

Izinhlolo Ezehlukene Zezinkinga Ezibhekela Yi EAP

- ? Uphuzo Oludakayo
- ? Izinkinga Zomshado
- ? Ezizimali/I zikweletu
- ? Ezamacala/Ezomthetho / Amasamanisi
- ? EzokukhandLeka / Ukucindezeleka
- ? Eziphathelele Nasemsebenzini
- ? Ezokudikibala
- ? Ezesandulelangulaza / Ingulaza Nezinye Izifo Ezingalapheki / Ezigojelayo
- ? Ezokuhlukumezeka Komqondo Okulandela Isigameko Kumbe Inhlekelele
- ? Ezenhlonhle Emphakathini
- ? Ukuxhumana
- ? Njalonjalo



Singomabizwasabele

BONKE ABANTU BAYHLANGABEZANA
NEZINKINGA ZEZIKU ZABO, ZOMPHEFU-
MULO, ZOKUSEBENZA KOMQONDO NOMA
ZOKUZIPHATHA ...

MAYINGAZE INGALAWULEKI, XHUMANA
NOYEDWA KULABASIZI
ABALANDELAYO ...



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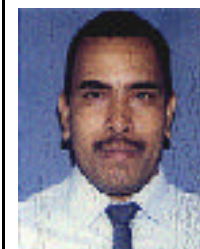
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▶ **NGABE IYINI I EMPLOYEE ASSISTANCE PROGRAMME (EAP) UHLELO LOKULEKELELA ABASEBENZI**

Lolu uhlelo oluzinze emsebenzini olwakhelwe uku-
lekelela ekutholeni inkinga nesixazululo maqondana
nempumelelo emsebenzini umuntu awenzayo. I zink-
inga ezikhungethe izisebenzi ezinye zazo, (kodwa
kungekuphela kwazo) kungaba ezempilo emzi m-
beni, ezasemshadweni, ezomndeni, ezezimali,
ezophuzo, ezezidakamizwa, ezamacala, ezom-
phefumulo, ezokukhandleka nengcindezi,
kanye nezinye zesiqu sakhe umuntu, ezingaba
nomthelela emfuthweni, ekuzinikeleni kanye
nasemkhizweni wesisebenzi emsebenzini.



Kunguhlelo enjongo yalo isobala ekwenzeni ngcono
ubunjalo bezimpilo zabasebenzi nemindeni yabo
ngokunikeza uxhaso nosizo ekuxegiseni izidubulo
ezibangwa umsebenzi wansukuzonke nezinkinga nje.
Lunikeza izindlela ezintsha nezivele zikhona ukulek-
elela inhlalakahle yabasebenzi khona manjalo lube
lwenyusa igalelo lomsebenzi kanye nomkhizwo.

I ZINJONGO

I zinjongo zaloluhlelo zimi kanje:

- ? Ukunikeza usizo nezeluleko kubasebenzi nemi n-
deni yabo, ezizogwema izinkinga ezinga khubaza
umfutho nobuchule bokwenza umsebenzi okulindelwe,
ngaleyondlela bese kuba sengcupheni ukuqashwa
okuqhubekayo kwalabobasebenzi.
- ? Ukuvumbulula, ukucubungula, nokudlulisela labo
basebenzi nezinkinga zabo, kochwepheshe bangaphakathi
emsebenzini kumbe bangaphandle njengabeluleki
kwezokusebenza komqondo womuntu, abezehlalakahle,
abeluleki kwezezi-mali kanye nemihlangano eyingunyazana
yababili njalonzalo, uma inkinga iphathelene nomsebenzi.
- ? Ukwefukamela abasebenzi bekhethelo abano-
qeqesho nesipiliyoni ukuze singaze siphogqisimo
ukuba bathathelwe ezokuqondiswa kwezigwegwe
nokuxoshwa.

- ? Ukwandiswa komkhizwo ukuqiniswa kokuzethemba
nobumbano kubasebenzi nokuqedwa kwegebe pha-
kathi kwabasebenzi nabethimba lokulawulwa
kwaleyo femu.

Ukugcinwa Kwezimfihlo

Loluhlelo aluthathi macala, luvikela imfihlo yakho fu-
thi lunikeza usizo ngokuvolontiya.

Amafayela angawabo abasizi baloluhlelo
kanti akayuvulelwa namunye ngaphandle uma
itholakele imvume kuwena yokwenzanjalo.



Ukudalulwa kwemfihlo kuncikile futhi imininingwane
yayo iyodalulwa uma kuyisinqumo senkantolo noma
kuphathelene nesimo sokufa nokuphila nomake um-
thetho kahulumeni unquma kanjalo.

Uhlobo Lwaloluhlelo Onhloso Yalo Kungekona Ukugweba

- ? Ukuzibandakanya Naloluhlelo kusekuthandeni
kwesisebenzi kanti akuyubeka engcupheni uku-
vikeleka kokuqashwa kwesisebenzi kumbe
amathuba aso okukhushulelwa esikhundleni noma
emkhakheni ongaphezulu.
- ? Loluhlelo aluve lubambeke ukuqondiswa kwezig-
wegwe.
- ? Abasebenzi banelungelo lokwenqaba usizo lwa-
basebenzi baloluhlelo kumbe izincomo abazishoyo—
uma umuntu enzenjalo akayunisekiswa olunye usizo.

I migomo Yezikhathi Zokufuna Usizo

- ? Abasebenzi abazobe bethola usizo
lwaloluhlelo bazokhululwa ukuba bayobonana
nochwepheshe oqondene nenkinga leyo uma bethu-
nyelwa lapho yisisebenzi saloluhlelo.



- ? Abasebenzi abazicelele bona ukubonana nesis-
enzi saloluhlelo kodwa bengafuni ukuthi umphathi
wabo azi ukuthi bazibandakanye naloluhlelo
kuyomele bakwenze lokhu ngesikhathi sabo
uma umuntu engekho emsebenzini, eselivini
noma ekhefini.
- ? Uma isisebenzi silalisiwe noma sivakashele
isikhungo sokwelashwa kumbe ukusizwa oku-
yobe kungaphansi kumbe kuxhaswe yiloluhlelo
ngesikhathi somsebenzi, kuyocashunwa le-
sosikhathi elivini yokugula kanye / kumbe
elivini yaso yokuphumula.
- ? Uma isisebenzi sithunyelwe kumbe sihambele
isikhungo sobuchwepheshe bezokulashwa
kumbe bezosizo olukhethekile olungaphandle
kwamagceke efemu, ngesikhathi somsebenzi
siyocatshangelwa ngesikhathi esingangehora
bese kuthasiselwa ngesikhathi lesosizochitheka
ngebanga azolihamba ephokophele lapho
kulesosikhungo.