

Ukuyigcina iofisi ikhuselekile



Ebantwini abaninzi, ukusebenzela ekhaya ngexa lokuma ngxi kweentshukumo kuthethe ukusebenza liyure okhetha ukuzisebenza kunye nokukwazi ukuchitha ixesha onika ngalo ingqalelo usapho.

Ukubuyela emsebenzini kuthetha ukuthatha amanyathelo okulumka ukuyigcina ikhuselekile iofisi.

Iintlanganiso zabantu buqu abambalwa zithetha ukhuseleko olungaphaya

Nciphisa iintlanganiso nabantu buqu. Okukhona kubanjwa iintlanganiso ezimbalwa, kokukhona kukho amathuba angcono okunciphisa usuleleko.



Ukuba ngaba kufuneka nidibane etafileni, gcina ukhuseleko



- Ukugcina ukuqelelana.



- Ukufaka imaski ubude bexesha lentlanganiso.



- Ukubulala iintsholongwane ezandleni zakho kunye nokusebenzisa iwayiphu kumphezulu wetafile ophambi kwakho.



- Khumbula ukuba ukuchitha amaxesha amade udibene nabanye abantu konyusa ingozi yosuleleko lwentsholongwane.



- Kuphephe ukusebenzisa iifowuni, iidesika, iofisi okanye ezinye izixhobo ezinxulumene nomsebenzi zabanye abasebenzi. Ukuba ngaba kufanele usebenzise isixhobo somnye umntu, bulala iintsholongwane ezandleni zakho phambi kokuphatha izinto kwaye uyosule imiphandle yezinto apho kwenzekayo.