho asikufihli futhi kusuke kuhambisana nezimfuneko zomthetho wakhona.
- Sikhuthaza ngenkuthalo izinqubo zentela ezsobala nezinesibopho futhi sixoxisana nohulumeni, amaqembu amabhizinisi nezinhlangano zomphakathi ngezinhlelo zokuqhubelekisela ukubekwa obala kwezindaba eziphathelene nentela.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizobambelela kuNqubomgomo Yentela Yenkampani futhi ngizolandela imithetho nemiyalelo yentela.
- Ngizobika ngokushesha noma yiziphi izinsolo zokungaziphathi kahle okuhlobene nokukhokhwa kwentela.

#### Ezinye izinsiza

- [Inqubomgomo Yentela](#)

## e) Impahla yenkampani namarekhodi ayo

Ukusebenzisa impahla nezinsiza zenkampani ngobuqotho kubalulekile ekwakheni isiko lokuhlonipha, ukunakekela nokwethembana. Kuvimbela ukulahlekelwa enkampanini okubangelwa ukuziphatha ngokungathembeki njengokweba nokukhwabanisa, noma ubudedengu obugwemekayo. Siphinde futhi sibonise ukuthi singabalingani abathembekile kubabambiqhaza bethu ngokugcina amarekhodi anembile, afika ngesikhathi futhi angafihli lutho.

### Izibopho zethu

- Sizibophezele ekuvikeleni impahla yenkampani kanye nezinsiza zezimali.
- Sibeka izinqubomgomo ezanele, izinnkambiso nezilawuli, ngenhlosa yokuvimbela ukukhwabanisa, ukweba nokunye ukungaziphathi kahle.
- Siqequesha abantu bethu ukuba bavikele impahla nezinsiza zenkampani futhi bazisebenzise ngendlela efanele.
- Sigcina amarekhodi yiqiniso nanembile azo zonke izinsiza zenkampani zezimali nezingezona ezezezimali, nezimali eziphumayo nezingenayo ukuze siqinisekise ukuthi umbiko ucacili nokuthi unembile.
- Sigcina izilawuli eziqinile zangaphakathi ukuze siqinisekise ukuthi izitatinende zethu zezimali zinembile.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizothobelia izinqubomgomo nezinkambiso ze-Rio Tinto eziphathelene nokusetshenziswa nokuvikelwa kwempahla namarekhodi enkampani, ukuthatha izinyathelo zokuvikela impahla yenkampani nezinsiza ekusetshenzisweni kabi, umonakalo, ukulahlekelwa noma ukuziphatha okukhohlisayo.
- Ngizohlonipha impahla yenkampani futhi ngiyisebenzise ngendlela efanele, angisoze ngayithatha noma ngayisebenzisela inzuso yami noma ngezinjongo okungezona ezenkampani.
- Ngizoqaphela lapho ngisebenzisa izinsiza zenkampani zezobuchwepheshe njenge-imeyili, i-inthanethi, amakhompyutha namafoni. Ngezinye

izikhathi ngingasebenzisa lezi zinsiza ngezizathu zami siqu uma lokho kungathinti izinhlelo zenkampani, kungabangeli izindleko ezingafanele enkampanini noma kuphazamise umsebenzi wami.

- Ngizobhala phansi konke okwenziwayo ngendlela enembile, ngesikhathi, ngobuqotho, ngingafihli lutho. Ngizovikela amadokhumenti enkampani futhi angisoze ngamosha noma ngilahle amarekhodi enkampani ngaphandle uma ngigunyaziwe futhi ngihlala ngihlangabezana nezibopho zokucinwa kwamadokhumenti.
- Ukukhuluma lapho kucabanga ukuthi kunokukhwabanisa noma ukungathembeki.

## 9. Izinqubo zebhizinisi lethu

### f) Amacebo namasu

Lapho sivikela amacebo namasu ethu nokuhlonipha awabanye, sisuke silondoloza inzuzo yethu yokuncintisana futhi sikhuthaze ukusungula izinto ezintsha. Lokhu kweseka ukukhula kwebhizinisi lethu futhi kuqinisa ukubaluleka kwethu.

#### Izibopho zethu

- Sivikela amacebo namasu (okuhlanganisa amalungelo obunikazi, izimpawu zokuhweba nezimfihlo zohwebo) futhi sihlala siqaphile ukuze abanye abantu abangagunyaziwe bangawasebenzisi amacebo namasu ethu.
- Siyawahlonipha amacebo namasu abanye, njengamasaplaya ethu, amakhasimende nezimbangi zethu. Amacebo namasu abanye abantu siwasebenzisa kuphela uma sigunyaziwe ukuwasebenzisa.
- Senza ucwaningo olwanele ukuze sihlole ukuthi sinayo yini inkululeko yokugaya, ukuhlola nokuthengisa imikhiqizo yethu emazweni esisebenza kuwo, ngaphandle kokusebenzisa amacebo namasu omunye umuntu.
- Siyaqaphela ukuthi amasiko namacebo namasu oMdabu konke kungokwabantu boMdabu, imiphakathi yabo, nezamabhizinisi aboMdabu. Siwahlonipha amasiko namacebo namasu oMdabu, okuhlanganisa ukubheka izimiso ezinquma isikhathi nendlela yokwabelana ngalawo macebiso namasu.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizovikela amacebo namasu e-Rio Tinto, ngiqaphe ukusetshenziswa okungagunyaziwe futhi ngabelane ngemininingwane ephathelene nawo kuphela lapho ngigunyazwe khona ngabaholi bami ukwenza kanjalo.
- Ngizohlonipha amalungelo amacebo namasu abanye ngokusebenzisa amacebo namasu kuphela engivunyelwe ukuwasebenzisa futhi ngizothobela noma yiziphi izivumelwano esizenzile.
- Ngizogcina amarekhodi anembile lapho ngenza ucwaningo lapho ngithuthukisa umsebenzi wokuqala futhi ngizokwazisa abaholi bethu uma ngisungule icebo noma isu elisha, ukuze ngiqinisekise ukuthi livikelwa ngendlela efanele.
- Ngizobika noma yikuphi ukuphulwa okungenzeka emalungelweni abantu emacebwani nasemaswini ethu noma asezinkampani zangaphandle.

#### Ezinye izinsiza

- [Amaphuzu we-Intellectual Property Guidance](#) (employees only)

## g) Ubumfihlo bemininingwane

Sidinga ukuba abantu basethembe ngemininingwane yabo yangasese ukuze sikhazi ukuqhuba ibhizinisi lethu. Uma sicela iminingwane yomuntu yangasese engaphezu kwestiyidngayo noma sisebenzisa imininigwane yomuntu yangasese ngezinjongo abantu abangazilindele, singalahlekelwa yilokho kwethenjwa. Ukwephulwa kobumfihlo bemininingwane kungase futhi kubangele ukulimala kabantu – njengokukhwabanisa, ukwebiwa kobunikazi, ukuphoxeka noma ukululazeka.

### Izibopho zethu

- Silwela ukuthobela yonke imithetho yobumfihlo neyokuvikela imininigwane noma nini nanoma kuphi lapho sicubungula imininigwane yomuntu yangasese. Lokhu kuflanganisa nokuqinisekisa ukuthi indlela esiyisingatha ngayo imininigwane yomuntu yangasese:

  - Ilungile futhi isobala – asifihli ukuthi siyidingelani imininigwane yomuntu yangasese nokuthi sizokwenzani ngayo.
  - Ngokulinganayo nangendlela enemingcele – mincane kakhulu imininigwane yomuntu yangasese esiyisingathayo futhi siyisingatha ngendlela efanele nangesikhathi edingeka ngaso kuhela ukuze sifeze izinhloso ezithile zebhizinisi.
  - Ukuvikeleka – sisebenzisa imininigwane yomuntu yangasese kuhela lapho kudingeka khona noma lapho sigunyaziwe futhi siyigcina ngokucophelela.
  - Siyaqaphela ukuthi ubumfihlo bemininingwane akukhona nje ukuthobela umthetho – kuhinde kube nawukuziphatha ngobuqotho. Lokho kusho ukuphatha imininigwane yomuntu yangasese ngokwethembeka nokucabanga ngobumfihlo bemininingwane ngokombono womuntu ngamunye. Silinganisela izintshisekelo zenkampani yethu nezintshisakalo zobumfihlo bemininingwane yabantu esisebenza nabo.
  - Sisingatha imininigwane yomuntu yangasese edingekayo ukuze senze ibhizinisi lethu – futhi aseqeli ngale kwalokho – kungakhathaliseki ukuthi kuphathelene nabasebenzi bethu, abanimasheya, amasaplaya, amakhasimende noma imiphakathi, noma abanye abantu esenza nabo ibhizinisi.
  - Uma sidinga ukwabelana ngemininingwane yomuntu yangasese – kungakhathaliseki ukuthi nabasebenzi bethu noma abahlizeki besevisi bangaphandle-sikwenza kucace ukubaluleka kobumfihlo bemininingwane namazinga esiwadingayo.
  - Siyawahlonipha amalungelo obumfihlo bemininingwane njengamalungelo okuyithola, ukuyihlola, ukuyilungisa nokususa imininigwane yomuntu.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizolandela iMithetho Yetho Yobumfihlo Bemininingwane nemithetho ekhona yobumfihlo bemininingwane.
- Ngizobika noma yiziphi izigameko zobumfihlo bemininingwane kuMholi wami Wobumfihlo Bemininingwane esifundeni engikuso, okuhlanganisa ukwephulwa kokuvikeleka kweminingwane yomuntu okubangelwe ukudalulwa nokuyithola ngendlela engagunyaziwe.
- Ngizofuna iseluleko kuMholi wami Wobumfihlo Bemininingwane esifundeni engikuso noma ethimbeni lobumfihlo bemininingwane kuyi-Ethics and Compliance lapho ngidunga usizo ekusebenziseni iMithetho Yobumfihlo Bemininingwane noma uma kukhona okungikhathazayo.

### Ezinye izinsiza

- [iMithetho Yobumfihlo Bemininingwane](#)



## 9. Izinqubo zebhizinisi lethu

### h) Ukuphepha kwe-inthanethi

Ingozi yokuphepha kwe-Rio Tinto ku-inthanethi kuyingozi yebhizinisi, hhayi nje ingozi yobuchwepheshe. Ukuqaphelisa izingozi ze-inthanethi kubalulekile ukuze siqinisekise ukuphepha kwabantu bethu nokuvimbela ukulahlekelwa okukhulu noma ukulimala kwebhizinisi lethu lapho i-ithanethi ingasebenzi, ukonakala kwesithunzi, izinhlawulo nezindleko zamacula.

#### Izibopho zethu

- Sikubheka njengento ebaluleke kakhulu ukuqapha nokuvikelwa kwezimpahla zobuchwepheshe nokuphepha kwabantu bethu. Silawula ubungozi be-inthanethi ngokutshala imali kubantu, izinqubo namathuluzi okuthuthukisa ukuphepha kwethu ku-inthanethi.
- Sihlala siqaphe ingqalasizinda yobuchwepheshe e-Rio Tinto emhlabeni wonke ukuze sihlone futhi sinqande izinkinga ze-inthanethi lapho nje zivila.
- Sihlala siqwashisa abantu ngokuqinile ngokuvikeleka ku-inthanethi ngohlelo lwethulokuqequesha nokuqwashisa ngezokuphepha ku-inthanethi, ukuxhumana njalo ngezihloko zokuphepha ku-inthanethi nangemikhankaso yokufundisa.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngiyaqonda ukuthi ukuphepha ku-inthanethi kuhphinde kube ngumthwalo wami nokuthi engikwenzayo ngezinto zami zobuchwepheshe kungenza buthaka noma kuqinise ukuphepha kwe-Rio Tinto ku-inthanethi.
- Ngizonamathela kwethi lmithetho Yokusetshenizweni Okwamukelekile Kolwazi Nezinsiza Zebuchwepheshe.
- Ngizozenza zonke izifundo ezidingekayo zokuqeleshelwa ukuqapha izingozi ze-inthanethi.
- Siizohlala siqaphile futhi sizobika noma yini esolisayo ethimbeni Lezokuphepha Kwe-Inthanethi.
- Angisoze ngazama ukweqa ngamabomu noma yiziphi izilawuli zokuphepha ku-inthanethi. Uma ngibhekene nezinselele ngenxa yokulawulwa kokuphepha ku-inthanethi, ngizocela usizo egenjini leZokuphepha Kwe-Inthanethi.

#### Ezinye izinsiza

- [I-Group Procedure for Information and Cyber Security \(employees only\)](#)
- [Imithetho Yenkampani Yokusetsheniswa Okwamukelekayo Kolwazi Nezinsiza Zobuchwepheshe \(employees only\)](#)

## i) Ulwazi oluyimfihlo

Ulwazi oluyimfihlo luyingxenyevamile yokwenza ibhizinisi. Ukuvikela imininingwane eyimfihlo kubalulekile ukuze kuvikelwe izintshisekelo zenkampani, nezabantu bethu, imiphakathi, amasaplaya, abananimasheya namakhasimende.

### Izibopho zethu

- Sivikela ulwazi oluyimfihlo ngokuhambisana nemithetho efanele, izimfuneko zokulawula nezenkontileka.
- Siqinisekisa ukuthi bonke abasebenzi nezinkampani zangaphandle bayakwazi ukuvikela nokugcina ulwazi oluyimfihlo.

### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizonamathela kwethi Imithetho Yokusetshenzisweni Okwamukelekile Kolwazi Nezinsiza Zezobuchwepheshe.
- Ngizohlala ngiluvikela ulwazi Iwenkampani oluyimfihlo nolwazi oluyimfihlo abanye abantu abangiphathise Iona.

### 🔗 Ezinye izinsiza

- Imithetho Yenkampani Yokusetshenziswa Okwamukelekayo Kolwazi Nezinsiza Zobuchwepheshe (employees only)



## 9. Izinqubo zebhizinisi lethu

### j) Ukusebenzisa kabi ulwazi Iwangaphakathi

Ukusebenzelana kabi ulwazi Iwangaphakathi akukho emthethweni, kungakhathaliseki ukuthi iyini injongo noma isisusa sokukwenza, noma ukuthi kunenzozo ethile. Ukwephula imithetho yezibambiso, okuhlanganisa imithetho yokusebenzisa kabi ulwazi Iwangaphakathi nemithetho yokuhlukunyezwa kwemakethe, kunemiphumela ebucayi enkampanini yethu nakunoma ubani othintekayo, futhi kungase kubangele amacala obugebengu ezinkantolo nasemphakathini.

#### Izibopho zethu

- Silandela imithetho yokusebenzisa ulwazi Iwangaphakathi.
  - Siqeqesha abantu bethu ukugwema ukusetshenziswa kabi kolwazi Iwangaphakathi
- okwenzekayo noma okucatshangelwayo  
ngenjongo yokuzizuzisa bona noma omunye  
umuntu ngokwezimali noma umuntu yena qobo.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizolandela Inqubomgomu Yokutshenziswa Kwezibambiso futhi ngizothobela imithetho yokusebenza ulwazi Iwangaphakathi.
- Angisoze ngenza okuthile noma ngabelana ngolwazi Iwangaphakathi nanoma ubani omunye, okuhlanganisa umndeni wami nabangane.

#### Ezinye izinsiza

- [Inqubomgomu Yolwazi Lwangaphakathi](#)

## 9. Izinqubo zebhizinisi lethu

### k) Ukuxhumana okusobala

Kuwumthwalo wethu ukubeka obala umthelela umsebenzi wethu ongaba nawo kubantu, emiphakathini nasemvelweni. Kungokukhulumisana ngokukhululekile nangokwethembeka kuphela lapho singakha khona ukwethembana ngokuvumelana nesikompilo lethu.

#### Izibopho zethu

- Sivulekile futhi sithembekile ekuxhumaneni kwethu, sicobelelana ngolwazi ngendlela eyakhayo futhi sivuma ukuthi singawenza amaphutha.
- Sithobelwa nezibopho zethu zokudalula imakethe ngokwabelana ngokushesha nangokunembile ngolwazi olubalulekile olungase luthinte intengo yamasheya e-Rio Tinto.
- Sabelana ngolwazi olunembile mayelana nokusebenza kwethu nesimo sezimali nabananimasheya, okuhlanganisa abatshalizimali, abalawuli nabezindaba.
- Sikwenza kucace kubasebenzi bethu ukuthi ngaphambi kokukhuluma nabantu bangaphandle nge-Rio Tinto, okuhlanganisa nezinkundla zabo zokuxhumana, kufanele balandele izinqubo zangaphakathi zokugunyaza lokho.

#### Kusho ukuthini lokhu kimi?

Njengelungu lethimba lase-Rio Tinto, mina:

- Ngizokhuluma nethimba le-Group Media Relations, ngithole ukugunyazwa ngaphambi kokuxhumana nabezindaba mayelana ne-Rio Tinto.
- Ngiyazazi izibopho zokudalulwa kwemakethe ye-Rio Tinto, uma zihambisana nomsebenzi wami, futhi ngiyazigcina.
- Ngizoqinisekisa ukuthi lonke ulwazi engabelana ngalo mayelana ne-Rio Tinto, okuhlanganisa nolwezimali neminye imibiko, lunembile futhi lusobala.
- Ngizoxhumana ngobuqotho, ngokwethembeka nangokuhambisana nesikompilo le-Rio Tinto lapho ngikhulumela inkampani yethu. Uma ngikhuluma ngasese ngezindaba eziphathelene ne-Rio Tinto, isibonelo ezinkundleni zokuxhumana, ngizoqinisekisa ukuthi ngineqiniso, ngenza kucace ukuthi ngihambisana ne-Rio Tinto, futhi ngizovikela igama lenkampani.

#### Ezinye izinsiza

- [Imithetho Yokuxhumana Nabangaphandle](#) (employees only)
- [Inqubomgomu Yokudalula Nokuxhumana](#)

# Isithasiselo:

## Izincazelو

**Ukufumbathisa** kwenzeka lapho othile ngokuqondile noma ngokungaqondile ehlizeka, ethembisa noma enikeza inzuko yezezimali noma olunye uhlolo lwenzuko kunoma yimuphi umuntu, noma egunyaza noma isiphi salezi zenzo, ukuze abe nomthelela ngendlela engafanele emphumeleni noma esenzweni esithile.

**Ubuqhwaga** ukuziphatha okuphindaphindiwe nokungenangqondo komunye umuntu okunomphumela osabisayo, ocasulayo, oyisijeziso noma othusayo, kungakhathaliseki ukuthi kwensiwa ngamabomu noma cha, futhi okuthunaza isithunzi somuntu, ukuzethemba namathuba okuphila.

**Izinga lentuthu yekhabhoni** liyizinga lentuthu yamagesi abamba ukushisa (okuhlanganisa i-carbon dioxide ne-methane) akhiqizwa yizenzo zethu.

**Umnotho wezwe** ubhekisela ohlelweni olusebenzayo lokukhiqiza nokusetshenziswa okusekelwe ekugwemeni nasekunciphiseni ukonakaliswa nokungcoliswa komhlaba, ukugcina imikhiqizo nezinto ezisetshenziswayo zisetshenziswa ngokwabelana, ukuqashisa, ukusetshenziswa kwezinto kaningi, ukulungisa, ukuvuzelela kabusha nokuzisebenzisa kabusha, nokuvuselela izinhlelo zemvelo.

**Umpifikathi**, endabeni yamaphrojekthi noma imisebenzi yezimayini, ngokuvamile leli gama lisetshenziselwa ukuchaza izakhamuzi zezindawo eziseduze nezizungezile ezithintwa ngokuqondile ngandlela thile yimisebenzi yeprojekthi noma yokusebenza. Kungenzeka futhi zibe nokuxhumana okuqinile namasiko nomlando kuprojekthi noma endaweni esisebenza kuyo. Kungaba ukuthi zihlala noma azihlali kulowo mhlaba noma ziwusebenzisela ukuziphilisa.

**Ulwazi oluyimfiho** luuhlanganisa ulwazi Iwezobuchwepheshe olumayelana nemikhqizo noma izinqubo, izinhlu zabathengisi, amanani, ukumaketha noma amasu esevisi, imibiko yezimali engeyonza eyomphakathi, nolwazi lokuthengiswa kwempahla, ukuhlanganiswa kwezinkampani nokuthenga.

**Ukungqubuzana kwezintshisekelo** kuvela lapho thina noma othile osondelene nathi enentshisekelo yomuntu siqu noma umsebenzi, ongqubuzana nezintshisekelo ze-Rio Tinto, noma kunombono wokuthi izintshisekelo zingase zingahambisan.

Ukungqubuzana kwezintshisekelo kungenzeka ngezindlela eziningi. Ezinye izibonelo zibandakanya:

- Lapho sinamalungu omndeni noma abangani abangabahlomuli, abasebenzisana, noma abasebenzela noma okungenzeka basebenzele isaplaya yamanje ye-Rio Tinto, ikhasimende noma uhulumeni esixoxisana naye noma esingase sixoxisane naye.
- lapho sinamalungu omndeni noma abangani nabo abasebenzela i-Rio Tinto, futhi abangase

bathintwe izinqumo esizenzayo, noma esizaziyo.

- lapho sinomunye umsebenzi ngaphandle kwase-Rio Tinto noma sinebhizinisi eliseceleni noma uhlolo oluthinta izibopho zethu nemithwalo yethu e-Rio Tinto.

**Inkohlakalo** iwukungathembeki noma ukuziphatha okuwumgunyathi kwalabo abaphethe, ngokuvamile okubandakanya ukufumbathisa.

**Amagugu esiko** anabile futhi angabandakanya umculo, ukudla, izinhlelo zezinkolelo, izakhiwo, izinhlelo zokuhlobana nokuxhumana nomhlaba. Okusemqoka kungabantu labo izindaba, ulwazi, imikhuba nobuciko, okuyizingxenyen ezbialulekile zalokho abayikho.

**Ukuphepha kwe-inthanethi** kuyindlela abantu nezinhlangano abanciphisa ngayo ubungozi bokuhlaselwa ku-inthanethi. Umsebenzi oyinhloko wabezokuphepha kwe-inthanethi uwukuvikela amadivayisi esiwasebenzisayo sonke (amafoni ezobuchwepheshe, amakhompyutha aphantekayo, amathebulethi namakhompyutha avamile), kanye namasevisi esiwathola lapho entshontshwa noma elimala. Kuphinde kube ukuvimbela ukutholakala okungagunyaziwe kwemininingwane yomuntu esiyigcina kulawa madivayisi, naku-inthanethi.

**Ubumfiho beminingwane** bumayelana nokusingathwa kwemininingwane yangasese yomuntu ngqo.

- **Iminingwane yomuntu yangasese** iwulo lonke ulwazi oluhlobene nanoma yimuphi umuntu ongembuleka ukuthi ungubani.
- **Inqubo** isho noma yini nayo yonke into esingayenza ngemininingwane yomuntu yangasese – kungaba ukuqoqa, ukusebenzisa, ukudalula, ukuvuselela, ukugcina, ukuthola, ukususa, ukubuka noma ukwenza noma yini enye ngayo.

**Izinkokhelo zokusheshisa** izinto ziyizinkokhelo ezincane ezinikezwia izikhulu zikahulumeni ukuce kutholakale noma kusheshiswe inqubo evamile noma ukwenziwa kwsenso esisemthethweni.

**Udlame lomndeni nolwasekhaya** noma ukuhlukumeza kwenzeka lapho umuntu oyedwa osebuldelewaneni bamanje noma bangaphambili, esebebenzisa udlame nokuhlukumeza ukuze asebenzise amandla nokulawula omunye umuntu. Lokhu kubandakanya ukuziphatha ukuhlukumeza ngokomzimba, ngokocansi, emoyeni, ngokomoya, ngokwengqondo noma ngokomnotho; kanye/noma ukusongela nokuphoqeleta noma okuhloswe ukulawula noma ukubusa omunye umuntu ngokwesaba. Udlame lomndeni nolwasekhaya nokuhlukunyezwa kungenzeka kunoma yibuphi ubudlelwano okuhlanganisa ozakwethu bamanje noma bangaphambili, abashade nabo, abanakekeli noma abasebenzi abakhokhelayo, abazali, ababheki bezingane, izingane ezindala nentsha.

# Isithasiselo:

## Izincazelو

**Ukukhwabanisa** kuyilapho wenza ngamabomu isitatimende sokungathembeki noma wenza isenzo, ukufihla noma weqa okuthile okuhloselwe ukukhohlisa othile ukuze uzuze wena (noma labo abasondelene nawe) noma ukubalimaza. Ukukhwabanisa kuhlanganisa izimo lapho isisebenzi sithola inzuko eza kusona ngqo noma sihlomula ngezindleko ze-Rio Tinto, okuhlanganisa nokusebenzisa kabi ngamabomu noma ukuxhaphaza izinsiza noma izimpahla ze-Rio Tinto. Lokhu kuhlanganisa ukukhiqizwa, ukuthunyelwa noma ukucutshungulwa kwama-invoyisi angelona iqiniso noma ashintshiwe, ukuqamba amanga emabhukwini nakumarekhodi enkampani, ukuklema izindleko ezingamanga, imininingwane engamanga yomthengisi noma ama-akhawunti asebhange, nokufihla ngokunethembeki noma ukungavezi imininingwane ebalulekile lapho kudingeka ukuba iveau.

**Izipho** zihlanganisa noma yini enenani, kusukela ezintweni zenani elincane njengemiklomo, ama-raffle emicimbini yangaphandle, izipho ezincane zokubonga, izenzo zezipho ezibalulekile emasikweni, kuya ezintweni zenani elikhulu njengobucwebe, izimpahla ezibizayo, ukunakekelwa kwezokwelapha, njll.

**Ukuhlukumeza** kuyisenzo noma ukuziphatha okuvamise ukuphindaphindwa noma okuqhubekeyo, okwenza noma ubani azizwe ecasukile, ehlazekile, ethukile, ecindezelekile noma esongelwa. Ukuhlukumeza kungaba ngokomzimba, ngamazwi noma okwenziwa buthule, futhi kungase kuhlanganise amahlaya acasulayo, ukuphawula, ama-imeyili noma imilayezo ebhaliwe, ama-tweet noma okuthunyelwe ezinkundleni zokuxhumana, izithombe, ukuvakasha okungacelwanga, ukuthintwa komzimba kanye/noma ezinye izenzo.

**Izenzo zomusa** zisho ukudla nabantu bezinkampani zangaphandle, imicimbi nemikhosi ehlanganisa ukuzijabulisa, ezemidlalo, imicimbi yamasiko, imicimbi yokuqongelela imali, amakhonsathi, imidlalo, njll.

**Abantu boMdabu** yizakhamuzi zokuqala ezaziwayo zendawo ezazihlala endaweni ngaphambi kokufika kwezfiki ezinemvelaphi ehlukile yamasiko, ubuzwe nezindawo ezazivamise ukubandlulula izakhamuzi zokuqala. Leli gama livame ukusetshenziselwa ukuchaza abantu boMdabu emazweni omhlaba, nakuba lisetshenziswa ngezindlela ezingafani ezindaweni ezahlukene. Izimpawu ezichaza abantu boMdabu ziwukuthi: i) bahlotshanswa nendawo ethile futhi basondelene kakhulu nendawo yabo yemvelo ii) banegama elibahlanganisayo nobumbano iii) baziwa kabanzi futhi bazineza njengabantu baleso sizwe iv) banozalo olufanayo noma imvelaphi nomlando ofanayo (imvamisa umlando wokuphucwa umhlaba) kanye v) nesiko elihlukile abalihlanganyelayo, futhi kwesinye isikhathi banezilimi zabo.

**Ukusebenzisa kabi ulwazi Iwangaphakathi** uma ukwazi ukuthola ulwazi Iwangaphakathi, ukubamba iqhaza kunoma yimphi imisebenzi elandelayo kufana nokuhweba ngolwazi Iwangaphakathi:

- (a) e-Rio Tinto noma izibambiso zenyne inkampani lolo Iwazi Iwangaphakathi oluhabene nayo (okungaba ukuthi kwensiwa nguwe noma ukwenzelwa ngomunye umuntu)
- (b) ukweluleka, ukuzuza, ukuncoma, ukukhuthaza, noma ukuyenga omunye umuntu ukuba asebenzise izibambiso zase-Rio Tinto noma izibambiso zenyne inkampani lolo Iwazi Iwangaphakathi oluhabene nayo; kanye/noma
- (c) ukudalula ukwazisa kwangaphakathi kunoma yimuphi umuntu (ngokujondile noma ngasese), uma wazi noma kulindeleke ukuthi wazi ukuthi omunye umuntu angase asebenzisa Ukwazisa Kwangaphakathi ukusebenzisa (noma ukucebisa, ukuthola noma ukukhuthaza omunye ukusebenzisa) ngempahla yakwa-Rito Tinto noma impahla yenyne inkampani ehlobene nalakho kwazisa kwangaphakathi.

**Ulwazi Iwangaphakathi** ulwazi oluyimfihlo olufunda njengengxene yomsebenzi wakho mayelana ne-Rio Tinto noma enye inkampani:

- (a) olungatholakali ngokujwayelekile noma esidlangalaleni; futhi
- (b) okuwukuthi uma belungatholakala esidlangalaleni, belungaba nomthelela omkhulu noma obonakalayo entegweni noma enanini lezibambiso ze-Rio Tinto noma zezinye izinkampani (kuye ngokuthi umtshali-zimali onengqondo angalusebenzisa yini ulwazi ukwenza isinqumo sokutshala izimali).

**Amacebo namasu** kuhlanganisa amalungelo obunikazi avela emsebenzini wokusungula izinto. Izibonelo zibandakanya, kodwa kungagcini lapho, izinto ezsunguliwe neziqanjiwe, izinhlelo zekhompyutha, iziyalezo, imidwebo, imiklamo, imibhalo, izithombe namalogo. Embonini yezimayini, lokhu kungase kuhlanganise izindlela zokuhlola, izinqubo zokukhiqiza, izinto zokwakha – ukwakheka kwamakhemikhali nezindlela ezintsha zokulawula udoti. Izibonelo zamalungelo Abantu BoMdabu Emasikweni Nasemacebwebi Nasemaswini ahlanganisa ubuciko, nolwazi Iwezitshalo nezolimo.

**Ukukhwabanisa imali** kuukufihla, ukuhlela, ukutholwa, ukudluliswa noma ukusetshenziswa kwezimali noma izimpahla ezitholwe ngokungafanele (okungukuthi, inzuko yobugebengu) okuhlanganisa inzuko yezenzo zobuphekula, ezenzweni zebhizini ezisemthethweni.

**Izixazululo ezisekelwe emvelweni**, ezibuye zibizwe ngokuthi izixazululo zemvelo zesimo sezulu lapho zisiza khona ukunciphisa ukushintsha kwesimo sezulu noma

# Isithasiselo:

## Izincazelو

ukunciphisa intuthu yekhabhoni, ziwuchungechunge lwezindlela ezigxile ekuthuthukiseni nasekugcineni imvelo iphila kahle, iphethwe kahle.

**Impahla** ingaba kokubili impahla ebonakalayo njengezimoto, imishini nezinsiza, nempahla engabonakali njengezinlelo zamakhompyutha, ulwazi, amacebo namasu nemali njengokheshi, amadiphozithi asebhange, ukutshalwa kwezimali, imalimboleko, okutholwayo nokukhokhelwayo.

**Ukuphepha kwengqondo** inkolelo yawo wonke amathimba yokuthi ithimba liyindawo ephephile lapho amalungu engasebenzelana khona nabanye abantu ngaphandle kokwesaba ukuhlaziswa noma ukwesatshiswa, njengokuziphatha okungalungile, ubuholi obuyinselele nokuniikeza imibono.

**Ukucwasa ngokwebala** kuwukubekelwa eceleni, ukukhethwa, ukuvinjelwa noma ukushalazelwa ngokohlanga, ibala, ulimi, noma isizwe noma umsuka wokuzalwa okunenjongo noma inhloso yokuncisha noma ukuvimbela ukucashelwa, ukujabulela noma ukusebenzisa, ngokulinganayo, amalungelo obuntu nenkululeko eyisisekelo **Izibonelo zokucwaswa ngokwebala**: ukuhlukunyeza ngenkulumo, ukungafakwa ezingxoxweni noma emisebenzini, inhlamba namahlaya acwasayo, ukuthambela ngokucwasa nokukhetha, imibuzo engenakho ukucabangela ehlambalaza isiko noma amagugu omuntu, ukungamenya emihlanganweni ethile, ukushalazelwa ekuqelesheweni nasemathubeni okukhula namathuba ambalwa okukhula emsebenzini ngenxa yohlanga, ibala noma isiko

**Amarekhodi ahlanganisa** kokubili ulwazi lwezezimali olufana nezitatemende zezimali, imibiko yezindleko, amarekhodi okuphathwa kwezimali kanye nolwazi olungaphathelene nezimali olufana namarekhodi okuphepha nawendawo, amarekhodi ezinsiza zabasebenzi namaminithi emihlangano.

**Unswinyo** iuyimingcele emisebenzini ebekwe iziphathimandla zikahulumeni noma inhlango engaphakathi kuhulumeni njengesijeziso noma ukufeza inhloso yenqbomgommo efiswayo. Imingcele ingase ihlanganise ukuvinjelwa kwempahla, ukumiswa kwempahla, ukulawulwa kwempahla eya kwelinje izwe, imikhawulo noma ukuvinjelwa ekusebenzelaneni nokwenza ibhizinisi namazwe athile ("amazwe answinyiwe"), abantu ngabanye nezinhlangano ezithile ("izinhlangano ezinswinyiwe").

**Ukuhlukumeza ngokocansi** kuwukuziphatha okungamukelekile okuphathelene nobulili bomuntu ngokuqondile noma okucatshangelwayo. Kuhlanganisa

ukuthuka, ukugcona, imibono engaguquki, noma ukubiza abantu ngamagama okweyisa kanye nezinsongo ezibangelwa ubulili bomuntu, ukuhlasela, noma okunye ukuziphatha okulimazayo.

**Ukucwasa ngokobulili** Yinoma yisiphi isenzo, ukuthinta, ukumelewa, amazwi akhulunwayo noma abhaliwe, ukwenza, noma ukuziphatha okusekelwe embonweni wokuthi umuntu noma iqembu labantu abathile liphansi ngenxa yobulili babo. Ukucwasa ngokobulili kwansuku zonke kungenzeka ngendlela eziningi, ezihianganisa ukuthuka, amahlaya alulazayo, ukuveza imibono noma amazwi ehlisa isithunzi noma ngenxa yobulili bomuntu, inkolelo-mbono engaqondile, ukucabangela ukuthi uwela nokusebenza kuyizinto ezingahlangani, ukubiza abantu ngamagama obulili.

**Ukuhlukumeza ngokocansi** ukuziphatha kobulili okungafunwa noma okungamukeleki futhi okunenjongo noma umphumela wokwethusa, unya, ukululaza, ukuhlazisa noma ukucasula. Izibonelo zihlanganisa izenzo zocansi okungavunyelwana ngazo, ukuthintana umzimba nemizamo yokwenza lokho, amazwi akhuluma ngocansi, ukubonisa amavidyo noma izithombe ezingcolile esikrinini, izimfuno zocansi ngamazwi noma ngezenzo, ama-imeyili noma imilayezo eveza ucansi ingcaca.

**Ukusimama** ukuhlangabezana nezidingo zamanje ngaphandle kokuphazamisa amandla ezizukulwane ezizayo ukuhlangabezana nezidingo zazo.

**Ukuxhasa amaphekula ngezimali** kuhlanganisa ukwamukela noma ukuhlinzeka ngemali noma impahla lapho kuhloswe khona, noma kunesizathu esizwakalayo sokusola ukuthi ingase isetshenziselwe, izinjongo zobuphekula nokushushumbisa impahla yamaphekula (okungukuthi, imali yemisebenzi yobuphekula).

**Inkampani yangaphandle** iyibhizinisi esithenga kulo izimpahla noma amasevisi, esithengisela kulo izimpahla noma amasevisi, imiphakathi esisibenza kuyo, nozakwethu bebhizinisi nabatshalizimali.

**Izilawuli zezohwebo** ziyimingcele emisebenzini yokuhweba ebekwe yiziphathimandla zikahulumeni noma inhlango ephakathi kuhulumeni ngokuvamile okuyimikhawulo ezintweni zakwamanye amazwe, ezingenayo neziphumayo.

**Udlame:** ukusetshenziswa ngenhloso kwamandla angokoqobo noma izikhwepha, okuyizinsongo noma okungokoqobo, ekumalaneni nawe ngokwakho, nomunye umuntu, noma ekumelaneni neqembu noma umphakathi, okungaholela noma okunamathuba aphezulu okuholela ekulimaleni, ukufa noma ukulimala kwengqondo.



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