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AMATEGEKO AJANYE N'INYIFATO NZIZA Y'AKAZI

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IGICE CA I: INGINGO MURI RUSANGI

Agace ka 1: Intumbero, Integuro y'ukuntu amategeko akoreshwa, insiguro

Igice c'igikorwa ca 1 Intumbero

Ingingo ya 1: Intumbero yay'mategeko y'inyifato nziza y'akazi ni ugushiraho amategeko n'ivyitonderwa bigomba kugenga OBPE vyagiye birashirwaho buke buke mu gushiraho ico kigo kandi ari n'avyo bigize umuco mwiza w'ico kigo. Aya mategeko n'ivyitonrwa bisangiwe n'abakozi bose, abagize urwego nshingwantwari n'abasanze bafasha OBPE.

Aya mategeko ntabwo agamije gusubirira ayasanze ari mu ngiro canke guhindura amategeko n'amabwiriza asanze akurikizwa. Aha akaryo ubuyobozi, abakozi n'abasanze bafasha OBPE kugira ibintu vyotuma haba isuzuma ryiza n'ivyo vyose vyurufatiro mu bijanye n'ibikorwa Vy'akazi.

Agace ka 2: Integuro y'ukuntu amategeko akoreshwa

Ingingo ya 2: Amategeko agenga inyifato nziza y'akazi araba abakozi bose n'abagize urwego nshingwantwari bw'ishirahamwe bategerezwa kwubaha ibintu ngenderwako n'inyifato nziza. Aya mategeko akoreshwa mu migenderanire yose OBPE igiranira n'abasanze bayifasha .

Agace ka 3 Insiguro

Ingingo ya 3:

Ikirego: Gutangaza canke kwagiriza umuntu ko igikorwa kinyuranye n'amategeko n'ivyitonderwa biri muri ay'amategeko cakozwe canke cikekwako cakozwe, ivyo ntibinyuranye no gushira ahabona (ku mugaragaro) uwukekwako icaha, ariko bisaba ko ivyo vyagiriji bifise ishingiro.

Amategeko : amategeko, amabwiriza, canke inyandiko zemewe

Inyifato nziza y'akazi: zishira hamwe, ku bantu bakora ibikorwa bimwe vya leta canke ivya bigenga bemewe n'amategeko basabwa kubahiriza.

Amatohoza: Inzira ifise intumbero yo kwerekana ukuri guturuka kw'isano riri hagati y'umuntu canke ishira hamwe ku nyifato iri kubiri n'amategeko canke ivyitonderwa n'ikigo OBPE.

Inyifato nziza ijanye n'akazi: Inyifato ni ukuntu umuntu yifata ku giti ciwe mu gukora ico ari co cose akurikije imico myiza, kugirango haboneke ingene hofatwa ingingo ikwiye mu gihe runaka.

Isuzuma ry'ingorane zishobora gushika: Inzira ikoresheye mu gusuzuma ingaruka zishobora gushika kandi zishobora gutosekaza intumbero z'ishirahamwe canke kubuza intumbero z'ishirahamwe gushikwako, nukuraba ko izo ngaruka zigomba kwirindwa, kugabanywa, kwimurwa canke kwemerwa.



Magendo ni uburyo bwo kwikundwakaza kugira ngo bikunde umuntu aronke ico ashaka canke afashe uwundi gushika ku co yifuza mu kwirengagiza amategeko canke mu kwagiriza abandi amakosa. Urudandazwa rwa magendo rugizwe hanini hanini n'ivyaha nk'ukwikundwakaza, ugusura ibitarivyo, ukwigana bitarekuwe, ukwambura ibintu abantu ukoresheje inguvu, igiturire, ubusuma, kugira uruhara mu bugizi bwa nabi, ukwiba canke ukunyuruza amahera canke amatungo, inzandiko za magendo, uguhisha ivyemezo hamwe n'ibindi nk'ivyo.

Guhohoterwa: Ivyiyunviro bisubirwamwo aho bishakiwe umuntu yabikunda canke atabikunda, ibimenyetso, ibikorwa kanaka, ivyiyumviro canke guhuza umubiri, bishingiye ku gitsina, ubwoko, canke ikindi kintu cose kiranga umubiri kigaragaza ko ari uguhohotera umuntu canke gutera ubwoba.

Ihohoterwa rifatiye ku gitsina: Ihohoterwa rifatiye ku gitsina risobanurwa nk'urukurikirane rw'ibikorwa vy'imibonano mpuzabitsina, kubisubiramwo bigabanya intege uwahohotewe mu vyiyunviro vyawe.

Ihohoterwa rifatiye ku myifatire: Ihohoterwa rishingiye ku myitwarire ku kazi risigurwa nk'imyifato mibi (ibimenyetso, amajambo, imyifato, n'ibindi) ivyo bica muri kamere yabo yo gutukana canke kubisubiramwo, bitesha agaciro icubahiro, indemo y'umubiri canke y'ivyiyunviro. Umuntu abwirizwa gutandukanya ihohoterwa muri rusangi n'ihohoterwa rijanye n'akazi n'ibijanye nuko akazi kiwe canke umwuga wiwe runaka wubatse nuko ukorwa.

M.N: Uravye ingorane zijanye no kuzuza ibisabwa mu vyo gutotezwa, ni vyiza kurungika ubutumwa ku ngurukana bumenyi mu gisata kiibishoboye gishobora gufasha umukozi biraba kumenya neza ikibazo cahabaye. Twobibutsa ko gutotezwa bidafitaniye isano n'ubusumbasumbane kandi bishobora kugira inkomoko muri OBPE.

Kuri buri kibazo cujuje ibisabwa nko guhohoterwa n'igisata kibishinzwe, Ubuyobozi Bukuru buzofata ingingo zikenewe kugira ngo iki kibazo gitorerwe umuti hakurikijwe ingingo z'ibihano zitegekanywa n'amategeko agenga ikigo OBPE.

Agace ka 2: Ukubahiriza amategeko

Ingingo ya 4:

- 4.1 Umuntu uwo ari we wese akorana n'ikigo OBPE hamanje kuba amasezerano y'akazi, canke umukozi wese wa leta akorana na OBPE ategerezwa kwemera gukurikiza ibisabwa biri muri aya Mategeko agenga inyifato nziza y'akazi hamwe n'amategeko y'iki kigo.
- 4.2. Abayobozi batandukanye bategerezwa kwemeza ko amategeko n'ibisabwa bisobanuwe bikurikizwa, ariko kandi ko imibano myiza ibandanya kubaho kugira ngo bakangurire abakozi kubahiriza amategeko.



4.3. Nta gikorwa kinyuranye naya mategeko kizemerwa canke gifise isano n'ibikorwa benivyo.

4.4. Mugihe bitubahirijwe, umukozi wa OBPE ashobora gufatirwa ibihano, harimo no guhagarika amasezerano y'akazi.

Mu gihe habaye ihagarikwa ry'amasezerano y'akazi, uburenganzira bwose n'amakuru yatanze canke yabonetse mu masezerano asubira mu buyobozi bwa OBPE yose.

Agace ka 3: Amategeko ajanye n'inyifato nziza y'akazi

Ingingo ya 5: Inyifato nziza y'akazi isigurwa nk'ugushakisha imyifato ikwiye mu gihe runaka. Izirikana umwitwarariko w'ibihe bigoye mu kugerageza kubitorera inyishu. Irafasha guhitamwo neza mu gihe umuntu akekeranya. Ivyo amategeko atavuze vyose, imyifato myiza ku kazi ifasha cane mu bihe bikurikira:

- nta tegeko canke amategeko akoreshwa mu bihe nkivyo;
- amategeko arahari, amabwiriza asanzwe ahari ariko nta sano nikibazo kigomba gutorerwa umuti.

Ingingo ya 6: Ibiri muriri tegeko ntibitegeka inyifato nziza y'akazi yose ya buri mukozi wese, ahubwo yashizweho kugira abere icitegererezo gishobora kubarongora kukazi kugirango bakore neza borohewe.

Mu gihe habaye icemezo kitoroshe co gufata, Ubuyobozi Bukuru bwa OBPE bwizeye abakozi babwo kandi bwizera ko bashoboye gukora isesangura ryumvikana ry'ikibazo kandi bagakora bakurikije uko babibona, bakurikije imico myiza ya kazi yorohereza ibiro vy'ikigo.

Agace ka 4: Ikibanza ciza canke uburyo bwiza bwo gukora akazi neza

Ingingo ya 7: Umwanya canke ibihe vyiza bitavangura bisabwa gushirwaho kandi bikabungabungwa burundu muri OBPE kugirango habeho akazi keza n'amahirwe amwe kuri buri wese. Ibizere c'abakozi no kwubaha buri muntu n'imico myiza ni ntangere. Ubwoko bwose bw'ivangura hagati y'abakozi burabujijwe. Abakozi basabwa kubahiriza icizere no kuvugisha ukuri mu kazi, muvyo bakora no mu nsiguro y'ivyegeranyo y'ivyo batanga.

Agace ka 5: Guhohoterwa

Ingingo ya 8:

8.1 Birabujijwe guhohotera no gutera ubwoba umuntu. Ibiro n'abakozi bavyo basabwa gukora mu buryo bwiza kugirango icuka ciza ku kazi kitarangwamwo ihohoterwa iryo ariryo ryose. Abasanzwe bakorana n'ikigo, ntibagomba kuvangura umuntu uwo ari we wese uri mu Biro vy'ikigo.



8.2 Umukozi uwariwe wese ntashobora guhohoterwa canke gufatwa nabi, ivyo bishitse agomba kubimenyeshya umuyobozi wiwe canke uwashinzwe ibibazo bijanye nivyo. Ikirego catanzwe kizokurikiranwa habanje amatohoza

8.3 Ubwoko bwose bwihohoterwa, ihohoterwa rishingiye ku gitsina ntiryemewe kandi birabujijwe.

IGICE CA 2: AMATEGEKO AJANYE N'INYIFATO NZIZA

Agace ka 1: Ugushira mu ngiro amategeko n'amabwirizwa

Ingingo ya 9:

9.1. Abakozi bose n'abayobozi ba OBPE bategerezwa kubahiriza, igihe cose muri vyose, icuka ciza n'inzandiko z'amategeko n'amabwirizwa akurikizwa.

9.3 Ibikorwa vyose biri mu biro bibwirizwa gukorwa n'abakozi bo mu biro hakurikijwe amategeko n'amabwirizwa asabwa kwubahiriza ubumenyi bw'inyandiko zigenga umwuga n'ibikorwa vyawo.

Ingingo ya 10: Nta muntu agomba kwirengagiza amategeko, abakozi ntibagomba gufata igikorwa ico arico cose kinyuranye n'amategeko canke amabwirizwa akurikizwa.

Mu rwego rwo gusobanura canke gushira mu ngiro aya mategeko, impungenge zose zigomba kumenyeshwa abayobozi bakuru ndetse n'ishami rishinzwe ibibazo vy'amategeko. Birasabwa mu bihe nk'ibi gusaba impanuro muvy'amategeko.

Agace ka 2: Kwemeza no gushira mungiro imikorere myiza mugisata cose c'ibikorwa

Ingingo ya 11:

11.1. Umuyobozi wese ategerezwa gushira mu bikorwa no gukomeza uburyo bwiwe bwo kugenzura akoresheje uburyo bukwiye (amakuru, guloresha inama ku mashine nyambonko, kwiwandikisha mu binyamakuru bisanzwe n'ibinyamakuru vy'umwuga, nibindi).

11.2. Mu gihe mu kwiwandikisha murivyo bimenyeshamakuru hasabwa uburyo (nka karorero, kwiwandikisha mubimenyeshamakuru vy'umwuga), gusaba imfashanyo canke gufatwa mu mugongo muri ki gikorwa birashobora gushirwaho n'umuyobozi ashinzwe ibikorwa hanyuma akabishikiriza ubuyobozi bujijwe abakozi.

Agace ka 3: Imishahara no gutera imbere mukazi

Ingingo ya 12: Umushahara w'abakozi ushingiyeye ku bikorwa n'icashoboye. Uburusho bwose butangwa hisunzwe ibikorwa vy'umukozi.



Agace ka 4: Ingabire n'udushimwe

Ingingo ya 13:

13.1. Abakozi ba OBPE barabujijwe kwakira udushimwe mu buryo bw'amafaranga canke ikindi gikoresho c'ubutunzi canke inyungu z'amafaranga ayo ariyo yose.

13.2. Abakozi barabujijwe kandi kwakira udushimwe, ku buntu canke izindi nyungu zijanye n'ibikorwa vyabo kubasanzwe bafasha ico kigo bo hanze uretse udushimwe tudashingiye ku mafaranga ukurikije ibi bikurikira:

- Mu bijanye n'umwuga (udushimwe tw'ishirahamwe tutari utw'amafaranga kandi ifise agaciro k'ikigereranyo);

- agaciro k'udushimwe ntikagomba kurenga amafaranga ibihumbi 50.000 Bfu;

- kutagira ingaruka ku guca imanza, kutabogama canke kwigenga k'umukozi, ivyi nivyo ategerezwa kwisunga mukurangura imirimo yiwe ajejwe.

13.3. Mugihe habaye ikibazo co kugereranya agaciro k'udushimwe, umukozi agisha inama abamukuriye. Umukozi, mu gihe bikenewe, abwirizwa kubaza umurwi ushinzwe inyifato nziza zijanye n'akazi kugirango ufate ingingo, Ingabire n'udushimwe bifise agaciro karenga 50.000 Bfu yakiriwe ivuye ku nzego n'amashirahamwe yo hanze bisabwa ko iyo ngabire ishikirizwa umukuru w'umurwi ushinzwe inyifato nziza. Muri co gihe hazokenerwa icyunviro c'umurwi ushinzwe imyifato nziza mu kigo.

Ingingo ya 14: Umurwi ushinzwe inyifato urashobora gufata ingingo yo gutanga akazi gashinzwe gucungera abakozi (igisata kijejwe imishahara no gutunganya ubuzi) udushimwe dufise agaciro katarako ikigereranyo kandi kidashobora kwankwa canke gusubizwa. Izi mpano zibwirizwa kwimurwa mubagiraneza mu gihe c'ukwezi kumwe zirungitswe bibanje kwirwa n'umurwi ujejwe gucunga ivy'akazi.

Agace ka 5: Ibanga ry'akazi

Ingingo ya 15:

15.1. Amabanga y'akazi agizwe n'amategeko agenga inyifato yako kuvyerekeye amakuru canke ikintu cose kijanye nikigo kitarashirwa ahabona, canke ayandi makuru yatanzwe n'abakozi, abasanzwe bafasha ikigo n'abategetsi.

15.2. Umukozi wese wa OBPE agomba kwubahiriza ibanga ry'akazi. Agomba kwirinda gutangaza, avyiyunviriye canke atabishaka, amakuru yihariye kandi y'ibanga. Ibi bikurikira bifatwa nka makuru yihariye kandi y'ibanga:

- amakuru afatiye ku migambi / intonde z'ibikorwa,



- Ivyiyunviro n'intererano mu gihe c'inama z'inzeho zitandukanye,
- Uburyo bwo gucungera amakuru,
- Ubwigenge bwa buri muntu,
- Ivyegeranyo bijwe gukoreshwa mu kigo,
- Amakuru yegeranijwe mu biganiro vy'abayobozi canke abandi bategetsu,
- amakuru yakiriwe n'abajwe gutanga ibidandazwa / canke gutanga ibindi bidandazwa
- Ubwanyuma, amakuru ayo ari yo yose yatangajwe ashobora kubangamira OBPE.

15.3 Ibanga rijanye na kazi riguma ribitwese na nyeneryo n'inyuma yo guhagarika canke kuva mu kazi kandi rishobora gukurwaho gusa mu gihe kanaka canke mu buryo bujanye n'amategeko.

Agace ka 6: Amatati afatiye kunyungu

Ingingo ya 16:

16.1. Amatati afatiye ku nyungu agizwe n'ibihe vyose bikomeye, biboneka ko bifadika canke bishobora kwivanga hagati y'inyungu rusangi canke iz'abikorera ku giti cabo zishobora kugira ingaruka canke bigaragara ko zigira uruhare mu bikorwa vyigenga, bidahenganye kandi bifadika.

16.2 Amatati ashingiye ku nyungu avuka iyo umukozi mwirangura ryiwe ry'akazi iyo havutse inyugu zije zibonekeza canke zitibonekeza kugatwe kiwe canke ku giti c'umuntu canke ku bijanye n'akazi canke iz'umuntu bafitaniye isano no kubangamira inyungu z'Urwego akoreramwo.

16.3. Abakozi bese bategerezwa kwirinda gukora ibikorwa ku nyungu zabo bwite zishobora kuza bigaragara canke bishobora kuvuguruzanya n'inyungu z' ibiro vy'ubuyobozi bw'ikigo.

Ingingo ya 17:

17.1. Amatati afatiye ku nyungu avuka mu bibazo bikurikira:

- Uruhara rw'abakozi mu bikorwa vy'ikigo canke imiryango bafitaniye, ku giti cabo canke biciye mu bagize imiryango yabo, inyungu ziwe ku giti ciwe canke inyungu zabo bwite. Bitabaye ivyo, azoshaka ivyemezo vy'ubuyobozi bukuru. Iyo ari Umuyobozi mukuru, hategerezwa kuronderwa ivyemezo vy'urwego nshingwantwari;
- Gufata neza abakozi bashinzwe umubano w'ubucuruzi mu Biro hashingiye gusa ku mibano ya gicuti canke umuryango kandi hagamijwe kwiyegereza udushimwe canke gukora neza;



AMATEGEKO AJANYE N'INYIFATO NZIZA Y'AKAZI Y'IKIGO C'UBURUNDI KIJJEWE GUKINGIRA
IBIDUKIKIJE(OBPE)

- Gukoresha ikirangamisi ca OBPE ku bikorwa vy'umuntu ku giti ciwe, vyumwihariko hagamijwe kwegeranya imfashanyo canke ubundi buryo bwo gutanga udushimwe.

17.2. Umuntu wese mu bagize Inama y'Ubuyobozi abujijwe kugira uruhara mu biganiro mpaka no gufata ivyemezo ku bibazo bibashira mu matati y'inyungu canke bikaba bishobora guhungabanya intego zabo n'ubwigenge.

Ingingo ya 18:

18.1. Mu gukora ivyo biyemeje, abayobozi n'abasanzwe bafasha OBPE bafise itegeko ryo gukingira inyungu z'ibiro z'ikigo. Kubwivyo, ntibashobora kugirira akamaro ku giti cabo, kubatanga ibidandazwa canke kubo bafadikanije.

18.2 Ni muri iyo ntumbero, abakozi bategerezwa kwiyandikisha, gutangaza buri mwaka amatati afatiye ku nyungu. Bazomenyesha abakuru babo hamwe n'umurwi ushinzwe ibijanye inyifato hamwe n'umuyobozi bw'igisata gishinzwe gutunganya imishahara no gutunganya akazi mu bucuti ubwo aribwo bwose bw'akazi, umubano uwo ariwo wose ujanye n'akazi urimwo umuryango canke isano mubijanye n'akazi.

18.3 Ku vyerekeye abayobozi, imbere yo gutangura ibikorwa kandi buri mwaka muri mu kiringo ciwe, Umuyobozi ashikiriza urwego nshingwantwano imenyekanisha ry'amatati ashingiye ku nyungu ayo ari yo yose akabandanya kugirana ibiganiro mu buryo bugufi canke burebure n'Inama y'Ubuyobozi, Ibiro, abayobozi bayo hamwe n'abasanzwe bafasha OBPE,

Agace ka 7: Ibwirizwa ryo kugumya ibanga

Ingingo ya 19: Mu gihe ari mu mabanga yiwe, umukozi yiyemeje gukomeza kudahengama mu vyiunviro. Yiyemeje kudakoresha abanyamuryango bo muri OBPE kugirango bahe agaciro uko babayeho bongera babisabikanya mu zindi nzego.

Agace ka 8: Kunyonyeza ubutunzi

Ingingo ya 20:

20.1. Igihe cose, Ibiro vy'ikigo birasabwa gukoresha neza amafaranga yatanzwe na Leta hamwe n'abasanzwe bafasha OBPE no kwirinda uburyo ubwo ari bwo bwose bwo gukoresha nabi ubutunzi.

20.2 Gukoresha nabi ubutunzi bishobora kuba vyinyegejemwo ubusuma, Kunyonyeza ubutunzi, "ingurane" utabifitiye uburenganzira canke kugurisha ibintu (ni ukuvuga inyungu muburyo bumwe uhereye igihe co kwishuza sheki no kuyikurako), n'ibindi bikorwankivyo.

20.3 Abakozi ntibagomba, mu bihe ivyo arivyo vyose, Kunyonyeza ubutunzi canke ibintu, canke gufasha nkana umuntu kubikora. Mu buryo nk'ubwo, ntibagomba guhindura ubutunzi butari bwabo canke kuyikoresha ku nyungu zabo bwite canke ku nyungu z'abandi bantu atari ba nyenebwo, canke gufasha umuntu uwo ari we wese kubikora.



Agace ka 9: Ibitaganda neza n'ibikorwa vy'ububeshi

Ingingo ya 21:

21.1. Abakozi b'ikigo bashinzwe ubuntu n'ubwizigirwa ku kazi n'ibikorwa vya misi yose. Kandi abakozi bategerezwa gukingira uburenganzira n'amafaranga vy'ikigo, abasanzwe bafashaikigo, ndetse n'izina ry'ikigo ca OBPE.

21.2 Umukozi uwo ari we wese yamenye ko uwundi mukozi akora ubuhemu, yishora mu bikorwa bitemewe, akora ibikorwa canke afise amasano ashobora guteza amatati y'inyungu, abesha inyandiko canke ivyegeranyo, arenga ku kuvyo ikigo cyemeje. Uwuteza ibibazo bikomeye, canke yakoze ikindi caha gikomeye mu rwego rw'ibiro canke hanze yaco, asabwa kumenyeshya ivyo bintu bidatevye umuyobozi mukuru, (igisata kijejwe imishahara hamwe no gutunganya akazi) no ku murwi ushinze imyifato nziza y'akazi, aba nyuma bazobimenyeshwa, nivyaba ngombwa, inzego zibishinzwe kurwego rw'ibiro vy'ikigo.

Ingingo ya 22: Kutubahiriza amategeko agenga inyifato nziza y'akazi yakozwe n'abayobozi b'ibiro ntibigomba kumenyeshwa gusa hakurikijwe aya mabwiriza yavuzwe haruguru, ahubwo bigomba no kumenyeshwa Umuyobozi mukuru, Umurwi ushinze inyifato n'urwego nshingwantwari.

Ingingo ya 23: Nimba abakozi babonye mu bikorwa vy'uwusanzwe afasha OBPE ibintu bidasanzwe bishobora kugira ingaruka ku Biro vy'ikigo, basabwa gushikiriza ibibazo vyabo ku bantu bavuzwe haruguru. Abakozi bo mu biro bagomba kubahiriza amategeko n'aho bageza ububasha bahawe (Umukono, intumwa z'ubutegetsi, ibaho y'ivyubuhinga bwa none, ibisabwa biteganijwe mu mategeko, n'ibindi). Bagomba kubahiriza amabwiriza yose yatanze n'abayobozi babo, kiretse iyo amabwiriza arenze ku buryo bugaragara ico biyemeje canke amategeko. Ibiro canke bikerekana akaga kadasanzwe ku buzima canke umutekano wabo.

Agace ka 10: Gukoresha amakuru atemewe n'amategeko canke y'amagendo

Ingingo ya 24: Abakozi ba OBPE mu bisanzwe bafise amakuru amwe amwe ku bijanye n'imigambi / intonde zibitegerezwa gukorwa, abakozi canke abandi bantu bo hanze. Kumenyekanisha amakuru amwe, kumenyeshya ivyerekeye ivyo ishirahamwe yishinze / intonde zibitegerezwa gukorwa (ku buntu canke umucuruzi ku buntu), gukwiragiza amakuru araba dosiye y'umukozi, n'ibindi) birabujijwe rwose. Buri mukozi azemeza, ku giti cewe ariko no ku bakozi ashinzwe kurwego rwubuyobozi, gukoresha neza aya makuru.

Ingingo ya 25:

25.1. Ibikoresho n'uburyo bwa OBPE ntibitegerezwa na rimwe gukwiragizwa ku bandi bantu bo hanze, umubano bwite canke abakozi bo mu gihugu batabifitiye uburenganzira keretse babihereye uruhusha n'ubuyobozi bukuru.



25.2. Gusaba canke kurondera amakuru aturuka hanze (sentare y'ubugenduzi, Ubugenduzi Bukuru bwa Leta, Umuhinga / uwutanga ibidandazwa, n'ibindi) bitegerezwa gutorerwa inyishu n'inzego zibifitiye uburenganzira (Umuyobozi mukuru, Umuyobozi w'igisata, n'abandi), umuhinga atanga uburyo bubereye busobanura uko amakuru amwe amwe atangwa; ibi bibwirizwa gukorwa vyanka bikunda kandi vyemewe n'ubuyobozi rusangi.

25.3. Abakozi bo mu biro barabujijwe ku mugaragaro kubona no kuraba amakuru atabagenewe. Muri co gihe, umukozi asabwa kumenyesha uwo canke uwahawe amakuru kugirango amwereke ko agomba kutivanga no kutaraba amakuru atamwerekeye.

Agace ka 11: Kurema no gukoresha amakuru y'ibinyoma, inyandiko z'magendo

Ingingo ya 26:

26.1 Gukora amakuru yibinyoma bisigurwa nk'uwinjira mu bintu canke muri dosiye y'amakuru adashigikiwe n'uburyo bugaragara (gushiraho umugambi/intonde zibinyoma bishingiye ku bintu bitabaho canke bitamenyekanye, n'ibindi) kandi murivyo bidashobora kwerekana ukuri.

26.2 Kwigana umukono bigize icaha gihanishwa ibihano vvy'impanuro n'ibihano mpana vyaha niyo vyoba bitakozwe bigamije ubusuma, bivuze ko kubwimpamvu zoroshe canke zitoroshe kumuvuduko w'ibikorwa (umukono canke kwemeza cheque, icemeza co kwimura, n'ibindi).

26.3. Kurema amakuru yibinyoma bisanzwe birimwo no gukoresha amakuru y'ibiharuro ajanye n'ubutunzi atariyo mu gutanga insiguro canke mu kuyashira mu bikorwa.

Ingingo ya 27: Umukozi uwo ari we wese atuma bishoboka ko hashirwaho amakuru y'ibinyoma, avyemerera canke akabimenya mu kazi ajejwe atabimenyesheje abamukurira canke inzego zibishinzwe (Ubuyobozi bukuru, Ubugenduzi bw'ubutunzi, umurwi ushinze imyifato, n'ibindi) nubwo atanyungu yoba abifisemwo, afatwa nkuwarenze amategeko.

Agace ka 12: Igiturire

Ingingo ya 28:

28.1. OBPE isaba abo bakorana kudakoresha ububasha basanzwe bafise mu gukoresha ivyo biyemeje vy'ubu canke vyashize mu gusaba amafaranga haba ukugomba gufasha ababibasavye canke mu gukora ico cose kitajanye n'amategeko bitwaje ubushobozi bafise canke bigeze kuba bafise,

28.2 Ku bijanye nivyonyo kugura, bizokorwa hakurikijwe inzira zikurikije amategeko canke ibisabwa; ikibazo nyamukuru co kugura vyihutirwa gitegerezwa kwirindwa uko bishoboka kwose kandi kigakorwa mu bihe bidasanzwe. Ibisata bibifitiye ububasha bizokurikiza amategeko yose akenewe, na cane cane mu bijanye no kumenya hakiri kare ibikenewe no gutegura ibigurwa ku gihe kugire ngo hirindwe gushira OBPE mu bihe vyubuguzi bwihutirwa, ari n'avyo bituma hashobora kuba ingorane zijanye no kunyonyeza amatungo.



28.3 Mu bihe bidashoboka kwirinda kugura ibintu mu buryo bwihutirwa, igisata kibijejwewe kizokora inyandiko zerekana igituma kiboneka habaho ukugura ibintu mu uburyo bwihutirwa kandi igisata kibijejwewe kizogerageza gushiraho ingingo zotuma hatabaho kwama hakoreshwa ubwo buryo bwihuta bwo kugura ibintu.

Agace ka 13: Guhanahana no gutangaza amakuru y'ukuri ajanye nivy'ubutunzi

Ingingo ya 29: Tuzi uruhara rw'ubutunzi ku rwego rw'igihugu dufise, ibisabwa n'amategeko n'amabwiriza mu bijanye n'amakuru y'ubutunzi ndetse n'icizere ca Leta, Abatwara abandi, Abasanzwe batanga imfashanyo, (bailleurs) n'abasanzwe bafasha murubu buryo canke buriya, OBPE yiyemeje guha abafatanyabikorwa bayo bose (Leta, abatanga imfashanyo, sentare y'Ubugenduzi, Ubugenduzi Bukuru bwa Leta, n'ibindi) amakuru y'ubutunzi agaragaza bivuye ku mutima uko ibiro vya OBPE bimeze.

Ingingo ya 30: Kugira ngo Urwego OBPE rwuzuze iki gikorwa co gukorera mu muco no kumugaragararo mu bihe vyiza bishoboka, buri mukozi asabwa gufata ingingo zose zikenewe mu nzego zose kugira ngo Urwego rushobore gutangaza mugushira ahabona ivyo rwiyejeje gukora.

Ingingo ya 31: Ibikorwa biturutse mu gusamara canke n'ubushobozi buke mu kazi bishobora gutesha agaciro canke bishobora gutuma amakuru adatangwa neza mu kigo cacu. Ibi bifise ingaruka zo gutesha agaciro amakuru atameze neza atangwa ku bafatanyabikorwa b'ikigo (abayobozi, abasanzwe bafasha ikigo, abafatanyabikorwa, abagenduzi, abayobozi ba leta, abakozi, abatanga ibidandazwa, n'abandi).

Urwego rwemeza kwubahiriza amategeko yo gukorera mu muco no kurenganura amakuru afitiye akamaro abayobozi.

Agace ka 14: Kudomako urutoke ku vyaha vyakozwe

Ingingo 32: Umukozi wese ararekuriwe gukinga inyungu za OBPE mu gihe habonetse canke hiketswe ikintu giteye kubiri n'amategeko, ibinyuranye n'amategeko agenga ikigo canke kuvyitonderwa, hategerezwa kuvurwa ico caha ku rwego rusanze ruraba ivy'inyifato nziza mu kazi mu mwanya ukwiriye kugira amatohoza akorwe hama bafate ingingo nimba ari caha canke atarico. umukozi ntategerezwa :

- kuvugana n'uwukekwako icaha kugira amenye ukuri canke kugirango asabe kurenganurwa,
- kuganira ku vyabaye canke ibirego bijanye n'urubanza n'umuntu wese uri hanze ya OBPE,
- kugerageza gukora wenyene amatohoza canke kugira ico abajije wenyene.

Ingingo ya 33:

33.1. Kubera ko ibirego bimwe bishobora guhungabanya imyifato n'icubahiro ciza ca bagenzi babo, abakozi bagomba kwitondera gutanga ikirego bafise uburwaneza bwiryo biyemeje no



gushishoza. Kubera iyo utanze ibirego vy'ibinyoma vyose bihanishwa ibihano vyategekanijwe.

33.2. Mu gihe habaye ikirego canke ihonyangwa ry'ikintu kanaka, Umukuru w'umurwi ushinzwe imyifato ategerezwa gukora icegeranyo yanditse kandi gitomoye ku bibazo vyikekwa.

33.3 Umurwi ushinzwe inyifato wemeje nimba ari ngombwa gusaba irindi tohoza. Umurwi ushinzwe imyifato nziza uzofatira ibihano bikenewe hakurikijwe amabwirizwa agenga akazi. Ni Urwego rusanze rufise uruhara nta ngere muri OBPE mu bijanye no kuzigama ishusho y'inyifato nziza y'ikigo.

Ingingo ya 34:

34.1. Kudomako urutoke kuruwo wese arenze ku mategeko n'amabwiriza ntibizotera gutoteza nyene ku bikora. Kuvuga uwarenze ku mategeko n'amabwirizwa ni gikorwa c'umukozi wese kandi nta mukuzi ashobora guhanwa, kwirukanwa ku kazi kiwe canke gukorerwa ivangura, mu buryo bugufi canke burebure, kubera ko harico yashikirije mu buryo bwiza kandi busbwa n'amategeko.

34.2. Ibibazo vyose bijanye niyubahirizwa risanzwe ritegekanywa mugihe habaye gushira kumugaragararo icaha rirashobora kurungikwa Mu gisata c'ubuyobozi, kugira busabwe ivyiyunviro vy'Urwego rushinzwe ibibazo vy'amategeko, amatati n'amasezerano y'ikigo.

Agace ka 15: Igenzura, isuzuma n'amatohoza

Ingingo ya 35: Umukozi wese asabwa gutanga intererano yiwe mu gucungera, mu masuzuma ajanye n'vy'ubutunzi n'amatohoza vyakozwe mu kigo indani ndetse n'abantu bo hanze y'ikigo mu gutanga amakuru yasabwe. Kugira ngo hamenyekane umuco n'icizere c'amakuru yatanze, umukozi azotanga amakuru biciye mw'iyubahirizwa r'yinze uko zikurikirana zabigenewe. Aya makuru yo gukwiragiza ku bayobozi batandukanye yemeza urwego rujejwe kugenzura izindi ubwizerwe bw'amakuru.

Birabujijwe rero guhisha canke kwirengagiza gutanga amakuru ku bagenduzi. Amakuru canke inkuru zahinduwe canke zitarizo zibinyoma canke amakuru ashobora kuyovya abagenduzi nayo arabujijwe.

Ingingo ya 36:

36.1 Imbere y'ikibazo co kwikekwako ikoreshwa nabi vy'amatungo canke magendo; ibikorwa vyo kugenzura canke gusuzuma biguma bikorwa. Biteganijwe ko abakozi bafatanyaye vyimazeyo n'abagenduzi mu matohoza. Kurwanya ubusuma canke magendo bisabwa gusuzumwa na OBPE mu kigo indani. Ivyago vy'ubusuma, uherye ku kumenya intege nke haba mu gihugu (guhisha ibikorwa bidaturutse ku bushake, ibikorwa bitemewe, n'ibindi bitera inguvu ubusuma benubwo, kwambura abantu, kunyonyeza amatungo, n'ibindi), no



hanze (kwifashisha inyandiko z'ifatiro ataburenganzira ufise, inyandiko za magendo, gukuramwo inyandiko mu machini nyabwonko ya mudasobwa (virusi, gusenya dosiye, n'ibindi).

36.2 Kwanka gufashanya canke inzitizi zose ziboneka ko zishobora kuba impamvu yo kwirukanwa ku kazi ni nako bizogenda mugihe c'amatohoza, bigaragara ku ruhanda rwumukozzi, imyifato idafise ishingiro canke guterana akazi abandi bitemewe.

Agace ka 16: Amahugurwa

Ingingo ya 37: Abayobozi n'abakozi bama bavugururwa ubumenyi bwabo kugirango bongereze ubumenyi bwabo kandi bakore neza ivyo biyemeje.

Agace ka 17: Guhanahaha amakuru mu kigo

Ingingo 38: Guhanahana amakuru mu Biro birashobora guhagarikwa kugira ngo ntihagire amakuru y'ibanga yerekeye umugambi / urutonde asangirwa n'abo bakozi canke ibisata biri hanze bisanzwe bikorana n'ikigo, kwanka ko icifuzo gikoreshwa. Ivyo bishobora guteza amatati y'inyungu mu kigo.

Agace ka 18: Ubumenyi bukwiye kubijanye nabasanzwe bafasha ikigo OBPE

Ingingo ya 39: Umukozi wese afise igikorwa co kumva ibikenewe ku mugambi / intonde zatanze, uyu mugambi usigura ibikorwa vyo kwama dushaka kumva intumbero n'ibibazo vya buri mugambi / urutonde rwatanze. Umugambi/urutonde bigomba gufatwa neza. Hagombwa gusuzumwa neza uyo mugambi kandi bakaraba ko ufise akamaro imbere yo gutanga imfashanyo.

Agace ka 19: Kuzigama ibanga

Ingingo ya 40:

40.1. Ikigo ciyemeje kurinda amakuru yaco ajanye n'imigambi / gahunda bizosabirwa imfashanyo.

40.2. Ni muriyo ntumbero nyene, ikigo gifata ingigo zikenewe zo kurinda umutekano w'ishirahamwe na cane cane mu ntumbero yo kurinda amakuru y'ishirahamwe.

40.3. Abakozi bo mu biro vy'ikigo bararonka amakuru yose y'ikigo. Ninayo mpamvu basabwa kugumya ibanga ry'akazi.

40.4. Abasanzwe bakorera mu kigo n'abandi bazana ibintu bivuye hanze basabwa gufata ingongo yo kutararaza ikigo, kugumya ibanga mu gutanga amakuru ava mu buyobozi kugera ku bakozi basanzwe batwara.

Ingingo 41: Kuruhusha nibisanzwe birekuwe, amakuru atangwa mu gihe haba hari ibikenewe. Abakozi bategerezwa kugumya ibanga vy'amakuru y'ikigo, n'ukuvuga imbere yo gutanga inkuru bategerezwa kubibaza ababatwara kugira bemeze iryo tangw ry'amakuru ku



AMATEGEKO AJANYE N'INYIFATO NZIZA Y'AKAZI Y'IKIGO C'UBURUNDI KIJEWWE GUKINGIRA
IBIDUKIKIJE(OBPE)

muntu wohanze y'ikigo. Bisigura ko amakuru atangwa hisunzwe amategeko. Biteye amakenga bisabwa kubaza abashinzwe ivyinyifato nziza zijanye n'akazi mukigo.

Ingingo ya 42:

42.1. Amakuru ayo ari yo yose atarashirwa ahagaragara ariko abakozi bayazi kunvo z'akazi kabo, bisabwa kutayararaza.

42.2 Vyongeye kandi, abakozi barabujijwe rwose gutanga amakuru y'ibanga yerekeye ikigo. Kandi hakurikizwa akazi uko kari kwose kateguwe canke kakozwe kandi ugashirwako mw'izina ryumukoresha yabatanguriye. Amakuru ayo ari yo yose atari ayo kuvugira ahagaragara ajanye n'ibiro vy'ikigo, ivyerekeye umukozi yabanjirije, abafatanyabikorwa hamwe n'abakozi babo ayo makuru yose ategerezwa gufatwa nk'ibanga.

42.3: Ibiciye kubiri kuri iri tegeko bivuga ko itumatumanako ry'amakuru ryakozwe ryumvikanako n'ababifisemwo uruhara canke kubabifitiye uburenganzira mu nzira itegekanijwe n'amategeko. Ibikurikira bifatwa nk'amakuru yihariye kandi y'ibanga:

- itungamya n'ububiko bwuko amakuru abitse, mugihe gusohora ayo makuru bidafise insiguro,
- ahantu hashizwe ibikoresho vy'ubuhinga bwa none, na cane cane ibikorwa hamwe n'aho bitunganirizwa,
- ivyegeranyo vy'ubutunzi bitarashirwa ahagaragara,
- amakuru atarashirwa ahabona ya bakozi (umushahara canke uturusho),
- amakuru atarashirwa ahagaragara yerekeye imigambi/ urutonde rwa kazi.
- n'ibidi...

Ingingo ya 43: Kugirango hakurikizwe iyubahirizwa n'ukugumya ibanga rijanye n'akazi, bisabwa ko abakozi bubahiriza amategeko n'uko ivyakazi bitegekanijwe (amategeko yo gukingira aho bakorera). Abakozi bagomba kandi gufata ingingo zose kugira ngo barabe ko inyandiko zirimwo amakuru y'ibanga, aha turavuga mu gihe bagirisha fotokopi, scan, fax yakoreshejwe canke isinywa kugirango babuze abantu batabifitiye uburenganzira ko ayo makuru abashikira.

Ingingo ya 44:

44.1. Abakozi ntibashobora gutanga ivyemezo canke kuba icabona ku buyobozi bw'ikigo, ku kibazo ico ari co cose kiraba izo nzego yaba ikibazo zafashwe ku giti c'urwego kugatwe karwo canke ikibazo rusangi nk'umurwi vyongeye birabujijwe gutanga inkuru n'ibindi utabanje kubiharerwa uruhusha n'Ubuyobozi bw'ikigo.



44.2. Iyo umukozi avuye mu Biro vy'ikigo, afise igikorwa co kwirinda akagumya ibanga ry'abafatanyabikorwa n'abasanze bakorana n'ikigo ndetse no kumenya kugumya ibanga ry'ibikorwa vy'Urwego yarasanzwe akoramwo.

Agace ka 20: Ubutumwa ngurukana bumenyi

Ingingo ya 45: Mu ntumbero yo kurinda abakozi gukoresha ubutumwa buciye kumachine nyabwonko kunyungu zabo, ibiro vy'ikigo birasaba abakozi bayo kwirinda gutanga canke gukwiragiza ubutumwa buciye ku bikoreho nyabwonko ku giti cabo biterekeye imibereho canke ico bifasha akazi kabo.

Gukoresha ibikoreho vyo gushakisha ku mbuga ngurukana bumenyi bisabwa gukoreshwa ku bikorwa vy'akazi gusa. Umukozi afise ubwo buryo yiyemeza kubahiriza iri tegeko kandi azohanishwa ibihano mu gihe habaye kutubahiriza amategeko aririmwo.

Agace ka 21: Amakuru yogushirwa ku mugaragaro n'imigenderanire n'ibimenyeshamakuru

Ingingo ya 46:

46.1. Abakozi basabwa kubahiriza bikomeye amategeko agenga ikigo OBPE yerekeye umubano n'ibimenyeshamakuru. Barabujijwe gusaba umubonano n'abamenyeshamakuru no gutanga ibiganiro canke gutanga amakuru ajanye n'ibiro vy'ikigo nimba batabifitiye uburenganzira. Nimba bahuye n'abahagarariye ibimenyeshamakuru mu rwego rw'ibikorwa bikorerwa inyuma y'ikigo, basabwa gukoresha ubushobozi buhagije mu bibazo babazwa kubijanye n'ibiro vy'ikigo.

46.2. Kugira ngo itumatumanako vy'amakuru rijanye nuko ikigo gikora vyihariye, abakozi bo mu biro bagomba kwitonda kugirango ntibasange bavugiyeye kubimenyeshamakuru ibibazo rusangi bijanye nibikorwa vy'ibiro vy'ikigo, harimwo n'ibibaraba bwite.

Ikigo OBPE citwararika cane ikoreshwa ry'ubuhinga bwa none mu vyo guhanahana amakuru y'ikigo aha tukavuga nko ku mbuga ngurukana bumenyi nka (akarorero facebook, tweeter) naho hose bacisha amasanamu n'ama videos (you tube, flickr)

46.3: Abakozi babifitiye uburenganzira nibo bafise uruhusha rwo gutanga amakuru y'ibikorwa vy'ikigo ca OBPE. Kubijanye n'amakuru abega, umukozi wese ategerezwa kwirinda ntahave asanga yatanze amakuru y'ikigo mu gihe yoba ariko atanga inkuru.

46.4. Aya mategeko yibutsa buri mukozi ko amakuru yose yashizwe ku mbuga ngurukanabumenyi ashobora kubonwa n'umuntu uwo ari we wese, aho ariho hose kandi igihe cose . Buri mukozi rero arahamagarirwa kwitanga cane kubiri mu bitabo vyabo biri kumbugangurukanabumenyi.

Agace ka 22: Uburenganzira bw' abakozi

Ingingo ya 47:



47.1. OBPE ihamagarirwa gukurikirana, iyubahirizwa ry'uburenganzira bw'abakozi, ingingo yo kutavangura, ku mpamvu iyo ari yo yose, mu gutanga akazi nuko abakozi babana. Ubuyobozi bwubaha icubahiro n'ibanga rya buri mukozi wese.

47.2. OBPE yitwararika ibiganiro binywanisha hagati y'inzego z'abakozi. Ikigo OBPE cubahiriza kandi gitanga intumbero kuma bwiriza yagateka kabakozi ari :

- Ikurwaho ryose ry'ubwoko bwose bwitangwa ry'akazi k'inguvu canke karuhije cane bireengeje,
- Ikurwaho ryose ry'akazi kabi gakoreshwa abana,
- Ubwoko bwose bw'ivangura mu kazi no mu mwuga.

Ingingo ya 48:

48.1 Abakozi bagomba kuraba nimba ibikorwa n'inyifato yabo bidashobora guhungabanya uburenganzira n'icubahiro ca bagenzi babo.

48.2 ikigo OBPE cubaha ubwigenge bw'abakozi bayo mu bikorwa rusangi, ivya politiki canke amashirahamwe. Ariko, ivyo biyemeje ntibigomba guhungabanya ibikorwa canke ishusho yikigo basanzwe bakoramwo, kuko uzi ko ubushishozi no kugumya ibanga ari itegeko ry'akazi.

Agace ka 23: Kwonona ubutunzi bwa benshi

Ingingo ya 49:

49.1. Abakozi bagomba gukurikirana neza uko ikoreshwa ry'ubutunzi, n'ibikoresho vy'ikigo rigenda nuko bishingwa, kandi ko bidakora kugiti c'umukozi ariko kugiti c'akazi. Uko vyomera kwose, bahabwa uburenganzira gusa n'ubuyobozi bw'ikigo kugira ngo babikoreshe bakurikije ibanga ry'umwuga, kiretse iyo ikoreshwa ryi'vyo bikoresho umuntu abifitiye uburenganzira bwokubikoresha wenyene.

49.2. Abakozi bagomba, nimba bishoboka, gufata ingingo zose zifadika kandi zikwiye kugirango bagabanye ibiciro n'ibisohoka vyatanzwe n'ibiro bw'ubuyobozi, kugirango ubutunzi buhari bukoreshwe neza bishoboka.

49.3 Urwego rw'ubuyobozi rukurira izindi ntirushobora gusaba abakozi barwo gukora ubuzi butazwi n'ikigo, bw'abakoresha babo canke imiryango yabo.

49.4. Abakozi bafise itegeko ryo kubaha no kubahiriza ubutunzi aribwo butunzi bw'ubuyobozi mu biro bw'ikigo, Keretse nimba vyemewe n'Umuyobozi Mukuru, birabujijwe kwemerera abandi bantu gukoresha ibikorwa vya OBPE canke ibikoresho mu bikorwa bwite vy'umuntu, nk'ibikoresho vyo mu biro, fotokopi, uburyo bwitumatumana amakuru canke ingendeshwa, n'ibindi.



Ingingo ya 50: Abakozi babihereye uruhusha n'Ubuyobozi Bukuru baremerewe rimwe na rimwe kandi mu gihe gikwiye gukoresha ibikoresho vy'ibiro mu bikorwa bwite. Abayobozi batandukanye mu busumbasumbane bashinzwe kuraba nimba kureka abakozi gukoresha ivyo bikoresho bidatera ihohoterwa kuri bamwe. Gukoresha wenyene, amasaha yo gukora hanze, za mudasobwa ngendanwa canke ibindi bikoresho bihabwa abakozi bamwe biremewe. Uko bitegekanijwe, hategekwa ko nyene gukoresha/guhamagara yishura ivyo yakoresheje, cane cane mwitumatumana ry'amakuru,

Buri mukozi akora mu buyobozi bw'ikigo, afise kandi igikorwa co kwirinda uruhombo, iyononwa n'i koreshwa nabi, ubusuma, kunyonyeza ubutunzi canke kwonona ubutunzi bw'ibiro bw'ikigo.

IGICE CA III: GUSHIRA MU NGIRO NO KUGENZURA AMATEGEKO AJANYE N'AKAZI

Ingingo ya 51:

51.1. Abakozi, abakozi b'igihe gito, abimenyereza umwuga canke abasanzwe bakorana n'ikigo basabwa kumenya no kubahiriza amategeko ngenderwako kandi bakubahiriza n'ingendo za OBPE.

51.2. Uwusanzwe akorana n'ikigo uwo ari we wese akorera mu Biro asabwa kwiyemeza kubahiriza Amategeko yavuzwe kandi agashirwako umukono nanyene kwiyemeza, itariki n'amajambo "yasomwe kandi vyemejwe".

Ingingo ya 52: Igisata kijejwe abakozi kirasabwa guha abakozi bashasha amategeko agenga ikigo, no kwegeranya ivyemezo vyashizweko umukono. Kopi ishira muri dosiye y'ubuyobozi. Ibikorwa nyezina wasezeranye bimenyeshwa urwego rushinzwe ibibazo vy'amategeko no kuburana n'ivyamasezerano.

Ingingo ya 53:

53.1. Aya mategeko ahagarika kandi asubirira amabwiriza yose yabanjirije hamwe n'uburyo bukoresheye bijanye n'igice c'inyifato n'ibisabwa mu biro vy'ikigo.

53.2. Inama y'Ubuyobozi yemeza ko amategeko ngenderwako akurikizwa neza n'abayobozi utibagiye abakozi ba OBPE.

53.3 Igisata gishinzwe ubugenduzi bw'ikigo mu gihugu rushinzwe gukurikirana iyubahirizwa ry'ibisabwa n'iki gitabo mu buryo bwihariye ku buzi.

Ingingo ya 54: Umurwi ushinze uko ikigo gikora, iyobowe n'urwego nshingwantwari, rushinzwe gutunganya Amategeko no kuyahindura, yemerera guhindura bimwe no gufasha iyubahirizwa vy'aya mategeko. Yemeza kandi ko Amategeko akurikizwa.



AMATEGEKO AJANYE N'INYIFATO NZIZA Y'AKAZI Y'IKIGO C'UBURUNDI KIJEWWE GUKINGIRA
IBIDUKIKIJE(OBPE)

Ingingo ya 55: Inzego nkuru zemeza ishirwa mu ngiro ry'amategeko agenga ikigo OBPE nuko gikora. Bitewe nuko begereye abakozi, ninayo mpanvu biyemeza kumenyesha abakozi babo kumenya intambanyi z' Amategeko no kumenya neza amategeko agenga imirwi basanzwe bakoramwo.

Ingingo 56: Abayobozi basabwa kwama bibutsa abo batwara ivyaya mategeko buri musi, Umunyamwuga rero akaba ashobora guhanwa igihe yayarenze. Umukozi wese yamenye ko yarenze canke ashobora kurenga ku mategeko avurwa muri ki gitabo kirimwo amategeko agenga ikigo agomba guhita abimenyesha umurwi ushinzwe inyifato nziza ku kazi.

Ingingo ya 57: Abayobozi n'abakozi bose bagomba kubahiriza amategeko n'ivyitonderwa bigaragara muri aya mategeko. Ubuyobozi bw'ikigo butegura amahugurwa yo gukangurira no guhugura abakozi bose kubijanye n'aya mategeko. Impinduka hamwe nisuzumwa kuriyi nyandiko bitanguzwa n'ubugenduzi bw'ikigo kandi bigomba kwemezwa n'umurwi ushinzwe kugenzura uko ikigo gikora kandi vyemejwe n'inama y'ubuyobozi bwa OBPE.

Kuri.....,

Igenekerezo rya..... /..... /.

Umukono