



# Mutemo Wemaitiro Mubhizimisi

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*\* Runhare rwerubatsiro rweVezvekuchengetedzwa Kwemutemo runochengetedzwa nevamwewo vakazvimirira vari vega.*

# Mashoko Anoratidza Hunhu

Alliance One International, Inc. yakaumbwa kuti itarisane nezvinorema mune zvemabhizimisi mumakore ano (21st Century) uye takazvipira kuti tibudirire pane zvinorema zvacho pese pazvinowanikwa. Chikuru pane zvose kuzvipira kwedu kuti tiite bhizimisi redu nenzira [ine hunhu hwakanaka](#).

Mbiri yedu pasi rose [pakutendeka nekuvimbisika mumaitiro edu bhizimisi](#), yakaumbwa nevanhu vazhinji mumakore mazhinji, icharatidzwa nezvichabuda mubhizimisi rose ratinoita. Bhizimisi redu rave kubata pasi rose, tinofamba nenguva uye iko zvino tave kunyanyotungamirirwa nezvido zvevatengi. Asi chinangwa chedu chekukwikwidza zviri pamusoro nekufadza vatengi hachidarike kuvimbika kwedu mune zvekaitiro ari pasi pemutemo uye sekambani yepasi rose tinofanira kudzika mitemo inoenderana nebumbiro remitemo yepasi rose.

Mutemo Wemaitiro Mubhizimisi wedu ndiwo unotitungamirira mune zvekaitiro nekutevedza mutemo. Mutemo uyu unonyatsotsanangura maitiro emushandi umwe neumwe anotarirwa neKambani pamutemo – zvinove zvinotarirwa kuti munhu agone kuti apiwe basa. Madhairekita, maofisa, vashandi nevanomirira kambani veAOI vanotarirwa kuita basa reKambani [nemwero wemaitiro wepamusorosoro](#), hunhu mune zvekaitiro nekutevedzera mutemo.

Tese tinowandirwa nezvekuita, asi ruzivo ruri muCBC runogona kungobatsira chete kana mukatora nguva nekuedza kuverenga zvinyorwa [nekushandisa zvakatarwa izvi zvekaitiro mukuita basa renyu](#). Kana pane chimwe chinhu cheCBC chisina kunyatsokujekera kana kuti mune mibvunzo nemamiriro ezvinhu amakatarisana nawo, munogona kukurukura zvichemo zvenyu nemutariri (supavhaiza) wenyu, munhu anomirira vashandi, Mushandi Mukuru Wezvekuchengetedzwa Kwemutemo, kana Maneja Webhizimisi Wezvekuchengetedzwa Kwemutemo kana Dhairekita Wezvebvumirano. Munogonawo kubata runhare rwerubatsiro rweWezvekuchengetedzwa Kwemutemo rweAlliance One kwatinowanikwa kwose nekushandisa runhare rwerubatsiro rusina mubhadharo kana webhusaiti.

Mafungiro api zvawo ekuti kudzidziswa zvekuchengetedzwa kwemutemo nemaitiro ane hunhu mune zvebhizimisi haana chaanowedzera pakubudirira kwedu hachisi chokwadi. Kana AOI, kuburikidza nemashandiro emadhairekita, maofisa, vashandi nevanomirira pasi rose, ikatadza kutevedza nekuzadzikisa zvinangwa zvakanorwa mugwaro rino, kukundikana uku kunogona kukanganisa Kambani pane zvekaitiro, kukanganisa munhu wese nekuparadza [chimwe chepfuma yeAOI inokosha – mbiri yayo](#). Kuchengetedza pfuma iyi kunonyanyokosha pane kuti tirambe tichibudirira mune zvinotarirwa kuti tiite tose.

Ramangwana redu rinotarirwa kuunza kuwanda kwekukwikwidzana saka tinofanira kugadzirira kusangana nezvinorema zvakanounza; asi tinofanira kugadzirira kuita izvi tisingadzikisire [mwero wemaitiro ane hunhu ayo anova musimbotti wemaitiro atinoita bhizimisi redu](#).

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# Zvemirairo Yedu

PaAOI chimwe chezvatinovimba nazvo zvikuru kuzvipira kwedu pane zvehunhu. Maitiro edu bhizimisi nemabatiro atinoita vamwe ndizvo zvinoratidza kuti tiri Kambani yakaita sei kune vamwe pasi rose. Zvakakosha kuvaridzi vekambani, kuvatengi vedu nevanotitengesera, kune vashandi vedu vose pasi rose nevanhu vanogara munharaunda matinogara nekushandira kuti AOI izivikanwe nekuda kwehunhu hwevashandi vayo nemaitiro ayo epamusoro mune zvebhizimisi.

Kuita kune hunhu zvinogona kureva zvimwe kupfuura kutevedza mitemo – asi zvinotanga nemutemo. Munotarisirwa kuva neruzivo rwakadzama rwemitemo inoshandiswa munzvimbo yamunosevenzera nezmunotarisirwa kuita kuti muzive maitiro nezvinhu zvinokonzera mibvunzo pane zveutemo nehunhu uye kuti muzive nguva yekutsvaga mazano pane zveutemo. Ibase remamaneja kuona nekubatsira kuti titevedze maitiro edu epamusoro nekunyatsotsanangura zvinotarisirwa zveCBC uye nekutsigira mashandisirwo ayo akaringana kumushandi wose.

Basa reCBC nderekukupai muchidimbu murayiro weKambani nekupa nzira dzemaitiro anotarisirwa pane zvose zvinoonekwa zvichikosha. Inotsanangura zvinotarisirwa neKambani maererano nemaitiro enyu pabasa uye nguva dzose. CBC haigone kurondedzera maitiro ose asingafarirwe kana ari kunze kwemutemo. Kusakurukurwa kwemamwe maitiro hazvireve kuti kuita uku kunofarirwa kana kuti kuri pamutemo. Kambani inotarirwa kuti dhairekita, ofisa, mushandi nemumiririri umwe neumwe pasi rose aedze nemweya wakanaka kunzwisisa nekutevedzera kunyorwa kuri mumirayiro nemitemo yeAOI. Tichitevedzera tarisiro iyi, dhairekita, ofisa, mushandi nemumiririri umwe neumwe anotarisirwa kuvimbisa kuti achatevedzera zvakadzikwa muCBC.

Hazvigoneke kuti ibate zvose zvaungagone kusangana nazvo. Pakupedzisira tinofanira kutsigirana mukuzvipira kwedu kuita bhizimisi nenzira kwayo uye kuti kana tisina chokwadi kuti maitiro chaiwo ndeapi tinofanira kutsvaga mazano kune vamwe vashandi nevapi vemazano. Pane dzimwe nguva mamiriro ezvinhu anogona kuoma zvekuti rumwe rubatsiro runodikanwa. Dare Remadhaireskita rakapa basa kuna Dhairekita Wezvebvumirano (CCD) kuti abatsire. Kana pakawana chinomuka chisina kutaurwa nezvacho muCBC, ibasa remunhu umwe neumwe kubata mutariri wake ipapo-ipapo, veRubatsiro Pane Zvekuchengetedzwa Kwemutemo veAppliance One (ona “Rubatsiro Pane Zvekuchengetedzwa Kwemutemo” mugwaro rino) kana CCO kana CCM.

CBC hwaro hweHurongwa Hwekuchengetedzwa Kwemutemo WeAOI, naizvozvo inotungamirirwa naCCO naCCM. Zvisinei, Bato reZvekuchengetedzwa Kwemutemo Webhizimisi rinogaroatarirana nemamwe mapato, akaita serinoona nezvemari, rinoona nezvemutemo, rinoona nezvevashandi nerinoongorora nezvekufambiswa kunoitwa bhizimisi, kuti mibvunzo nezvichemo zvinoyatsotarirwa.

Ndapota chengeta CBC panzvimbo yaunogona kukurumidza kuona mune ramangwana. Mamwe makopi anogona kuwanikwa zviri nyore pawebhusaiti yeAOI ([www.aointl.com](http://www.aointl.com)) kana kuti indiraneti yeAOI.

# Ndeupi Mutemo Unoshandiswa?

## Kodzero

## Alliance One International neWe



### *Manga Muchiziva Here?*

*Pane mushandi munharaunda yenyu anogona kukubatsirai kufambisa nekukurumidza zvichemo zvinoenderana nekuchengetedzwa kwemitemo nekukupai zvinobatsira kuchengetedzwa kwemitemo muChirungu nemumitauro yenyu.*

*Zvinodiwa kuti mubate  
**Maneja Webhizimisi  
Wezvekuchengetedzwa  
Kwemitemo Kwaunoshanda**  
zvinowanikwa kuruboshwe  
kwebhokisi rino.*

Nekuti AOI yakatangwa kuUnited States, mitemo yeUnited States inoshandiswa nemakambani edu ese pasi rose nekushanda kunoitwa nevashandi vedu vose kwose kwavanogara nekushanda. Zvisinei, AOI inoita bhizimisi munyika zhinji pasi rose uye vashandi vedu zvizvarwa zveumunyika zhinji. Zvakare, bhizimisi reKambani guru rine chekuita nekufambiswa kwezvigadzirwa mukutengesa nekutengeserana pasi rose. Naizvozvo, makambani edu ari pasi pemitemo yenyika zhinji, matunhu, masiteti, nemakanzuru mazhinji.

Pane dzimwe nguva pangangoita kusawirirana pakati pemitemo yenyika mbiri kana dzinopfuura. Kana wasangana nekusawirirana kwakadai, zvakananya kukosha kubvunza Gweta Guru reKambani, CCO kana CCM kuti munzwisise nzira dzekupedza kusawirirana uku zvakanaka.

Munguva shoma dzakakodzera, Dhairekita Wezvebvumirano CCD vanopa kodzero dzekuwanikwa kwegwaro rino reCBC. Kodzero dzekuwanikwa kwegwaro reCBC revakuru vebasa rinokwanisa kugadzirwa chete nebato revakuru vebasa uye rinopihwa nekukasika sezvinenge zvichidiwa nemitemo.

Pashure pekuverenga CBC, munogona kuva nemibvunzo kana kusangana nezvinhu zvamunofunga kuti hazvina kutsanangurwa zvizere. Munogona kubvunza kana kutsvaga tsananguro nezvemitemo nezvichemo zvinoenderana nemaitirwo ebhizimisi nekutaura nemutungamiri wenyu kana kuti naManeja Webhizimisi Wezvekuchengetedzwa Kwemitemo pamunoshanda, kana kunanga kunaCCO kana CCM. Mushandi, ofisa, dhairekita, kana mumiririri ane mvumo uye anokurudzirwa kutaura naCCO kana CCM pasina kupotera nekune vamwe vanhu kana mvumo kubva kune vatungamiriri.

Panzvimbo yoga yoga pana Maneja Webhizimisi Wezvekuchengetedzwa Kwemitemo wamunogona kupira mibvunzo nezvichemo zvekuchengetedzwa kwemitemo, uye anogona kubatsira kukunangisai kune zvinobatsira zvekambani, kusanganisira zvinyorwa zvekuchengetedza mitemo zviri mune mimwe mitauro.

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Vashandi, maofisa, madhairekita nevamiririri vose vanotaririrwa kumhangara kudarikwa kwemitemo kana CBC yeAOI kwavanenge vaziva. AOI ine *Murayiro weKusadzoserwa (Non-Retaliation Policy)* unokuchengetedzai kuti musarwiswe kana makwidza zvichemo mune zvakanaka.

## Kusadzosera

Kambani inoda kuti muzive kuti, kana muchizviita mune zvakanaka, munogona kubvunza kana kukwidza chichemo chipi zvacho nezvemutemo kana maitiro pasina kutya kuti munozorega kuonekwa zvakanaka kana kukanganisa basa renyu. “Mune Zvakanaka” hazvireve kuti unofanira kuita chaizvo - asi zvinoreva kuti unofanira kunge uchitaura chokwadi sekunzwisisa kwaunochiita. Kana ukanzwa kuti uri kukurudzirwa kana kumanikidzwa kutyora mutemo, kana kuti ukaona chimwe chinhu chaunofunga kuti chingangova kutyora mutemo, unofanira kuzivisa Kambani nekukurumidza. Kutyora mutemo weCBC kana dhairekita, ofisa, mushandi, kana mumiriri akadzosera munhu anenge akwidza nyaya iyi mune zvakanaka. Madhairekita, maofisa, vashandi, kana vamiriri vanorwisa vamwe vamhangara zvakananganiswa vachaiswa pasi peshamhu zvichisanganisira kudzingwa basa. Tapota onai Murairo weKusadzosera weKambani uye mumhangare kudzosera kwose kwamunofungira.

## Runhare RweRubatsiro Pane Zvekuchengetedzwa Kwemutemo

Imwe nzira yekuzivisa mibvunzo yezvekuchengetedzwa kwemutemo kana zvichemo ndeyeRubatsiro Pane Zvekuchengetedzwa Kwemutemo yeAlliance One, inowanikwa maawa makumi maviri nemana pazuva, mumazuva manomwe pasvondo. Rubatsiro urwu inzvimbo yakakodzera kuti mutsanangure zvinonetsa zviri muCBC, kusanganisira kuronga mari zvisina kujeka, zviga zvemukambani, zvekuongororwa kwemafambisirwo ebhizimisi, uye zvinoita kuti mugone kubvunza mibvunzo kana nezvezvinonetsa muchivande.

Munotarisirwa kuti muzivise nyaya dzezvekuchengetedzwa kwemutemo kuKambani uye munogona kuzviita musingape zita renyu. Hapana zvinochengetwa kana michina inogona kuratidza nhamba kana kutevedza nhamba yamunenge muchifona nayo. Pamunofonera Runhare Rwerubatsiro Pane Zvekuchengetedzwa Kwemutemo, munoiswa kunhengo yakazvimirira iri yoga inoona nezveRunhare Rwerubatsiro. Nyanzvi Yezvemafambisirwo Emashoko inoshandira kambani iyoyo, kwete Alliance One, inoona nezvefoni renyu. Munzvimbo zhinji Nyanzvi Yezvemafambisirwo Emashoko inotaura mutauro wenzvimbo iyoyo iripo.

Nyanzvi Yezvemafambisirwo Emashoko iyi inokukwazisai yokubvunzai kuti ingakubatsirei sei. Mapedza kuvaudza chikonzero chamafonera, Nyanzvi Yezvemafambisirwo Emashoko inozotsvaga ruzivo kuti inyatsonzwisisa zvamafonera. Munopiwa nhamba yenyaya yamunozoshandisa kutaura nezvenyaya renyu uye musi unenge wawiriranwa kuti muzofonazve.

Munokurudzirwa kushandisa Runhare RweRubatsiro Pane Zvekuchengetedzwa Kwemutemo kutaura zvichemo nemibvunzo renyu. Alliance One haigone kuva nemaitiro ebhizimisi ane mwero wepamusoro anotaurwa nezvawo muMutemo Wemaitiro Mubhizimisi uno pasina rutsigiro nerubatsiro renyu.

Nhamba yeRunhare RweRubatsiro Pane Zvekuchengetedzwa Kwemutemo muZimbabwe inobatwa nekuridza runhare runobhadharwa nevaunofonera panhamba dzinoti 704 5 528098. Nzira dzemafonero nenhamba yeRunhare RweRubatsiro yemunzvimbo renyu dzakaiswa pamabhodhi ekushambadza





## Manga Muchiziva Here?

**Runhare Rwerubatsiro**  
runochengetedzwa  
nevanozvimirira vari  
vega, uye munogona  
kukwidza nyaya  
musingape zita renyu,  
kana muchida, nerunhare  
kana indaneti.

## Zvakavanzika Zvemunhu

nhau mumahofisi ose eAlliance One nemumafekitari uye dzinowanikwa muChirungu nemumutauro wemunharaunda kubva kuna Maneja Webhizimisi Wezvekuchengetedzwa Kwemutemo wemunharaunda. Uyezve, nhamba yeRunhare RweRubatsiro Pane Zvekuchengetedzwa Kwemutemo inogona kuwanikwa kuburikidza nemuIndaneti pa [aicompliancehelpline.alertline.com](http://aicompliancehelpline.alertline.com)

Ripoti ichanyorwa nekambani yakazvimirira iri yoga inoona nezvekushanda kweRunhare Rwerubatsiro, uye ripoti yacho ichaendeswa kunaCCO naCCM veAlliance One. CCO naCCM vachaongorora chichemo chacho votanga kufeya zvinoenderana nenyaya yacho. Kana wakapa mabatirwo aungaite, CCO kana CCM anogona kukubatai pazvinenge zvakakodzera. Panyaya dzaunenge wasarudza kusazivikanwa, avo vanozvimirira vari vega vanoona nezveRunhare Rwerubatsiro vanoziviswa zvinenge zvakubuda mukufeya kwacho kuti vakupe mhinduro paunofonazve nemusi wamakawirirana kuzofona.

### Kushandira Kambani Yedu

Murayiro weKambani kuchengetedza zvakavanzika zvevashandi vayo. Zvakadai:

- Unotarisirwa kutevedza mitemo yose yezvakavanzika nekuchengetedzwa kweruzivo, mirawo nezvibvumirano. Semuenzaniso, muUnited States mitemo yekuchengetedza zvakavanzika zvemunhu inobatanidza kuchengetedza zveutano, zvemari, zvevatengi, nezvevana. Murayiro Wezvakavanzika WeEuropean Union (European Union Privacy Directive) wakanangana nekuchengetedzwa kweruzivo rwezvekurapwa neutano, ruzivo rwezveganda kana rudzi, mafungiro pane zvevatongerwo enyika, chitendero kana mafungiro, kuva nhengo yemubatanidzwa wevashandi, kana ruzivo nezvekusangana pabonde kwemunhu.
- Nekuti mitemo yekuchengetedzwa kwezvakavanzika yakanyatsoronedzerwa uye yakaoma, munofanira kutaura neGweta Guru, CCO kana CCM musati manyora, kushambadza, kana kugadzirisa bumbiro kana imwe purogiramu inoshandiswa neKambani kuunganidza, kushandisa, kana kuburitsa kumunhu ruzivo rweupenyu hwake kana ruzivo nezvemari yake, hutano kana zvehosha, ganda kana rudzi, mafungiro pane zvevatongerwo enyika, chitendero kana mafungiro, kuva nhengo yemubatanidzwa wevashandi, kana ruzivo nezvekusangana, kana ruzivo rumwewo rwakavanzika rweupenyu hwemunhu.
- Sezvo Kambani ichigona kuona ruzivo rweupenyu hwemunhu, murayiro weKambani kushandisa ruzivo rwacho zvishoma, zvine mvumo, uye kusaburitsa ruzivo urwu kunze kwekunge zvichienderana nemutemo pashure pekutaura neGweta Guru, CCO or CCM. Asiwo, nhaurirano dzinenge dzaitwa pachishandiswa mishina yekambani hadzina kuvanzika uye AOI ine kodzero

# Zva kavanzika Zvemunhu (zvichienderera)

## Kukwikwidzana Nezvinoitwa NeKambani

## Kutenga Nekutengesa Mapepa Ekumabhengi

zviri pamutemo dzekuwana, kuona nekushandisa nhaurirano dzese, magwaro uye mashoko ese akagadzirwa, kufambiswa nekuchengetwa pachishandiswa mishina yepakambani. Rwumwe ruzivo pamusoro pemirairo yeIS yekambani rwunowanikwa paidaneti.

- Munofanira kutaura neGweta Guru, CCO kana CCM musati manyora murayiro wezvakanzika, kusanganisira zvinhu zvakaita sekushandisa Indaneti kana zvimwewo, motsvaga nzira dzakakwana dzekuchengetedza murayiro upi zvawo wamunosarudza kushandisa.

Kukwikwidzana nezvinoitwa neKambani kunowanika apo zvido nezvinoitwa nemunhu zvichikwikwidzana – uye kana zvichiita sezvinokwikwidzana – nezvido zveKambani. Zvinhu zvinokwikwidzana zvinogona kuwanikwa kana dhairekita, ofisa, mushandi, kana mumiririri akaita zvinhu kana kuti akava nezvido zvinogona kumutadzisa kuita basa rake zvakana. Zvinokwikwidzana nebasa zvinogonawo kuwanika kana dhairekita, ofisa, mushandi, kana mumiririri kana nhengo yemhuri yake, vakagamuchira zvinhu nekuda kwechigaro chake muKambani. Kutenga Nekutengesa Mapepa Ekumabhengi ne Mikana Inowanikwa Nekambani uye zvido zvebhizimisi nekushandisa mari kutsvaga chouviri miyenzaniso miviri yenyaya dzinogona kuunza zvinokwikwidzana nebasa.

Kana paine zvinokwikwidza zvinogona kuvepo zvinofanirwa kunyorera kuna CCD kuti vazive uye zvochengetedzwa mumagwaro sezviri pamutemo wekambani. Kuva nezvinokwikwidza hakupokani nemubatiro wedu webhizimisi, asi kusazviburitsa pachena ndiko kunopokana.

Mukuita bhizimisi reAOI, munogona kuwana zvinyorwa pamusoro peKambani kana zvimwewo zvisingazivikanwe neveruzhinji (“zvinyorwa zveruzivo zvisiri zveruzhinji”). Munofanira kuchengetedza ruzivo rusingazivikanwe neveruzhinji zvakanzika uye hamugone kuzvishandisa nechinangwa chekutenga kana kutengesa mapepa ekumabhengi Ekambani kana mapepa ekumabhengi ezvimwewo zvine chekuita neruzivo rwacho kana kushandisa kuzivisa mumwe munhu nezveruzivo rwacho.

Mitemo yenyika zhinji, zvikuru United States, inokudzivisa kutenga nekutengesa mapepa anobatwa nevaridzi veKambani kana mamwe mapepa ekumabhengi kana mune zvinyorwa zveruzivo rusina veruzhinji. Pasi pemirayiro yeKambani nemitemo yeUnited States, ruzivo rune basa kana:

- pane tarisiro huru yokuti vanoisa mari mukambani vangaone ruzivo rwacho ruchikoshwa pakusarudza kuti vatenge nekutengesa mapepa ekumabhengi; kana kuti
- ruzivo rwacho, rukabudiswa pachena, runogona kukanganisa mutengo wemapepa ehuridzi hwekambani (securities).



## Manga Uchiziva Here?

*Pakuita basa renyu remazuva ose munogona kusangana neruzivo rwamusingabvumidzwe kushandisa kuti musarudze kutenga kana kutengesa mapepa ehuridzi hweKambani. Kuti mudzidze zvizhinji nezve “kutenga nekutengesa neruzivo rwemamiriro ezvinhu muKambani asingazivikanwe neveruzhinji” tarisai Mirayiro yeZvekutenga neKutengesa Une Ruzivo RweKambani Rusina Vazhinji (Company’s Insider Trading Policy), inogona kuwanikwa papeji yeindiraneti yeKutevedzwa kwemutemo.*

## Kutenga Nekutengesa Mapepa Ekumabhengi

Ruzivo urwu runogonawo kubata ramangwana, kunyange zviri zvekungofungidzira kana kuti zviri kutarisirwa kuzoitika kunyange ruzivo urwu rwuchikosha chete kana rwasevenzeswa rwakabatana neruzivo runozivikanwa neveruzhinji. Ruzivo urwu rwunogona kuve rwakanaka kana kuti rwusina. Ruzivo rwusingazivikanwe neveruzhinji nezvekambani

Rwunogona kuve rwunokosha kunyange tikatarisa kambani dzisingatenge nekutengesa mapepa ehuridzi hwekambani seidzo dzakabata mapepa ekubhengi kana dzine zvikwereti zvekubhengi. Naizvozvo, zvichienderana nezviripo uye mamiriro ezvinhu ruzivo rwune basa rwunosanganisira, asi rwuchipfuura zvinotevera:

### Zvinotarisirwa kana zviripo

- Mari yakapinda mukambani kana inofungidzirwa kuti ichapinda, kana shanduko pane zvakashambadzwa kana zvaitarisirwa kuti zvichapinda;
- zvakanikwa pane zvemari;
- kukosha kwechinhu kwakadzikiswa nekuwedzerwa kwemari inoiswa padivi kuzomiririra vanhu vane chikwereti nekambani vasingazogone kubhadhara;
- Kuwedzera kana kudzikisa ukuru hwekambani;
- Zvinhu zvitsva zvinogadzirwa kana kuwanikwa;
- mhosva huru kana kupindira kwehurumende;
- mubatanidzwa, kutengwa, kushambadzwa kwebasa rinoda kuitwa, kubatana pakuita mapurojekiti kana kushandurwa kwepfuma;
- shanduko pane zvakanurudzirwa nevaongorori kana mwero wechikwereti;
- zviitiko zve mapepa ehuridzi hweKambani (sekuti, kutadza kubhadhara mapepa ekubhengi, kudzoserwa kwemapepa ekumabhengi, hurongwa hwekutengazve, kupatsanurwa kwemapepa anoratidza huridzi, kushandurwa kwemari inopiwa varidzi vekambani, kushandurwa kwekodzero dzevaridzi vemapepa ekumabhengi kana kutengeswa pachena kana muchivande kwemapepa ekumabhengi mamwe;
- shanduko pahuridzi hweKambani kana shanduko huru pane hutungamiri hweKambani;
- zvikwereti zvikuru;
- dambudziko remari iripo; uye
- shanduko pane vaongorori kana chiziviso kubva kuvaongorori kuti Kambani haichagona kuita zvinhu maringe neripoti yevaongorori.

Hamufanire kutenga nekutengesa mapepa anoratidza kuva muridzi weKambani kana mamwewo mapepa ekubhengi mune zvinyorwa zvisingawanikwe neveruzhinji. Zvinodziviswa izvi zvinosanganisira zvinoitwa pasi pehurongwa hweKambani hwe401(k), hwakaita sesarudzo dzekushandura mafambiro eKambani mune ramangwana kana kushandura mapepa ehuridzi hweAOI. Pamusoro peizvi, hazvibvumidzwe kutenga mamwe mapepa ehuridzi iwe uine ruzivo rusingazivikanwe neveruzhinji.

Kana ruzivo rusingazivikanwe neruzhinji rune chekuita neimwe kambani (sekunge kana kambani dzabatanidzwa) unorambidzawozve kutenga mapepa ehuridzi hwekambani iyoyo kana kupa ruzivo kune mumwe munhu anenge achida kuatenga. Izvi zvinoitika kunyange munhu wacho angapiwe ruzivo ane chekuita nekambani kana kuti akazvimiririra ega, seturasiti kana kambani, uye zvisinei nekuti unopiwa mari newaunopa ruzivo. Ani naani anotyora mitemo iyi anogona kudzingwa, kubhadhariswa muripo, nekuiswa mujeri.

## Mikana Inowanikwa Nekambani

## Chiwokomuhomwe we Nehuori

Ruzivo runozonzi “rwave rweruzhinji” kwapera mazuva matatu mushure mekunge rwashambadzwa nemushandi weKambani ane basa rekuzviita. AOI, madhairekita ayo, maofisa, vashandi, nevamiririri vanogona kupiwa mhosva yekutyora mutemo wezvekutenga nekutengeserana mapepa eKambani. Maofisa, vashandi, nevamiririri vanotyora murayiro uye vanogona kuiswa pasi peshamhu, zvichigona kusvika pakudzingwa basa. Zvimwechetezvo, dhairekita anogona kuitwa kuti asarudze kusiya basa.

Mamwe mazano mazhinji anowanikwa mubhuku reKambani rinonzi *Insider Trading Policy*, kana kuti batai Gweta Guru reKambani.

Madhairekita, maofisa, vashandi, nevamiririri vanodziviswa kushandisa kana kupa vamwe mikana yavanowana apo vanenge vachishandisa pfuma yekambani, ruzivo kana zvigaro zvavo pasina mvumo yeDare reMadhairekita. Hakuna dhairekita, maofisa, vashandi, nevamiririri vanogona kushandisa pfuma yeKambani ruzivo kana chigaro kuzvibatsira kana kukwikwidzana neKambani zviri pachena kana zverweseri. Madhairekita, maofisa, vashandi, nevamiririri vanofanira kusimudzira zvivo zveKambani pose pavanowana mukana. Batai CCO kana CCM kuti muziviswe pose pane njodzi yekukwikwidzana.

Chiwokomuhomwe hachisi pamurawo, zvisinei nekuti chiwokomuhomwe chacho chapiwa kumushandi wehurumende (chiwokomuhomwe mune zvekuita nemapato ehurumende) kana kambani dzevanhu (chiwokomuhomwe mumakambani akabatwa nevanhu). Chinokanganisa magariro evanhu vatinenge tichisevenzera. Tinofanira kutsigira vanoedza kupedza chiwokomuhomwe.

Mumwe nemumwe wedu anofanira kutevedza mitemo yose yemunharaunda kana inobata munyika dzimwe inorwisana nechiwokomuhomwe. Mitemo inorwisana nechiwokomuhomwe inodyidzana nemimwe mitemo yekune dzimwe nyika inorambidzawo chiwokomuhomwe kunyika idzodzo.

Hatifanire kupa chiwokomuhomwe zvachose nenzira ipi zvayo, zvichisanganisira:

- Mubhadharo kubva pane “chikamu chezvawawana” – kunyange zviri zvisvoma.
- Mubhadharo kuti mubvumidzwe kuita zvinhu, kuwana mafevha netekisi, marezenisi, mvumo kana zvimwewo zvinobatsira nenzira isiri pamutemo.
- Mubhadharo kune vamunokwikwidzana navo kuti muwane ruzivo rusingafanire kuburitswa pachena.
- Kubhadharwa mbaserai kana kuikumbira nechinangwa chehuori.
- Kukurudzira vatengi nenzira isiri iyo.
- Kubhadhara kuti muwane fevha kubva kune vamunokwereta mari vakaita semabhengi.

Kunyange chiwokomuhomwe chisiri pamutemo uye chichipikisana nemirayiro yeKambani zvisinei kuti chiwokomuhomwe chacho chapiwa kumushandi wehurumende kana chizvarwa, mutengi kana mutengesesi, zvichemo zvinowanika panguva dzose izvo zvinoda kuzivikanwa nevashandi veAOI.



## *Manga Muchiziva Here?*

*Murayiro weKambani  
unodzivisa kupa  
chiwokomumwe  
kwemhando ipi zvayo,  
zvisinei nekuti munhu ari  
kugamuchira  
chiwokomuhomwe wacho  
mushandi wehurumende  
here kana kuti munhu  
anoshandira kambani  
dzevanhu.*

### *Zvechiwokomuhomwe Zvinonetsa Mumagungano Ane Chekuita neHurumende*

Mutemo wezvechiwokomuhomwe weU.S. (U.S. Foreign Corrupt Practices Act (“FCPA”)) unoita kuti zvive kunze kwemutemo kuti kambani yeU.S. yakaita seAOI, kana imwe yekambani dzayo pasi rose, vainobata navo, vamiririre, vatengesi vayo, kana vamwe vanoimiririra nevashandi vemakambani aya ose, vape, kuvimbisa chii zvacho chinobatsira kumushandi wehurumende kuti atarisire, avimbe kana kuti atarisire kuti mushandi wehurumende uyu aite kuti pagone kuitwa bhizimisi neKambani. Izvi zvinosanganisira kuwana bhizimisi idzva, kuchengetedza bhizimisi riripo kare, kana kuwana mukana.

FCPA inoshandiswa semutongo wemhosva nebato remitemo reU.S. Department of Justice (“DOJ”) uye pakati pevanhu nekomisheni yezvekutengeserwa mapepa emumabhengi yeU.S. Securities and Exchange Commission (“SEC”). FCPA ine mapato maviri makuru: (a) Hurongwa hwekupikisana nechiwokomuhomwe (b) Mitemo yezvemari.

- (a) Hurongwa hwekupikisana nechiwokomuhomwe hweFCPA hunoita kuti kubhadharwa kwemushandi wehurumende ive mhosva. Zviga zvikuru zvehurongwa wekupikisana nechiwokomuhomwe ndezvizi:
- mubhadharo, kuudzwa nezvemubhadharo, kuvimbiswa **chinhu chipi zvacho chine ukoshi**;
  - **kumushandi wehurumende** upi zvake, boka rezvematongerwo enyika ripi zvaro risiri remuU.S. kana mushandi wemubato rezvematongerwo enyika, munhu upi zvake ari kutarisirwa kushandira hofisi yezvematongerwo enyika kune imwe nyika kana mumwe munhu uchiziva kuti chimwe chikamu chemubhadharo kana chivimbiso chekubhadhara chichapiwa kumumwe wevanhu ivava;
  - **nechinangwa chehuori** nechikonzero **chekukurudzira kuitwa kwebasa** kana sarudzo, inokonzera munhu iyeye kuita kana kusaita chinhu achityora mutemo, kana kukurudzira munhu iyeye kuti ashandise masimba ake ekurudziro nehurumende yekunze kuti zvishandure kana kukurudzira zvinosarudza kuitwa nehurumende ipi zvayo;
  - kubatsira **kuwana kana kuchengetedza bhizimisi**, kuvhurira mukana webhizimisi kumunhu upi zvake kana kambani.

# Chiwokomuhomwe Nehuori



## *Manga Muchiziva Here?*

*Pamusoro pekuti  
chiwokomuhomwe  
hachisi pasi  
pemutemo, imwewo  
mhosva huru  
kuratidza nhema  
mumabhuku  
eKambani.*

“zvinhu zvinokosha kuKambani” zvinotsanangurwa nenzira zhinji. Pamusoro pemari, panewo zvinopiwa kubatsira, kusanganisira zvinowanikwa nenhengo dzemhuri nyangwe kubatsira vamwe vanhu. Mienzaniso inosanganisira:

- Mari, zvinhu zvingatora nzvimbo yemari, kana zvimwe zvinobatsira (macheki ekufamba nawo, mabhenefiti ekushanya);
- Zvinofadza munhu pachake zvisingabetsere kambani;
- Basa kana chivimbiso chebasa;
- Kupa kuvarombo zvichibatsira mushandi;
- Kupa kune zvevatongerwo enyika; uye
- Kushandisa midziyo yeKambani (zvichisanganisira asi zvichipfuura ndege, dzimba, motokari, ngarava, nezvimwewo) nevashandi vehurumende kana vanovashandira zvisineyi nebasa rekusimudzira, kuratidza kana kutsanangura zvinogadzirwa neKambani kana zvainopa

(b) Mitemo yezvemari yeFCPA inotarisira kambani kuti dzichengetedze mabhuku nemagwaro zvakanaka zvichiratidza bhizimisi rose rakaitwa nekuchengetedza mitemo yemari mukambani nechinangwa ichocho. Tichisanganisira zvimwe zvose, mitemo iyi ine chinangwa chekudzivisa “mari yepadivi yehuori”, bhizimisi risina kunyorwa mumabhuku ekambani nekunyorwa nhema dzemashandisiro akaitwa mari zvinogona kuti mari yacho ishandise sechiwokomuhomwe nekuvanza hunhu hwayo.

Kutyora FCPA kana mitemo inorwisana nechiwokomuhomwe yemunyika nemimwewo mitemo yemunyika inorwisana nechiwokomuhomwe zvinogona kupikisa munhu jeri, kubhadhara muripo wemari zhinji, nekumwe kurangwa. Semuenzaniso, vanhu vanogona kubhadhara muripo wemari inosvika zviuru zvevadhora ekuAmerika mazana maviri nemakumi mashanu (\$250,000 USD) uye/kana kupikiswa jeri kwemakore anosvika mashanu pakutyora kwese mutemo wekupikisana nechiwokomuhomwe; kana, pakutyora kwese mutemo wezvemari, vanhu vanogona kubhadhariswa muripo wemari inosvika mamirioni mashanu emadhora eAmerika uye/kana kupikiswa jeri kwemakore anosvika makumi maviri. Pamusoro pezvo, Kambani yacho inotarisira kupomerwa mhosva, kubhadhariswa muripo mukuru nekumwe kurangwa. Maitiro anoita vamwe bhizimisi munharaunda hazviseenzeswe kuzvivhikira mhosva panyaya iyi. Mushandi anopa kana kuronga chipo, kuzivisa nezvechipo chinoda kupiwa, kuvimbisa chii zvacho chine hukoshi zvichityora murayiro anoiswa pasi peshamhu neKambani, zvichisanganisira kudzingwa basa.

FCPA inoshandiswa zvakarirana nyaya yezvipo, kuzivisa zvipo zvinoda kupiwa, kuvimbisa kunoitwa nemushandi kana kuburikidza nemumwe munhu asingashandire Kambani. Zvakadaro FCPA inozvitora semhosva “kufuratira” kana kushaya hanya kana mamiriro ezvinhu anoratidza kuti mumwewo munhu ari kupa zvipo kunze kwemutemo, kuzivisa nezvechipo chinoda kupiwa, kuvimbisa panzvimbo yenyu. Kupfuurira mberi, kupa mari mumwe munhu akazvimiririra ari ega kana mumiririri muchitenda kuti kana mune chinangwa chekuti munhu akazvimiririra ari ega uyu achapa zvipo kunze kwemutemo, kuzivisa nezvechipo chinoda kupiwa, kuvimbisa musina basa nekuti zviri kuitwa zvacho imhosva.

### **Mushandi weHurumende ndiani?**

Kana takatarisa chinangwa chemurayiro weKambani, “mushandi wehurumende” zvinoreva zvinhu zvizhinji zvinosanganisira, asi zvisingareve izvo

# Chiwokomuhomwe Nehuori

chete, vashandi vanoona kuti vafambi havapinde nezvinhu munyika vasina kubhadhara tekisi nevanoona nezvekupinda nekubuda kwevanhu munyika; vanhu vakavhoterwa nevakapinzwa basa vakaita sevanoona nezvekunyorwa nekudzikwa kwemutemo, vanameya, makurukota ehurumende; vashandi vemagungano eruzhinji epasi rose akaita semubatanidzwa wenyika dzepasi rose reUnited Nations, bhengi guru repasi rose reWorld Bank kana homwe yemari yepasi rose yeInternational Monetary Fund; vanoona nezvemitemo yeindasitiri inoona nezvekurimwa kwefodya vakaita semadhomeni; vashandi vemumapato ematongerwo enyika kana avo vari kukwikwidza kuti vapinde mune zveumatongerwo enyika;

**Zvakanyanya kukosha ndezvekuti, vashandi vose vane zvigaro zvakasiyana-siyana mumakambani ane masimba ekudzika mutengo wefodya vashandi vehurumende.** Izvi zvinosanganisira vatengi veKambani vazhinji asi zvisingarevi ava chete:

- Global Tobacco Ltd.
- Imperial Vina Danang
- Japan Tobacco, Inc.
- Khanh Hoi Cigarette Factory
- Tian Li International Co. Ltd.
- Vietnam National Tobacco Corporation
- Fabrika Dunhana Sarajevo, Bosnia & Herzegovina
- Societe Nationale des Tabacs et Allumettes
- China Tobacco International Inc.
- Eastern Company S.A.E.
- National Tobacco Enterprise
- Sekap, S.A.
- Korea Tomorrow and Global Corp.
- Iran Tobacco Company
- Regie Libanaise des Tabacs et Tombacs
- Libyan Tobacco Company LTC
- Taiwan Tobacco & Liquor Corporation
- Thailand Tobacco Monopoly
- Regie National des Tabacs et des Alumettes
- Manufacture des Tabacs de Kairouan
- Vietnam Tobacco Import & Export Co
- National Cigarette and Match Industries Ltd.
- Saigon Tobacco Company
- Thang Long Tobacco Company
- Saigon Industry Corporation
- Khatoco

Izvi zvinorevei? Zvinoreva kuti munhu upi zvake anoshandira hurumende, kubva kuMutungamiri Wehurumende (Prime Minister) kusvika kumushandi weposvo anotakura tsamba, anonzi “mushandi wehurumende” pasi pemirayiro iyi. “Vashandi Vehurumende” vanogonawo kusanganisira nhengo dzemhuri dzevashandi vehurumende kana vanhu vanenge vasarudzwa nemushandi wehurumende kuti vagamuchire chimwe chinhu chinokosha kana ukoshi hwapiwa nhengo yemhuri kana mumwe munhu anenge asarudzwa ingori nzira yekuwana zvinhu kubva kumushandi wehurumende wacho.

Kana mune mibvunzo yekuti munhu anenge ane chekuita nezvinenge zvaitwa anopomerwa mhosva pasi pemitemo inorwisa huori here, munofanira kubata CCO kana CCM.







## *Kuwana Ruzivo Rumwe*

*Nyangwe chikamu chino  
chichiona  
nezvekubhadhara kufamba  
nekutandadza vashandi  
vehurumende, Murayiro  
weKambani weKufamba  
neKutandadza unonzi  
Global Travel and  
Entertainment Policy  
unotsanangurawo kuti  
ndezipi zvinhu  
zvamungashandise mari  
mukufamba kwenyu  
nekutandadza mushandi.*

### **Kubhadhara Zvipo, Kushanya Nekutandadza Kwevakuru Vehurumende**

FCCA inodzivisa kupa “chese chinhu chinokosha” kumushandi wekune dzimwe nyika, kunze kwekunge zvichitungamirirwa nenzira dzakajeka.

**Zvipo:** Rega kupa chipo kumushandi wehurumende uchitarisira kuti chipo chako chinobatsira Kambani kuwana zvainoda mubhizimisi. Chese chipo chinopiwa mushandi wehurumende chinofanira kupiwa zvichitevedza Murayiro uyu. Pane zvese zviga zvinotevera zvinofanira kutevedzerwa: (i) zvipo zvemari kuvashandi vehurumende hazvimbofa zvakabvumidzwa; (ii) zvipo zvidiki zvine rupawo rweKambani zvinogona kupiwa mushandi wehurumende sechiratidzo chekuremekedza kana kuti kudzorera kugamuchirwa kwakanaka kwaitwa; (iii) chipo chacho chinofanira kunge chiri chemari shoma, zvichienderana netsika yenyika yacho maererano nechitiko chacho; uye (iv) chipo chacho chinofanira kunge chichibvumidzwa nemutemo wenzvimbo iyoyo nekutungamirirwa nevamiririri vehurumende. Munofanira kupiwa mvumo yakanyorwa pasi kubva kuna CCO kana CCM weKambani yacho musati mapa chipo kumushandi wehurumende, zvichisanganisira vashandi vevatengi vakuru veKambani. Zvipo zvinofanira kuzivikanwa mutengo wazvo chaiwo nekunyorwa pasi kuti pave nerekodhi chaiyo zvichitevedza Murayiro weKambani wekuisa Mutengo Wezvipo we*Global Gift Expense Policy*.

**Mari yeKufambisa:** Mibvunzo yezvekufamba nekutandadza yakanyorwa muMurayiro weKambani weKufamba neKutandadza unonzi *Global Travel and Entertainment Policy*. Zvisinei, mibhadharo inoitwa neKambani yekufamba, pekugara, mari yepazuva yezvinodiwa nevashandi vehurumende (zvichisanganisira vatengi vedu vakuru) inofanira kubvumidzwa naCCO kana CCM zvisati zvaitwa. Senguva dzose, zviga zvinotevera zvinotarirwa: (i) zvinodiwa zvine chekuita nekusimudzira kana kufambisa bhizimisi reKambani chete ndizvo zvinodzoserwa mari; (ii) Mari yendege isinganyanyodhura (kwete kirasi yekutanga) inodzoserwa; (iii) Kambani haigone kusarudza vamwe vashandi vehurumende vachafamba (asi, kambani inomiririra hurumende kana mutengi weAOI inofanira kuita izvozvo); uye (iv) kushanya kwevashandi vakasanangurwa chete ndiko kuchadzoserwa mari, kwete mari yashandiswa nenhengo dzemhuri dzevashandi.

**Kutandadza Pabhizimisi:** Hamugone kutandadza vashandi vehurumende muchitarisira kuti kuvaraidza uku (kana kuzivisa kuda kutandadza) kuchapa Kambani mukana mubhizimisi. Kutandadza kana kuvaraidza kune chekuita nebhizimisi nevasiri vatengi vedu vakuru kunogona kunge kusangaenderane nekuita bhizimisi nevatengi vedu vakuru (vashandi vehurumende). Kutandadza kwevashandi vehurumende kunobvumidzwa chete kana zvinodiwa zvacho (i) zvichienderana nekusimudzira, kuratidza kana kutsanangura bhizimisi reKambani; (ii) zvisina kunyanya kuwanda uye zvisina kunyanya kukura kana zvaiswa pamwechete kwenguva yakati; (iii) zvinotenderwa pasi pemutemo wenzvimbo iyoyo uyezve zvinobvumidzwa pasi pebumbiro



## *Kuwana Ruzivo Rumwe*

*Kuti mudzidze zvimwe nezve  
Mubhadharo Wekuti Zvinhu  
Zvikurumidze Kufamba  
nedzimwe nyaya  
dzezvekutevedza mutemo,  
tsvagai zvakaikwa  
pavhidhiyo nezvekutevedza  
mutemo papeji yeindiraneti.  
Munogona kuwana  
maendero kupeji  
yekutevedza mutemo  
kuburikidza nepapeji  
yeindiraneti yeAOI.*

rezvekuita zvavakatarwa neKambani inoshandirwa nemushandi uyu; (iv) zvinooenderana netsika yenzvimbo iyoyo uye (v) zvichinzvengana nematarisirwo asina kuita zvakanaka. Kana musina chokwadi kuti mubhadharo wekutandadzwa kwerrudzi urwu unotarisirwa here tangai mabvunza CCO kana CCM weKambani.

Munofanira kuona nguva dzose kuti zvipo zvose, kufamba kana kutandadza zvinopiwa vashandi vehurumende zvinotevedzera mirayiro yeKambani, zvisinei netsika nemaitiro emunzvimbo iyoyo.

**Mubhadharo Wekuti Zvinhu Zvikurumidze Kufamba kana “Girizi”:** Mune dzimwe nyika, vashandi vehurumende vanokumbira mubhadharo mudiki kuti vafambise basa rehurumende nekukurumidza. Mubhadharo yakadaro inogobvumidzwa chete kana zvinhu zvakanamira kudai:

- Mubhadharo wacho uri mudiki;
- Mubhadharo wacho waitwa kuti basa rehurumende ramazuva ose riitwe uye Kambani yaita zvose zvinotarisirwa kuti iite kuti hurumende iite zvinofanira kuita. Zvagara zvichiitwa nehurumende hazvisanganisire zvainosarudza kuita pane dzimwe nguva kuitira kuti bhizimisi rifambe;
- Mubhadharo wacho hausira mubhadharo unoramba uchipiwa nguva dzese; uye
- Mubhadharo wacho unoenderana nemutemo wenzvimbo, murawo, nemaitiro, kana pasina zvimwe zvekuita kuti basa rehurumende rifambiswe.

Zvinokosha, kunyange mubhadharo iyi munguva shoma ichigona kubvumidzwa pasi peFCPA, inogona kusava pasi pemutemo kune dzimwe nyika, kusanganisira nyika inenge ichida kubhadharwa, mutemo weUK wezvechiwokokomuhomwe, weUK Bribery Act, nyika dzeO.E.C.D. musangano unorwisana nechiwokokomuhomwe weAnti-Bribery Convention nevamwewo. Naizvozvo, mubhadharo yakadai inofanira kuitwa, kana zvichida kudaro, pane dzimwe nguva dzakatsanangurika uye pasina zvekuita. Kana zvichigoneka, uye kana magari maziviswa, mvumo yakanyorwa inofanira kuwanikwa kubva kuna CCO kana CCM.

Zvakare, kana pane dzimwe nguva mubhadharo wakadai uchitongofanira kuitwa, zvinokodzera uye zvinofanira pasi pemutemo kuti kubhadharo uku kutsanangurwe zvakanamira nekunyorwa pasi sezvazviri mumabhuku nemarekodhi ekambani yedu iyoyo. Hapana mamiriro ezvinhu anofanira kukonzera kuti mubhadharo iwoyo uvanzwe mumabhuku nemarekodhi edu. Kana mune mibvunzo nezvemubhadharo yekufambisa zvinhu taurai naCCO kana CCM veAOI.

# Chiwokomuhomwe Nehuori

i

## Kuwana Ruzivo Rumwe

*Chikamu chino cheMutemo  
Wemaitiro Mubhizimisi,  
naCCO naCCM veKambani  
zvinhu zvekukubatsirai kuti  
munzwisise kuti ndeipi  
nguva inokodzera kupa  
zvipo. Kuwana rubatsiro  
rwemabhadharo anoitwa  
zvipo, tarisai murayiro*

## Zvematongerwo Enyika Nezvinopiwa

Vashandi sedungamunhu vanokurudzirwa kuita chikamu mune zvematongerwo enyika. Zvisinei, munofanira kuita izvi neuchenjeri muchirega kuratidza kuti muri kushandisa mbiri yeKambani kutsigira imwe nhengo yezvematongerwo enyika kana mamwe mafungiro. Hamufanire zvachose kushandisa bepa retsamba reKambani mukutora chikamu kwenyu munyaya dzezvematongerwo enyika. Zvakare Kambani haifanire zvachose kudzosera mari yemushandi upi zvake yekupa kwake mune zvematongerwo enyika.

Kana makamiririra Kambani, munongoita chikamu chete maringe nezvamunenge maudzwa nemukuru weKambani (Chief Executive Officer). Kana zvematongerwo enyika izvi zvichisanganisira kupa zvinhu kweKambani kana nevarikumiririra kambani kana mamwe makambani ayo, kunyange iri mari kana isiri mari, munofanira kupiwa mvumo musati maita izvi naCCO kana CCM veKambani. Munofanira kunyora pasi zvose zvinopiwa mumabhuku nemarekodhi eKambani. Zvakare, munofanira kungwarira kuti musaite zvinhu zvinoita kunge kuronzira. Kuronzira kunoenderana nemitemo yenyika, siteti nemunharaunda uye kunotarisirwa kuti muzivise zvinodiwa, uye kutanga mawana mvumo kubva kuna CCO kana CCM. Kana mune mibvunzo nezvematongerwo enyika taurai naCCO kana CCM weKambani.

*Zvinonetsa Zvechiwokomuhomwe Mumakambani Evanhu*

## Kugamuchira/Kupa Zvipo kubva kune Vatengi neVatengesi

AOI haidi bhizimisi rawanikwa nekushandisa nzira dzisina kuita zvakanaka dzekutenda. Munofanira kuti mungwarire nyaya iyi. Sadhairekita, ofisa, mushandi, kana mumiriri, munofanira kuita basa renyu nenzira inodiwa neKambani. Izvi zvinoreva kuti hamufanire kuregera zvido zvenyu zvichikwikwidzana nezvido zveKamani. Shandisai uchenjeri kuti matendero anoita ndeapi, asi muchitevedza zviga zvinotevera.

Mukubata nevatengi vasiri pasi pemakambani, munogona kuvapa kana kugamuchira zvipo zvemari shoma sekuremekedza kana ushamwari. Hamufanire kungoongorora mutengo wechipo chimwechete chapiwa munhu asi kutarisa huwandu nehukoshi hwezvipo zvapuwa munhu iyeye zvose kwenguva. MARI CHAIYO HAIMBOBVUMIDZWI. Zvimwe zvinhu zvisingabvumidzwe zvinosanganisira:

- zvikwereti zvipi zvazvo, kunze kwezvikwereti zvekumakambani anopa zvikwereti mukuita bhizimisi samazuva ose;
- zvekudya, zvekunwa, zvemafaro, kufamba kana zvepekugara, mubhadharo wezvinhu zvakadai, kunze kwekunge mutengesi aripo, uye chinhu chacho chisineyi nezvebhizimisi.

Hamungofaniri chete kuchenjera kana muchigamuchira zvipo zvamapuwa imi; munofanirawo kuchenjera nezvekupa zvipo kana rubatsiro kune avo vamunoita navo bhizimisi.

# Kuita Bhizimisi Zviri Kunze Kwekambani

(zvichienderera)

Kambani inokutarisirai kuti muumbe ukama wakasimba nevatengi. Izvi zvinoda kuti munyatsotarisa nekubatsira. Hamufanire kutandadza zvakanyanyisisa kana kupa zvipo zvinodhura kune vatengesi vasingashande nekambani, vatengi, kana vamwewo vamunoita navo bhizimisi, uye ivo havafanire kutarisira kubatwa zvakadaro nemi. Zvipo, mafevha nekutandadza zvinogona kupiwa kuvanhu vasingashandire kambani kana:

- zvichienderana nezvinogamuchirwa pakuita bhizimisi;
- zvisingadhure uye zvisingaonekwe kunge chiwokomuhomwe; uye
- zvichienderana nemutemo uno nemutemo nemaitiro anoenderana nazvo.

Sezvo mitemo mizhinji inorwisana nechiwokomuhomwe ichitonga nyaya dzezvipo zvinopiwa kuvanhu, zvinokosha kubata CCO kana CCM weKambani pese pamunenge muchipa kana kugamuchira zvipo.

Kunyange zvichiipiwa mune zvakanaka, zvinhu zvinopiwa kuvarombo nekambani nezvinopiwa kutsigira zvine dambudziko kazhinji nekuda kwehukama hunogona kuzovepo pakati peanobatsirwa kana kutsigirwa nemushandi wehurumende. Kupa kana kutsigira kunoitwa zvakumbirwa nehurumende kana mutengi, zvisinei nekuti ndezvehurumende kana kutongwa nehurumende kana zvevanhu, zvinogona kuva nedambudziko zvakare. Naizvozvo, zvose zvinopiwa neKambani kubatsira nekutsigira zvinofanira kutanga zvawanirwa mvumo kubva kunaCCO kana CCM.

Pane dzimwe nguva zvinogona kuwonekwa zvakakodzera kuti Kambani ishandise vamwe vakazvimiririra vari voga kuita bhizimisi rayo. Kambani haidi kubatana nevamiririri vasingaite bhizimisi zvinotevera mitemo nemirawo, uyezve seCBC yedu nemimwe mirayiro.

Nguva nenguva munogona kuwana mukana wekuwana basa, kuita bhizimisi kana kushandisa mari kuwana chouviri kunze kweKambani. Kana zvararo, munofanira kutevedza mirairo inotevera.

Kutanga, hamufanire kubatsira dhairekita, ofisa, mushandi, kana chipamazano wekambani yatinokwikwidzana nayo. Hamufanirewo kuva nechido nezvemari kubva kune vatinokwikwidza navo, kunze kwekunge zvamunoda izvi zviri pasi pezvikumu zwishanu muzana (5%) zvemapepa ehuridzi hwekambani inotengesa mapepa ehuridzi kuvanhu vose-vose zivikanwa neruzhinji. Piri, kana mukaziva kuti nhengo yemhuri yenyu ingangogona kubatsirika, kana kuita seingangobatsirika, kubva mukuita bhizimisi neKambani, munofanira kuzivisa CCO kana CCM nekukurumidza. Zvakare, kana mune chido nechinhu chipi zvacho icho Kambani ingangovawo nechido nacho, munofanira kuzivisa CCO kana CCM.

## Kupa Varombo Nekutsigira Kunobva KuKambani

## Kushandisa Vamiririri Vakazvimiririra Vari Voga

## Kuita Bhizimisi Zviri Kunze Kwekambani

## Kushandira Vamwe

Kushandira kunze kweKambani zvinobvumidzwa kana chete zvisingarwisane nebasa nezvamunotarisirwa neKambani. Munokuridzirwa kubatirana nevamwe mune zvekubatsira, nezvemagungano ehunyanzvi neanobata nevanhu munharaunda yenyu, asi chete kana izvi zvisingakwikwidzane nebasa renyu rekuAOI.

Kukwikwidzana nezvinoitwa nekambani kana dhairekita, ofisa, mushandi, kana mumiririri we AOI akashandira AOI nevainokwikwidzana nayo, mutengi kana mutengesi. Hamubvumirwi kushandira vanokwikwidza senyanzvi kana nhengo yedare reKambani. Zvakanyanya kunaka kungorega kuita bhizimisi zviri pachena kana nerweseri nevatengi, vatengesi kana vanokwikwidza nesu, kunze kwekunge muchiita bhizimisi reAOI.

## Kushandisa Purogiramu Yekombuyuta

Kushanda kunze kana zvido zvebhizimisi zvisineyi nechekuita nekambani kusanganisira kuisa mari yekutsvaga chouviri sadhairekita, ofisa, mushandi kana mubatsiri mumamwe mabhizimisi zvinotenderwa kana zvisingakanganise kana kupokana nemabasa enyu pakambani. Kushanda kana kuita hukama hwebhizimisi kana kuita chido chekuwana mari kubva kune vanokwikwidza, kushanda nevatengi kana vatengesi kana vanokwikwidzana nebhizimisi kunofanira kuziviswa nekukurumidza kuna supavhaiza kana CCD zvobva zvaiswa mumagwaro sezvinotaura mirairo yekambani.

Munokurudzirwa kubatana nemapato anobatsira vanotambura, mapato enyanzvi kana mapato anoona nezvevagari vemunzvimbo chete kana zvisingakanganise mabasa enyu AOI. Uyezve, kana mukaita chido chekuwana mudziyo upi zvawo unenge ungave uchidiwawo nekambani, munofanirwa kutaurira CCD.

## Kuchengetedza Zvakavanzika

Kukopa purogiramu pasina mvumo kana kushandisa purogiramu kupfuura zvinoenderana nerezenisi zvinotyora mirayiro yeKambani uye, pane zvimwe, mitemo yekodzero yezvinyorwa, uye zvinogona kuita kuti Kambani ityore zvainotarisirwa nevanodhinda purogiramu. Kudziviswa uku kunobata munhu wose zvisinei nenyika, nzvimbo uye/kana tsika dzepanzvimbo.

Umwe neumwe wedu ane basa rekuona kuti pfuma yeKambani, zvichisanganisira ruzivo rwakavanzika, zvinongoshandiswa chete pakuita bhizimisi reKambani. Hamufanire kushandisa zvinhu zveAOI, zvinogadziriswa zvinhu, midziyo, zvinhu zvakagadzirwa neruzivo kana zvinobatsira vashandi pane zvipi zvazvo zvisinei nebhizimisi reKambani pasina mvumo.

Pfuma zvinosanganisira zvizhinji kupfuura midziyo yekushandisa nezvivakwa. Ruzivo ruzhinji rwamunounganidza ipfuma --- zvichireva kuti, ipfuma inokosha kuKambani. Ruzivo irworwu runogona kusanganisira zvirongwa zvakavanzika zveKambani, zvemari, zvemabasa, uye hurongwa hwemabhizimisi, zvinyorwa kana bumbiro reruzivo. Ruzivo rupi rwezvevatengi vedu, zvikuru ruzivo ruri pasi pechibvumirano chezvakananzika/chekusataura zvakavanzika, ipfuma uye runofanira kuchengetedzwa muchivande. Ndapota rangarirai kuti ruzivo rwedu rwuzhinji rwunokosha rwunochengetwa mumakombuyuta. Munofanira kuchengeta ruzivo rwemukombuyuta zvakavanzika sezvamunongoita rwuri pabepa.

Munofanira kungwarira kuti musagoverane ruzivo rweKambani nevamwe, kusanganisira vamwe vamunoshanda navo, kunze kwekunge vachida kuiziva nechikonzero chekuita bhizimisi kwaro. Kuburitsa ruzivo pasina mvumo zvinogona kubvisa ukoshi hwarwo, uye kupa vamwe vasiri muKambani mukana wekukundai. Zvakare rangarirai kuti kuburitsa ruzivo musingazive (semuenzaniso, kuburikidza

# Kunyatsorondedzer aZvemashandisirwo eMari yeKambani

(zvichienderera)

# Kunyatsorondedzer aZvemashandisirwo Emari YeKambani

nekutaura kusina uchenjeri pamobhairi kana munzvimbo dzine veruzhinji dzakaita semundege, rifiti, zvimbudzi, kana muresitorendi) zvinogona kukanganisa AOI.

Panusiya Kambani, haufanire kutora ruzivo rwakavanzika kubva kuAOI kana kuburitsa ruzivo rupi zvarwo rwakadaro kune vatinokwikwidzana navo, muridzi wekambani mutsva, kana mumwe munhu wekunze kweKambani kana imwe kambani.

Umwe neumwe wedu anonyora pasi kana kurondedzera ruzivo pakuita basa redu. Miyenzaniso inowanowanika inosanganisira zvinoziviswa veruzhinji pamusoro peKambani nezvemari, zvachengetwa neKambani pamusoro pezvemari dzayo, hurongwa hwezvemabhizimisi, zvinopiwa mapato ehurumende pamusoro pemashandiro eKambani nezvinyorwa zvekushandiswa kunoitwa mari. Vanhu vazhinji, mukati nekunze kweKambani, vanatora ruzivo urwu sechokwadi. Ibasa renyu kutevedzera mirayiro nezvitevedzwa zvekambani nekupa ruzivo rwechokwadi, rwakarurama, rwakazara, rusina kwarwakarerekera, runoenderana nezvinodiwa, runoenderana nenguva uye runonzwisika.

AOI yakaisa panzvimbo maitiro ezvemari dzayo zvichisanganisira maitirwo ezvemabaturwo emari mukambani kuchengetedza pfuma yeKambani nekuona kuti ruzivo rwezvemari nezvisiri zvemari rwakarurama. Mirawo inotevera inobata munhu wose:

- Hapana homwe yemari, pfuma, kana zvinhu zvinoda kubhadharwa zvemuchivande zvisina kunyorwa pasi zvinofanira kuchengetwa nechikonzero chipi zvacho.
- Musatadze kunyatsonyora pasi nekuburitsa homwe yemari ipi zvayo, pfuma, kana zvinoda kubhadharwa zveKambani.
- Musanyore pasi zvisiri izvo kana zvisipo mubhuku ripi zvaro kana zvinyorwa zveKambani.
- Musaita chinhu kuronzira zvisizvo, kumanikidza, kunyengerwa munhu anoongorora nezvemari anenge achiongorora zvinyorwa zvemari zveKambani.
- Musabhadhare mari ipi zvayo makamiririra Kambani muchiziva kuti homwe yemari yacho ichashandiswa kana kuti ingangoshandiswa pane zvimwe zvisiri zvayakanzi ichashandiswa.
- Zivisai (muchivande kana muchida) CCO, CCM, Komiti Yevaongorori, neRunhare Rwerubatsiro zvichemo zvipi zvamungave nazvo nezvekuchengetwa kwemari kana zvekuongorora.

Kuti pave nechokwadi chekutendeseka kweruzivo, ruzivo urwu runofanira kuongororwa nevaongorori vemuKambani nevekunze, kusanganisira vashandi vehurumende. Hamufanire kutsauka kubva panzira dzeKambani nemaitiro akabvumwa ekuunganidza nekunyorwa ruzivo chairwo. Hamufaniriwo kubvumidza mutungamiriri kana mumwe mushandi kukuita kuti mudaro. Kutiyora kunyora chokwadi kunogona kukonzera kuiswa pasi peshamhu, zvichisanganisira kudzingwa basa. Ibasa remushandi mumwe nemumwe kutevedzera zvinodiwa nevanoongorora magwaro nezviitiko.

## Zviziviso Kune Veruzhinji

Mushandi Mukuru, kana waanosarudza, ane mvumo yekutaura akamiririra AOI nekuronga kuziviswa kwezvinoratidza mafambisirwo emari yeAOI. Kukumbira kwose ruzivo kwevanoisa mari mukambani, vaongorori kana varidzi veKambani kunofanira kuziviswa kune Muchengeti Wemari WeKambani. Kukumbira kwevenhepfenyuro nevamwewo vanoona zveruzivo rumwe, rwakaita sekutevedzera mutemo, zvevashandi kana zvekugara nevanhu kunofanira kuziviswa kune mukuru

Kubatorana  
Mukuongorora  
Kukanganisa  
(zvichienderera)

Kubhadharwa  
Nezvimwe Zvinopiwa  
Vashandi

Kusava  
Nerusarura,  
Mukana  
Wakafanana,  
Nekusafurusa

wezvekufambiswa kwemashoko pakambani (CCM). Kushambadza ruzivo rweKambani nedzimwe nzira kutyora murayiro weKambani.

Maitiro ekubhadhara vanhu eKambani nehurongwa nemirayiro yezvimwe zvinobhadharwa zvakaitwa kuti zvienderane nemitemo nemirayiro yemaawa ekushanda, kubhadharwa peyi, kubhadharwa zvimwe, kuchengetwa kwezvinyorwa nezvinoshambadza zvinoenderana neizvi. Zvinodikanwa izvi zvakaoma uye zvakasiyana-siyana muUnited States nedzimwe nyika dzinoita bhizimisi neKambani. Maitiro nemirayiro yeKambani hazvifanire kushandurwa pasina kutaura neanotevera mutungamiri wevevashandi weAOI (AOI's Vice President of Human Resources).

Kambani inozvipira kupa vanhu mabasa pasina rusarura. Vashandi vose nevose vanotsvaga mabasa vachabatwa pasina rusarura kana kushushwa nokuda kwerudzi, ganda, chitendero, kuva murume kana mukadzi, kuva/kusava nemhuri, kuda varume kana vakadzi, kwaunobva, zera, chigaro mune zvekurwa hondo, hurema kana hugaro maringe nemitemo inoenderana naizvozvo. Murayiro uyu unoenderana nekuhaya, kusimudzira, kutamiswa, kugariswa pasi peshamhu, kudzidziswa, kuronga zvemuhoro kana peyi, nezvimwe zvose zvinoenderana nekushanda.

Nekuti hurumende yeUnited States inoona Kambani "sevanhu vanoita basa rakasungirana nehurumende" pane zvimwe zvinhu, Kambani ichatevedzera zvazazara nezviga zve mutemo wekuwaniswa mukana zvakafanana (Equal Opportunity clauses) nemutemo wekusasarura (Non-segregated Facilities) wekusungirana nehurumende.

Kushusha kana kudzvanyirira mushandi mumwe hazvibvumidzwi. Tinotarisa maitiro mamwecheti iwayo kubva kuvashanyi vose, sezvakaita vatengi nevatengesi varipo kare nevachauya kuzvivakwa zvedu.

Kushusha munhu nekuda kwehurume kana hukadzi hwake hazvidiwe. Zvinosanganisira maitiro ose ekushusha, zvekurwisa nekuda kwehukadzi kana hurume, kungave kana mashoko zvichisanganisira kusimudzirwa kana waita zvinodiwa, kupiwa mabasa warara kana kubvuma kurara nemunhu, kubatwa usingade, kutaura zvine chekuita nekuti munhu murume here kana kuti mukadzi, kana mamwe maitiro kana mashoko anotyisidzira, kutuvira, kana nzvimbo yekushanda inonyangadza.

Vashandi vachatevedzera zvachose mitemo yevashandi nemabasa anobata nyaya dzerusarura pabasa. Vashandi vanoita mhando ipi zvayo yerusarura kana rushusho vanoiswa pasi peshamhu sezvinotarisiwa. Vashandi vanofunga kuti vaitwa rusarura vanofanira kukwidza chichemo kumimiriri wavo wevashandi uye vanofanira kusununguka kubata Vanotevera Mukuru Wevashandi nguva ipi zvayo.

Munogonawo kumhangara rusarura, rwaitwa kwamuri kana vamwe, kuRunhare Rwerubatsiro rweVezvekuchengetedzwa Kwemutemo (musingazvizivise kuti ndimi

## Kubatirana Mukuongorora Kukanganisa

## Kuchengetedza Zvinyorwa

ani kana muchida). Murayiro weKambani weKusadzorera unoshandiswa pamaripoti erusarura. Murayiro weKambani Wekusadzorera une chekuita nemaripoti erusarura.

Murayiro weKambani kubatirana nevakuru vehurumende pavanoferefeta nyaya dzekupara mhosva yemaitiro. Kufeya inyaya dzemutemo dzinoda kupindira kwemagweta. Hamufanire kuita hurukuro dzakadzika nevezvemutemo wehurumende panguva ipi zvayo kusvikira gweta reKambani rave kugona kuvepo. Munofanira kukumbira kuona zvinoratidza kuti ndiwe ani zvemushandi anoona nezvekutevedzwa kwemurawo, uye hamufanire kumupa ruzivo rweKambani kunze kwekunge ane tsamba yekumatare inomuita kuti aite izvi. Vashandi vehurumende vanongova nekodzero chete kuraira kuti vaone zvinyorwa kana marekodhi ipapo-ipapo pasi pemutemo wetsamba yekumatare (zvichireva kuti, zviri pasi petsamba yekutsvaga). Kana mutikitivha wehurumende atora zvinyorwa zvakadai, Kambani ine kodzero yekuzvikopa nekunyora pasi zvatorwa. Nyangwe zvakadai, munofanira kuedza nepamunogona kutaura neGweta Guru kana naCCO.

Mushandi anoona nezvekutevedzwa kwemurawo upi zvake kana mumwewo anomiririra hurumende anenge achitsvaga ruzivo anofanira kuziviswa kuti Kambani ichabatirana naye, asi chete pashure pekunge Gweta Guru reKambani kana CCO audzwa kuti ape mazano maringe nezvinofanira kuitwa..

Pamusoro pekuferefeta kwehurumende, Bato ReKambani Rinoona Nezvekutevedzwa Kwemutemo, Corporate Compliance Department, rinogonawo kuzvifeyerawo. Vashandi vose vanotarisirwa kubatirana zvizere apo Kambani inenge ichiongorora kutevedzwa kwemutemo. Kutu muwane rumwe ruzivo tarisai Murayiro Wepasi Rose Wekufeya, Global Internal Investigations Policy.

Hapana dhairekita, ofisa, mushandi kana mumiririri weKambani anogona kudzosera munhu anenge apa mushandi anoona nezvekutevedzwa kwemurawo ruzivo rwechokwadi rwezekutyorwa kwemutemo kana kufungidzira kutyorwa kwemutemo. Pamusoro pazvo, kutyora murayiro weKambani wekusadzorera weNon-Retaliation Policy kudzorera mushandi upi zvake anopira chichemo mune zvakanaka nezvenyaya yemutemo kana maitiro.

Kambani inoshandisa Purogiramu Yekumaneja Zvinyorwa kuti pave nekuchengetedza nekuzorasa marekodhi eKambani pakupedzesera zvakarongeka. Marekodhi eKambani achachengetwa zvichitevedza zvinodikwa pamutemo, kuti tiite zvinodikanwa nemutemo webhizimisi weKambani, kana kuchengetedza marekodhi sezvinodiwa nemutemo nekuti ane chekuita nekupiwa mhosva kunogona kuiitika, kufeya kwehurumende, kudiwa kuti tipupurire, zimwe zvinhu zvakadaro zvinoita kuti kuparadza zvinyorwa kusaitwe kwenguva yakareba zvisingazivikanwe. Kutu muwane rumwe ruzivo, uye kuongorora Gwaro Rekuchengetedzwa Kwemarekodhi, Records Retention Schedule, tarisai Murayiro Wekumaneja Marekodhi, Records Management Policy, kana kubata Gweta Guru ReKambani.



## Kushanda Munharaunda Yedu

Kambani yakazvipira kuve nechokwadi chekuti vashandi vose havashandise mishonga zviri kunze kwemutemo pabasa. Kushandisa mishonga zvisiri pamutemo zvinoreva kushandisa zvinodhaka zvisiri pamutemo uyezve kusashandisa zvakanaka mishonga yakanzi itorwe nachiremba kana inotengwa muchitoro. Kuita izvi, Kambani yakaita Purogiramu Yekuziva kusunungurwa Kubva Kumishonga, Drug Free Awareness Program.

Kambani inotevedza Mutemo Wekusunungurwa Kubva Kumishonga Pabasa wemuna 1988, Drug-Free Workplace Act of 1988 (“DFWA”), unotarisa Kambani kuti ichengetedze pabasa pasina mishonga isiri pamutemo nekutanga mapurogiramu ekuona kuti zvinodikanwa zvinoitwa. DFWA inodzivisa kugadzira, kuendesha, kubvumidza, kuve nazvo kana kushandisa mishonga yakachengetedzwa pabasa zvisiri pamutemo. Kutevedza zvinodiwa neDFWA kunotarisirwa kuti Kambani iite basa maringe nechibvumirano nehurumende. Kambani inotora matanho ekuranga, kusanganisira kudzinga basa, kumushandi upi zvake anotyora murayiro uyu.

Kambani inogona, zvisinei, kana zvichikodzera panguva iyi uye Kambani ichizvibvumira, kutarisira kuti mushandi akadaro apinde papurogiramu yekubatsirwa. Mushandi mumwe nemumwe ane basa rekuzivisa mumiririri mukati memazuva mashanu kana achinge aziva nezvekuparwa kwemhosva yezvinodhaka --- yake iye kana yemumwe mushandi --- zvichibva pane zvaitwa pabasa. Kutiyora mutemo webasa rinotarisirwa iri kunokonzera kuiswa pasi peshamhu zvichisanganisira kudzingwa basa.

Hutano nekuchengetedzeka kwevashandi chishuwo chikuru cheKambani uye kutiyidzira, kuvhundutsira kana kuita mhirizhonga hazvitenderwi. Murayiro weKambani kuti pabasa patevedzere mitemo nemirawo yose yakaiswa kuchengetedza hutano nekuchengetedzeka kwevashandi vayo.

Vashandi vanotyora mitemo iyi havangoisa panjodzi hutano nekuchengetedzeka kwavo chete, asiwo hutano nekuchengetedzeka kwevamwe vashandi. Nekuda kwechikonzero ichi, munhu wese asingatevedzeri mitemo iyi anoiswa pasi peshamhu neKambani.

Hutano  
Nekuchengetedzeka

Mitemo  
Yezvemamiriro  
Ekunze  
Pabasa Pasina  
Zvinodhaka

Kushandiswa kwevana vadiki, Kumanikidzwa Kushanda, Nedzimwe Kodzero Dzevanhu.

Alliance One inozvipira kupedzwa kushandiswa kwevana, kumanikidzwa kushanda nekumwe kusabatwa zvakanaka kungawanikwe uye kuva nemashandiro akanaka uye akaenzana mumashandiro ayo. Kuzvipira kwekambani kunoonekwa mubumbiro rayo remashandiro ezvekurima nemumirairo yayo yekushandiswa kwevana, izvo zvinowanikwa paindaneti nepawebbsite yekambani inoti [www.aointl.com](http://www.aointl.com).

Murayiro weAOI kuti iite basa rayo maringe nemitemo nemirayiro yemunharaunda nemunyika yose yezvemamiriro ekunze kuti tichengetedze kunze. Zvakare, Kambani inoshingairira kuzvipira kunatsa machengetero ekunze neKambani. Munotarisirwa kutevedzera mitemo inoenderana neizvi zvakazara uye kubata CCO, nemibvunzo kana zvichemo zvamungave munazvo maererano nezvekutevedza nyaya dzekunze.

### Kushanda Mune Zvekutenga Nekutengesa

AOI inoita bhizimisi pasi rose. Dzimwe nguva zvinoitwa mune imwe nyika zvinovhurira Kambani pane zveutemo pasi pemutemo weimwe nyika, zvikuru mitemo yeU.S.A.

Hupanduki hunoitika kana munhu mumwechete, chikwata, kana nyika vakaramba kuita bhizimisi nevamwe vanhu kana nyika. Mitemo yeU.S. inorwisana nehupanduki inodzivisa Kambani dzeU.S. nekambani dzayo pasi rose kubatirana pahupanduki kwepasi rose, kunze kwekunge hurumende yeU.S. yazvibvumidza (semuenzaniso, kubhana pane zvehupfumi kunoitwa neMubatanidzwa Wenyika Dzepasi Rose weUN). Kambani dzeU.S. nekambani dzadzo pasi rose dzinofanira kuripota kuhurumende yeU.S. zvichemo zvipi zvazvo zvadzinogamuchira dzezvehupanduki. Batai CCO kana CCM kana mukakumbirwa kuti mubatirane, kutevedzera, kusimudzira kana kutsigira hupanduki.

Kurwisana  
Nehupanduki

## Mitemo Yenyika Yekubvisa Hunyengeri Hwemari

Kana mukanyengera kana kukuruka mumwe munhu kana bhizimisi pachitiko chinokosha, munogona kunge muri kutyora mutemo mizhinjisa, zvichitoda yose, yenzvimbo kunoitwa bhizimisi neAOI. Semuenzaniso, kusaratidza chaizvo zvehukoshi, zvirimo kana hunhu hwefodya pakushambadza kana pamarisiti kuvatengi, maripoti kuhurumende kana muzvinyorwa zvekufambisa kana mabhengi, zvinogona kukonzera kupiwa mhosva yechitsotsi, humbavha kana dzimwe mhosva. Zvimwechetezvo, hurukuro nezvekusaratidza chaizvo uku kuburikidza nemurunhare, fakisi, tsambambozha, tsamba dzemuposvo zvinogona kuva mhosva yetsamba kana michina.

Mitemo yeUnited States yechitsotsi ine simba guru, uye vanhu vanogona kufainiswa mari zhinji nekupikiswa jeri kana vatyora mitemo iyi. AOI inodzivisa maitiro aya uye inotarisa kutevedza mitemo yeizvi zvazazara.

## Zvinotarisirwa Kuitira Vamwe

Pamusoro pemitemo yemhosva, Kambani inogona kubhadhariswa madhameji nekuda kwemamwe maitiro, zvichisanganisira asi zvichigona kupfuura kupindira zvebhizimisi nehurongwa hwechibvumirano, kuisa zvisizvo ruzivo rwerimwe bhizimisi, kureva nhema nezvehukoshi hwechigadzirwa chevamwe, nekusvibisa zita. Zvakakosha kugarotaura chokwadi pakurondedzera hunhu hweKambani nedzimwe kambani nevanhu, uye kusatyora kodzero dzemumwe wakamiririra Kambani.

## Kufambisa Mari Zvisiri Pamutemo

Kufambisa mari zvisiri pamutemo zvinoitika kana vanhu vakaedza kuti mari yawanikwa nechitsotsi iite kunge mari yakachena nekuifambisa kuburikidza nemuzvinhu zviri mumutemo. Mitemo munyika zhinji inodzivisa kugamuchira kana kushandisa mari yawanikwa nechitsotsi.

- Munofanira kutevedza mitemo yose yezvekufambisa mari zvisiri pamutemo nemitemo inotarisa kuti mari kana zvimwe zvinoitwa nechitsotsi zvizivise.
- Munofanira kuongorora nekufeya kuti muwane ruzivo rwakakwana nezvevatengi, vatengesi nevamwewo vamune hukama hwenyu hwebhizimisi navo kuti munyatsogutsikana kuti mari yavo inobva mukuita bhizimisi zviri pamutemo.
- Munofanira kutevedza mitemo yose yezvenzira dzinogamuchirwa dzekubhadhara nadzo. Kugamuchira mari yekeshi yerisiti ipi zvayo zvinopikisana nemurayiro weKambani. Zvinopikisanawo nemurayiro weKambani, kunze kwekunge pane zvaitika zvisingawanike mazuva ose zvakabvumidzwa naCCO kana CCM, kugamuchira mubhadharo wezvinomira panzvimbo yekeshi zvakaita seodha yemari kana cheki dzekufamba nadzo, kana kugamuchira cheki kubva kune vanhu vakazvimiririra vari voga vamusangazive. Kana keshi kana zvimwewo zvakadaro zviri izvo zvega zvinogonekwa, munofanira kutevedza kuripota zvazazara nekuoma zvinoenderana nemabhadharo enzira

## Kukurudzira Kukwikwidzana Nekutengeserana Zvakanaka

idzodzi, zvichisanganisira zvinotarisirwa kuti muite zvakadzikwa nebato rezvekubhadharwa kwematekisi reUnited States Internal Revenue Service.

- Munofanira nepese pamunogona kuva nechokwadi kuti vatengi, vatengesi, nevamwewo vamunoita navo bhizimisi vanoda kutevedza zvizere nezvekuripota zvakanaka zvese zvinenge zvaitwa.
- Munofanira kungwarira kana zvinenge zvaitwa zvichiratidza chimwe kana zviviri zvine chekuita nekufambisa mari zvisiri pamutemo, zvakaite sekuti:
  - mabhadharo akasiyana namazuva ose, kungoomesa zvinhu pasina chikonzero kana mabhadharo akanyanyisa kurerutswa;
  - Zvinoitwa kubva kana kuendeswa kunzvimbo dzinoshandiswa nevanhu kusabhadhara tekisi kana dzinozivikanwa nekufambisa mari zvisiri pamutemo; uye,
  - Kukumbira kuendeswa mari kumunhu asingazivikanwe kana kuakaundi isingazivikanwe.

Pasi rose mabhizimisi eAOI anofanira kutevedza mitemo yekukurudzira kukwikwidzana nekutengeserana zvakanaka yenyika dzakasiyana-siyana. MuUnited States, Mutemo mukuru wekukurudzira kukwikwidzana unosunga maitiro eKambani unonzi Sherman Act, unopa mitongo yemhosva nezvinotarisirwa vanhu nekuda kwekutyora mitemo yekurwisana nehunyengeri. Kubhanwa nezvinotarisirwa nekutyora mutemo weSherman Act nemimwewo mitemo yekukurudzira kukwikwidzana pasi rose zvakaoma. Kutyora mutemo weSherman Act imhosva inogona kukonzera kuiswa mujeri kusvika makore gumi nekubhadhariswa miriyoni yemadhora (US\$1,000,000) kumunhu. Kambani inogona kufayiniswa mari inosvika mamiriyoni zana emadhora (US\$100,000,000) kana yawanikwa ine mhosva.

Mitemo yekukurudzira kukwikwidzana inoisirwa kukurudzira kukwikwidzana. Inodzivisa kubvumirana kana kubatirana pakati pevanokwikwidzana zvinokonzera kudzikisa kutenga nekutengeserana kana kudzikisa kukwikwidzana. Zvibvumirano zvinotevera kana kubatana pamwe zvinokanganisa kukwikwidzana zvekuti zvinonzi zviri kunze

# Kukurudzira Kukwikwidzana Nekutengeserana Zvakanaka (zvichienderera)

kwemutemo, zvichireva kuti zvinogona kuve kunze kwemutemo zvisinei nekuti zvinobatsira kukwikwidzana:

- Kudzika mutengo usingashanduke: chibvumirano pakati pevanokwikwidzana kudzika nekubata mitengo inobhadharwa vatengesi kana kubhadharwa nevatengi, kana kudzika zviga zvevatengesero (zvakaite sezvinoteverwa pane zvekubhadharwa kwezvikwereti kana mubhadharo wekutakurirwa zvinhu), zvichisanganisira zvbvumirano nevaunokwikwidzana navo kudzikisa kugadzira zvinhu nenzira inoita kuti mitengo isashanduke;
- Kugara mavimbisa bhizimisi kune munhu mumwechete asi muchiratidza kunge muri kuda kuti vanhu vakwikwidze: kuwirirana pakati pevanokwikwidzana kupa bhizimisi kune mumwe munhu;
- Kutengesera vanhu vagara vachitenga zvinhu zvenyu kana kupa zvinhu kuvanhu vagara vachitenga zvinhu zvenyu: kupatsanura zvinhu; kutevera, kudzidzisa, nekugadzirisa zvamunenge matengesa, nzvimbo, vatengi kana nzvimbo dzekutengesera dzevanokwikwidzana; kana
- Kuramba kutenga zvinhu kwegungano: kubvumirana kwevanokwikwidzana kuramba kubata nevamwe vatengesi kana vatengi.

Zvakakosha kuona kuti kubvumirana kwevanokwikwidzanazviri kunze kwemutemo wekukurudzira kukwikwidzana hazvireve kuti zvinenge zvakanyoreranwa pasi asi zvinogona kunge zviri zvekungotaurirana. Zvakakosha kutevedza mitemo yekukurudzira kukwikwidzana kuti murege kutaura kana kukurukura nevamunokwikwidzana navo nezvemitengo, zvinotaririrwa pakutengesa, nzvimbo, vatengi, vatengesi, huwandu hwezvinhu zvinokwanisa kugadzirwa, kana zvimwe zvekukwikwidzana zvinogona kuve humbowo. Pane njodzi yakakura pasi pemutemo wekukurudzira kukwikwidzana inoenderana nekuzivisana mutengo nevamunokwikwidzana navo, asi pane dzimwe nguva shoma izvi zvinogona kubvumidzwa. Pasati papiwa kana kuzivisana mutengo nevamunokwikwidzana navo munofanira kutanga mabata Gweta Guru kuti mumurondedzere zvizere mamiriro ezvinhu nechikonzero chamuri kuitira bhizimisi saizvozvo okupai mvumo musati mashambadza ruzivo.

## Maitiro Anogona Kutyorwa Mutemo Wekukurudzira Kukwikwidzana

Kunyangwe zvimwe zvinoitwa, sezvakanyorwa pamusoro apa, zviri kunze kwemutemo uye zvisingabvumidzwi, zvimwe zvinoitwa zvinongonzi zvinotyora mitemo chete kusakurudzira kwazvo kukwikwidzana kuchibatsira kupfuura kubatsira kukwikwidzana. Munofanira kutaura neGweta Guru, CCO kana CCM musati mapinda pakubatarirana kuita zvinotevera zvinogona kunetsa pasi pemitemo yekukurudzira kukwikwidzana:

- Kutenga nekutengeserana zvakabvumiranwa, kunoitika kana mutengi achishandisa kugona kutenga kwake zvinhu zvizhinji kuti atengerwe nevatengesi;
- Kusungirwa kutenga kune mutengesi mumwechete, kunoitika kana mutengi akabvuma kutenga zvese zvaanoda pane chimwe chinhu kubva kumutengesi mumwechete;

# Kukurudzira Kukwikwidzana Nekutengeserana Zvakanaka (zvichienderera)

- Kumanikidzira mutengi, kunoitika kana mutengesi aisa zviga pakutengesa chinhu chaane simba nacho mumaketi achiti munhu ngaatange atenga chimwe chinhu chaanotengesa asati atenga chaari kuda;
- Kubatanidzwa kwekambani nedzimwe, kutenga dzimwe kambani, uye kushanda pamwechete nedzimwe kambani;
- Kugamuchira chigaro, kana kubvumidza mumwe mushandi weKambani kuti agamuchire chigaro, mudare remadhairekita reimwe Kambani;
- Kutarisira vatengi kuti vatenge zvinhu zvakasiyana pamwechete kana kudzikisa mutengo kana munhu akatenga zvinhu zvakasiyana pamwechete; uye
- Zvibvumirano zverenzeni nezvimwe zvemichina zvinomanikidza vanhu kuti vatore marezenisi iwayo.

## **Kushandisa Mitengo Yakasiyana Kuvanhu Vakasiyana**

Mutemo yesiteti yekushandisa mitengo yakasiyana inoita kuti zve pasi pemutemo kutengesa zvinhu nemitengo yakasiyana panguva yakada kuva imwecheteyo kuvatengi vanokwikwidzana, kana kusiyana kwemitengo kuchitadzisa mutengi abhadhara mari zhinji kukwikwidza. Kupa mubhadharo wekushambadza usina kuenzana zvinorambidzwawo kana zvichitadzisa mutengi apiwa mubhadharo mudiki kukwikwidza. Mitengo yakasiyana inotenderwa pane dzimwe nguva kana zvichibatsira kutsanangura mitengo yezvinhu, kana kuti zvichiita kuti mutengo wacho uenzane (kwete kudarika) newewamunokwikwidzana naye. Asi, musatarisire nguva dzose kuenzanisa mitengo neyevamunokwikwidzana navo.

## **Kuva Nesimba Rekuisa Mutengo Pasina Kukwikwidzwa**

Kana Kambani ine “simba guru mukutenga nekutengeserana”, zvichireva simba rekudzika mitengo yezvinhu pasina wainokwikwidzana navo, maitiro ayo anogona kutsoropodzwa kuti zvionekwe kuti yakawana simba iri sei uye iri kurishandisa sei. Kana nzvimbo yamuri ichikupayi simba mune zvekutenga nekutengeserana, zvakaite sekuva ndimi mutengi kana mutengesi mukuru wefodya munzvimbo iyoyo, regai kuita maitiro anoita kunge muri kutonga pane zvekuisa mitengo pazvinhu kana kubvisa kukwikwidzana, zvakaite sekuva zvinhu zvinoita kuti vamwe vamunokwikwidzana navo vabhuroke. Batai Gweta Guru, CCO kana CCM kana mune mibvunzo nezvesimba rekuisa mutengo pasina kukwikwidzwa kana kuti muchinzwa kuti mune simba rekutenga nekutengesa munzvimbo iyoyo.

Kuva nesimba rekuisa mutengo pasina kukwikwidzwa zvinogona kuvepowo kana makambani maviri kana kupfuura akabatana kuti awedzere simba rawo mune zvekutenga nekutengeserana kana kudzivisa vakwikwidzani vawo. Zvichemo zvekubatana kunogona kukonzera simba mune zvekutenga nekutengeserana zvinofanira kuziviswa Gweta Guru, CCO kana CCM izvi zvisati zvaitwa.



## *Manga Muchiziva Here?*

*Kunyange masangano ekutenga nekutengeserana achigona kubatsira pane dzimwe nguva, anounza dzimwe njodzi nekuti kubatana nevakwikwidzi kune dambudziko rekuburitsa ruzivo runogona kukanganisa kukwikwidza mukutengeserana. Zvinogarobatsira kutaura neGweta Guru, CCO kana CCM musati mava nhengo yemasangano ekutengeserana*

## **Kuvharirwa Mune Zvekutengeserana**

### **Masangano Ekutengeserana**

Zvinhu zvinoitwa vanhu vakabatana hazvivigwe nekutora nzvimbo kuburikidza nemagungano ekutenga nekutengeserana. Ngwarirai pese pamunobatirana nevamwe, muchinyatsotarisa mazano ari pamusoro apo ekutaura nevakwikwidzi. Pamusoro pezvo, regai kuve nhengo dzemasangano mitemo anotyora mitemo yekurwisana nekukwikwidza, mhosva inogona kupiwa nhengo zvisinei nekuti yakabatana nevamwe mukupara mhosva pachayo here. Kana mukazombopinda musangano wegungano rekutenga nekutengeserana munenge muchikurukurwa nezvekuita zvisiri pamutemo, munofanira kubva nekukurumidza nekuzivisa maitiro amaona kuGweta Guru, CCO kana CCM.

Batai Gweta Guru, CCO kana CCM kana muri nhengo yesangano rekutenga nekutengeserana rinopa ruzivo pane zvevitengo yekugadzira, huwandu hwezvinogadzirwa, mitengo yekutengesera, kuverenga zvakagadzirwa nezvimwewo zvakadaro zvinobatsira kunzwisisa mamiriro ezveupfumi. Purogiramumu dzakadaro dzinotenderwa kana dzichitevedza mazano.

### **Fair Dealing**

Nguva nenguva, hurumende dzinoisa zviga pane zvekutenga nekutengeserana uye/kana zvekufambiswa kwezvinotengwa nekutengeserana kunze kwenyika. Semuenzaniso, kudzivisa kutenga nekutengeserana kweU.S. kunorambidza mugari wemuU.S. upi zvake, makambani eU.S. uye, pane dzimwe nguva, kambani dzawo dzekunze kwenyika, kuita bhizimisi nenyika dzinodziviswa, zvichisanganisira kutengesera zvinhu, kana kutenga zvinhu kubva kunyika idzodzo, kutengesera zvinhu zvekuU.S. kunyika idzodzo zvakare kubva kunyika dzichiri kukura, nekuita bhizimisi nekambani yehurumende nenyika yakadziviswa. Murayiro weKambani kuti mitemo yose inodzivisa kutenga nekutengeserana nedzimwe nyika itevedzwe. Ndapota tarisai murayiro weKambani wekutevedza kudziviswa pane zvekutenga nekutengeserana we*Policy for Compliance with Economic Trade Sanctions*, nepfupiso yekudziviswa pane zvekutenga nekutengeserana yeU.S. inonzi *Summary of United States Economic Trade Sanctions* kuti muwane zvizhinji, uye mubate CCO kana CCM kana mune mibvunzo kana zvichemo nezvekudziviswa pane zvekutenga nekutengeserana.

Munofanira kutevedza mitemo nemirawo yose yekufambiswa kwezvinhu, yakaita semitemo yezvematsamba ekufambisa zvinhu anodikanwa. Zvikuru, vashandi havabvumidze kubhadhara mari yekupinza zvinhu munyika zvisina kugara zvatenderwa naCCO kana CCM.

# Mitemo Nemaitiro Ekufambisa Zvinotengeswa

Zvinoitwa zvakarondedzerwa pasi zvinoda kungwarira:

- United States nedzimwe nyika vane mitemo inoda kuti zvinhu zvinyorwe nyika hazviri kubva kuti mutengi azive. Munofanira kuziva nekutevedza mitemo iyi nemimwe yose yezvekunyorwa kwezvinhu zvakagadzirwa.
- Kambani “inodzorerwa dzimwe mari” dzainobhadhara kupinza zvinhu munyika zvinozogadzirwa zvitengeserwa kunyika dzekunze pasi pemutemo. Munofanira kuona kuti mari dzamunodzorerwa idzi ndedzechokwadi pasina kuwedzera.
- Hamufanire kubhadhara mari dzechiwokomuhomwe.
- Hamufanire kunyora mapepa ekutengesa zvinhu eKambani ane mitengo isiri iyo.
- Matsamba ekusvibiswa zita ane chekuita nekuendeswa zvinhu kune dzimwe nyika kana matsamba echikwereti.
- Matsamba enhema anokumbirwa nevaunotengeserana navo.
- Kupana zvinhu nemitengo iri pasi pemapepa ekutengesa zvinhu.
- Kubata nevekutengeserana vatsva.



## Mirayiro Yedu Muchidimbu

AOI inovimba nemi kuti mutevedze zvinhu zvinomiririra Kambani zvakanyorwa muMutemo uno. Zvinotevera zvinorondedzera muchidimbu maitiro ane huchenjeri pabasa anoenderana neMutemo:

***Zivai morarama zvinomiririra Kambani.*** Nekuziva, kunzwisisa, nekutevedza mitemo nemirayiro yeKambani, nezvatinokoshesa, umwe neumwe wedu anogona kuva muenzaniso.

***Zivai mutemo mubvunze mibvunzo yakaoma.***

Munotarisirwa kuziva mitemo ine chekuita nebasa renyu nezvamunotarisirwa kuita. Kana musina chokwadi kuti mutemo kana murayiro weKambani une chekuita here, kana kuti utoripo here, bvunzai CCO kana CCM weKambani.

***Musafungire.*** Musafungire kuti vakuru vanoziva nechekare kana kuti havana basa nenyaya yacho kana nemamiriro ezvinhu. Zvakare, musafungire kuti hapana chinzoitwa. Vakuru veAOI vakazvipira kuona kuti zviga zvemutemo nemaitiro zvinotevedzwa. Tinoda kuti mutiudze kana pane zvisina kumira zvakanaka.

***Musashaye hanya nekutyorwa kwemutemo, zivisai***

***nezvazvo.*** Tese tinoda kukoshesa mutemo nemirayiro yeKambani. Kana muchifunga kuti mumwe munhu anogona kunge ari kutyora mutemo kana murayiro, tapota torai matanho ekugadzirisa mamiriro ezvinhu nekuzivisa vakuru, CCO kana CCM, Maneja wenyu Wekutevedzwa Kwemutemo, Komiti Yevaongorori yeDare reMadhairekita, kana Runhare Rwerubatsiro (musingape zita renyu kana muchida).

***Musamanikidzike.*** Kutyora mutemo kana murayiro hakugamuchirwe zvachose, uye hamufanire kukuridzirwa kana kumanikidzwa kuzviita – kunyange muchifunga kuti kutyora mutemo kwacho kunosimudzira mari inowanikwa kana kubatsira kuzadzisa zvinangwa.

