



## Code of Conduct

### IsiXhosa

#### IMITHETHO YOKUZIPHATHA NENKONZO YAMALUNGELO

I-M-WEBHU Business izibophelela kule Mithetho yokuZiphatha emisela ubuncinci bomgangatho wokuziphatha ethi iM-WEBHU Business izame ukuyilandela ekunikezeleni iinkonzo kubabhalisi bayo.

I-M-WEBHU Business iye yayila le Mithetho yokuZiphatha ngokungqinelana nemigaqo kwanobuncinci bemigangatho yababhalisi bamalungelo emiselwe liGunya loNxibelelwano eliZimeleyo laseMzantsi Afrika ("iGunya") kwiSaziso sama-1740 ka-2007 esipapashwe kwiPhepha-ndaba likaRhulumente uNomb. 30553 ngomhla we-7 kuDisemba ka-2007 nakwiSaziso sama-272 ka-2008 esipapashwe kwiPhepha-ndaba uNomb. 30792 ngomhla wama-25 kuFebhuwari ka-2008, ngokulandelelana.

#### 1. IziBophelelo ezinguNdoqo

##### I-M-WEBHU Business iza:-

- 1.1 kwenza ngendlela enobulungisa, enengqiqo nethembekileyo kuko konke ukurhweba nababhalisi bayo nabanokuba ngababhalisi;
- 1.2 kuqinisekisa ukuba zonke iinkonzo neemveliso zanelisa iinkcukacha eziqulathwe kwiimpepha-mvume ze-M-WEBHU Business nakuyo yonke imithetho nemimiselo enxulumeneyo;
- 1.3 ayizikucalucalula ngokungenabulungisa ngokuchasene okanye phakathi kwababhalisi bayo nabanokuba ngababhalisi ngokwesiseko sebala, isini, ubudala, ukunqula, inkolo, ukukhubazeka, imvelaphi yobuhlanga okanye ukuziqhelanisa ngezeso;
- 1.4 kubonisa imbeko nokukhathala kokugqibela xa irhweba nababhalisi bayo;
- 1.5 kubonelela ababhalisi bayo nabanokuba ngababhalisi ngolwazi malunga neenkonzo namaxabiso;
- 1.6 ngesicelo ibonelela ababhalisi bayo nabanokuba ngababhalisi ngenkokhelo malunga neemfuno zabaxhasi;
- 1.7 kugcina ulwazi lwesiqu lwababhalisi ngokuyimfihlo; kwaye
- 1.8 kucebisa ababhalisi bayo bagqithisele isikhalazo kwiGunya, apho iM-WEBHU Business iye yaphanza ukusombulula isikhalazo ngokwanelisayo sombhalisi.

#### 2. Amalungelo abasebenzisi

Amalungelo akho ngokweenkonzo ethi iM-WEBHU Business iwabonelele aquka (ngaphandle kwesithintelo) ilungelo loku:

- 2.1 bonelelwa ngenkonzo efunekayo ngaphandle kokucalucalulwa ngokungenabulungisa;
- 2.2 khetha umboneleli-nkonzo wokhetho lwakho;
- 2.3 fumana ikopi yeMithetho yokuZiphatha neNkonzo yamaLungelo kwisiNgesi nakolu-1(nye) lwamalwimi asesikweni njengoko kumisiwe yiM-WEBHU Business;



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- 2.4 fikelela kwaye ubuze iingxelo nolwazi olubanjwe yiM-WEBHU Business;
- 2.5 kukhuseleko lwe-data yesiqu, equka ilungelo lokuba i-data yesiqu yakho ingathengiselwa amaqela esithathu ngaphandle kwemvume yakho;
- 2.6 lokufaka isikhalazo; kwaye
- 2.7 llungise kwakhona.

### 3. Ulungiselelo lolwazi

- 3.1 Ulwazi malunga noluhlu olubanzi lwenkonzo, imveliso nemiqulu ebonelelwayo, intlawulo nemirhumo esebenzayo kwiinkonzo zeM-WEBHU, iimveliso nemiqulu kwanemigaqo neemeko ezikhoyo kwiinkonzo zeM-WEBHU, iimveliso, nemiqulu, umthetho wabucala nemfihlakalo weM-WEBHU, inkqubo yentlawulo zeM-WEBHU neenkukachacha zozhagamshelo ezinxulumeneyo ezifumaneka:
  - 3.1.1 kwi-homepage yethu ku [www.mwebbusiness.co.za](http://www.mwebbusiness.co.za);
  - 3.1.2 phantsi kwe"Zaziso zoMthetho" kwi-homepage yethu;
  - 3.1.3 kwiifomu ze-aplikeshini ekufuneka zigcwalisiwe ukuze ufumane inkonzo; ne
  - 3.1.4 kumanyathelo esaziso nentengiso.
- 3.2 linkqubo zethu zokunika ityala nokuphathwa kwezikhalazo ziqulathwe kuMthetho.
- 3.3 Sizakubonelela ngetyala elenziwe uluhlu okanye uluhlu lwezinto ezithengiswayo namaxabiso aceliweyo.
- 3.4 I-aplikeshini yakho yenkonzo okanye imveliso ixhomekeke kukukhangelwa kwentengo yetyala okanye inkqubo yovavanyo lomngcipheko. Le ithetha iM-WEBHU Business inokucela kwaye ifumane uLwazi oluyiMfihlo, uLwazi loMsebenzisi weNtengo yeTyala noLwazi oluMiselweyo (njengoko kuchaziwe kuMthetho weNtengo yetyala weSizwe, ka-2005) ('uLwazi loVavanyo") usuka kwi-bureaux zentengo yetyala ezibhalisiweyo ukuze yenze uvavanyo lwezinto zokuphila zezimali, ukuze imisele nokuba uyakuba kwisimo sokwanelisa izibophelelo na phantsi kwesivumelwano esinqwenwelwayo.
- 3.5 I-M-WEBHU Business inegunya lokwenza uvavanyo lwezinto zokuphila zezimali ngexesha ngalinye xa usenza isicelo senkonzo/ imveliso nomqulu.

### 4. Ubuncinci bemigangatho yeenkonzo ezibonelelwa yiM-WEBHU Business

- 4.1 I-M-WEBHU Business izakuzama ukufumana i-100% lomlimnganiselo wempumelelo ekuhlangabezani isicelo sakho senkonzo.
- 4.2 I-M-WEBHU Business izakuphendula kungekho ngaphantsi kwemizuzu emi-3 (thathu) kuyo nayiphina ifowini ejoliswe kwiziko loncedo ngefowini lweM-WEBHU.
- 4.3 IZiko loJongo loThungelwano loNxibelelwano lweKhompyutha lwethu lusebenza ama-24 (shumi amabini anesine) eeyure, isi-7 (xhenxe) seentsuku zeveki.



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- 4.4 Ukongeza kwiZiko loJongo loThungelwano loNxibelelwano lweKhompyutha, iM-WEBHU Business isebenzisa iziko lenkonzo yomxhasi elizinikeleyo ukufumana nokusombulula imibuzo yababhalisi neengxaki zenkonzo. Iziko lefowni leM-WEBHU liyafumaneka ku 086002000, ngoMvulo ukuya kulwesiHlanu nge-08h00 ukuya kwe-19h00, ngoMgqibelo nge-08h00 ukuya kwi-17h00 kwaye ngeCawa nge-10h00 ukuya kwi-15h00.

#### 5. Inkqubo yokuPhatha iziKhalazo zoLuhlu lwamatyala

- 5.1 Kufuneka ujolise isikhalazo soluhlu lwamatyala ku [complaints@mweb.co.za](mailto:complaints@mweb.co.za) . Isikhalazo kufuneka sikhathshwe ngokulandelayo;
- 5.1.1 Ikopi yoluhlu lwamatyala ekungawo okanye iinkcukacha zalo, umz. inombolo ye-akhawunti;
- 5.1.2 Isizathu sempikiswano;
- 5.1.3 Isixa esikwimpikiswano; no
- 5.1.4 lwazi okanye amaxwebhu axhasayo, ukuba akhona.
- 5.2 I-M-WEBHU Business izakufikelela kukuzinikezela malunga nesikhalazo soluhlu lwamatyala kwaye inxibelelane nawe ngesigqibo sayo kungekho ngaphezulu kwentsuku zokusebenza ezilishumi elinesine (14) zokufumana isikhalazo sakho.
- 5.3 Ungabonana neGunya ngesisombululo sempikiswano, ukuba unokunganeliseki sisiphumo sempikiswano njengoko kumiselwe yiM-WEBHU Business.
- 5.4 Impikiswano izakugqithiselwa kwiKomiti yeziKhalazo nokuThotyelwa yeGunya ngokwesahluko se-17 (H) soMthetho we-ICASA kwimeko apho impikiswano ingasonjululwanga liGunya ngokwalo njengoko kucanyangisiwe kwigatya lesi-5.4.

#### 6. Inkqubo yokuphatha, izikhalazo, izisombululo nokwanda

- 6.1 Zonke izikhalazo ngaphandle kwezikhalazo zoluhlu lwamatyala kumele zifakwe kwiM-WEBHU Business zeziphathwe yiM-WEBHU Business ngongqinelana nelungiselelo legatya lesi-6.
- 6.2 Kufuneka usinike ithuba ukusombulula isikhalazo phambi kokuba ubonane neGunya.
- 6.3 Kufuneka ujolise isikhalazo ku [complaints@mweb.co.za](mailto:complaints@mweb.co.za) . Isikhalazo sakho masiquke okulandelayo:
- 6.3.1 igama nefani yakho;
- 6.3.2 inombolo ye-akhawunti yakho;
- 6.3.3 umhla isikhalazo esivele ngawo; ne
- 6.3.4 nkcazelo emfutshane yokuveze isikhalazo.



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- 6.4 I-M-WEBHU Business izakuvuma ukufumana isikhalazo sakho kungekho ngaphezulu kweentsuku zokusebenza ezi-3 (ntathu) zokufumaneka kwaso.
- 6.5 I-M-WEBHU Business izakusombulula ngokusesikweni isikhalazo sakho ngokubhala kungekho ngaphezulu kweentsuku zokusebenza ezili-14 (shumi elinesine) zokufumaneka kwaso, okanye kungekho ngaphezulu kwanjalo ukuba made amaxesha njengoko sisenokuvuma phantsi kweemeko apho ukusonjululwa kwesikhalazo umzekelo (ngaphandle kwesithintelo) kusezandleni zomxhobisi okanye umboneleli-nkonzo weqela lesithathu.
- 6.6 Unokudibana neGunya lokusombulula impikiswano, ukuba unokunganeliseki ngeziphumo zempikiswano njengoko kumisiwe yiM-WEBHU Business.
- 6.7 Impikiswano izakugqithiselwa kwiKomiti yeziKhalazo nokuThotyelwa yeGunya ngokwesahluko se-17 (H) soMthetho we-ICASA kwimeko impikiswano leyo ingasonjululwanga liGunya ngokwalo njengoko kucanyangisiwe kwigatya lesi-6.5.