Ka’idojin Aiki na Ma’aikatan Kulawa da Jin Dadin Jama’a

da kuma

Ka’idojin Aiki na Hukumomin Ma’aikatan Kulawa da Jin Dadin Jama’a

Satumba 2002

Hukumomi ko masu daukar ma'aikatan kulawa da jin dadin jama'a aiki

Gabatarwa

Wannan kasidar ta kunshi ka'idojin da aka amince dasu ne na aikin ma'aikatan kulawa da jin dadin jama'a da kuma hukumomin dake daukarsu aikin, tare da yin bayani bisa ingancin yanayin daya kamata su rika yin aiyukansu a ciki. Manufar wannan gabatarwar, wadda har ila yau aka yi ta cikin Ka'idojin aiki na Ma'aikatan Kulawa da Jin Dadin Jama'a, itace a taimakawa ma'aikatan kulawa da jin dadin jama'a, da masu daukarsu aikin, da masu cin moriyarsa ko kuma sauran jama'a wajen fahimtar ka'idojin da kuma yadda suka shafe su.

A ranar 1 ga watan Oktoba na shekara ta 2001 ne Hukumar Kula da aikace-aikacen Kulawa da Jin Dadin Jama'a ta fara aikinta, watau a lokaci guda kenan da Hukumomin Kula da aikace-aikacen Kulawa da jin Dadin Jama'a a yankunan Ireland ta Arewa da Scotland da kuma Wales. Wadannan Hukumomin su ne keda alhakin shimfida ka'idojin aiki kuma sunyi aiki tare wajen bullo da wadannan ka'idojin a matsayin wata gudun-mowarsu ga yunkurin bunkasa ingancin aikace-aikacen kulawa da jin dadin jama'a.

An gabatar da rukunoni biyu na ka'idoji ga ma'aikata da masu daukarsu aikin a cikin wannan kasidar saboda kasancewar suna tallafar juna ne da kuma yin nuni ga alhakin daya rataya bai-daya ga wuyan ma'aikatan da masu daukarsu aikin wajen tabbatar da cimma kwakkwaran inganci a aikace-aikacen nasu.

Menene ka'idojin?

Ka'idojin Aikin na Masu Daukar Aiki ko kuma Hukumomin Ma'aikatan kulawa da Jin Dadin Jama'a sun zaiyana alhakin daya rataya ga wuyan masu daukar aiki ko kuma hukumomin ne wajen sa-ido tare da shimfida sharrudan aiki ga ma'aikatan kulawa da jin dadin jama'a. Wannan ne karo na farko da aka shimfida irin wadannan ka'idoji da sharruda a kasa baki daya. Ka'idojin sun bukaci masu daukar aikin ko

hukumomin su rika yin aiki da sharrudan dake kunshe cikin nasu ka’idojin aikin, da tallafawa ma’aikatan kulawa da jin dadin jama’ar wajen cimma nasu ka’idojin aikin da kuma daukar matakin daya dace sa’adda ma’aikatan basu cimma ka’idoji ko sharrudan aikin ba.

Ka’idojin Aikin Ma’aikatan Kulawa da Jin Dadin Jama’ar wasu bayanai ne bisa sharrudan aiki da ake bukatar ma’aikatan su cimma a yayinda suke gudanar da aikace-aikacensu na yau da kullum. A nan ma kuwa, wannan ne karo na farko da aka shimfida irin wadannan ka’idoji ko sharruda a kasa baki daya, koda yake kuma masu daukar aikin ko hukumomi da yawa suna da shigen wadannan ka’idoji ko sharrudan na aiki. Manufa a nan itace tabbatar da cimma ka’idoji da kuma sharrudan da aka zaiyana na aikace-aikacen kulawa da jin dadin jama’a da kuma tabbatar da cewa ma’aikata sun san ka’idoji da sharrudan aiki, wadanda hukumomi da abokan aikinsu, da masu cin moriyar aikin da sauran jama’a suke sa ran su cimma din.

Makasudin ka’idojin shine jaddada ka’idoji ko sharrudan aiki na na-gari da ake dasu kuma ana tsammanin cewa a cikin ka’idojin, ma’aikata da hukumomi ko masu daukarsu aikin zasu fahimci burinsu na aiki da suke son cimma. Hukumomin kula da aikace-aikacen kulawa da jin dadin jama’ar ne zasu jaddada wadannan ka’idoji da sharrudan ta hanyar gabatarwa tareda yayata su ta ko’ina.

Ta yaya za’a yi amfani da ka’idojin?

Ka’idojin na matsayin wani mahimmin mataki ne wajen bullo da wani tsarin sa-ido tare da shimfida sharrudan aiki na kulawa da jin dadin jama’a a manyan yankuna hudun da Biritaniya ta kunsa. Hukumomin kula da aikace-aikacen kulawa da jin dadin jama’ar ne keda alhakin yin rijistar masu yin aiki a hukumomi da cibiyoyin kulawa da jin dadin jama’a. Rijistar zata kasance wani tabbaci ne a bainar jama’a bisa cewa wadanda aka yiwa rijista din sun cimma sharrudan shiga cikin ita rijistar kuma sun amince su yi aiki da sharrudan da aka zaiyana cikin Ka’idojin Aiki na Ma’aikatan Kulawa da jin Dadin Jama’a.

Hukumomin kula da aikace-aikacen kulawa da jin dadin jama'ar zasu rika yin la'akari da ka'idoji da sharrudan aiki na ma'aikatan kulawa da jin dadin jama'a da aka zaiyana din wajen tunkarar batutuwan da suka jibanci nuna rashin da'a da kuma yanke shawarwari kan ko ya kamata wani ma'aikacin da aka yiwa rijista yaci gaba da kasancewa cikin rijistar ko kuma a'a.

Ta yaya ka'idojin zasu shafe ka?

A matsayinka na ma'aikacin kulawa da jin dadin jama'a, zaka samu wasu ka'idoji ko sharrudan da zasu yi maka jagora bisa aikinka kana ka fahimci ka'idoji da sharrudan aiki da ake sa-idon ganin ka cimma. Ana karfafa maka gwiwar yin amfani da ka'idojin wajen yin nazari kan aikinka da kuma duba sassan da kana iya ingantawa.

A matsayinka na mai daukar ma'aikatan kulawa da jin dadin jama'a aikin, zaka san irin rawar da ake sa-ran zaka rika takawa wajen sa-ido tare da shimfida sharruda ga ma'aikatan da kuma tallafawa yunkurin cimma kwakkwaran ingancin aikace-aikacen kulawa da jin dadin jama'ar. Ana karfafa maka gwiwar sake duba ka'idoji da sharrudanka na aiki da kuma manufofi bisa yin la'akari da ka'idojin da aka zaiyana.

A matsayinka na mai cin moriyar aikace-aikacen ko kuma daya daga cikin sauran jama'a, ka'aidojin zasu taimaka maka wajen fahimtar halaiyar data kamata wani ma'aikacin kulawa da jin dadin jama'a ya nuna maka da kuma yadda ya kamata hukumomi ko wadanda suka dauke shi aikin su tallafawa ma'aikata wajen yin aiyukansu sosai.

Ka'idojin Aiki na Hukumomin Ma'aikatan Kulawa da Jin Dadin Jama'a

Makasudin wadannan ka'idojin shine zaiyana alhakin daya rataya a wuyan hukumomi ko masu daukar ma'aikata aiki wajen sa-ido tare da shimfida sharruda ga ma'aikatan kulawa da jin dadin jama'a. Makasudin sa-ido tareda shimfida ka'idoji da sharrudan ga ma'aikata shine kare da kuma jaddada bukatun masu cin moriyar aikace-aikacen tareda masu yinsu. Manufar ka'idojin itace tallafawa, maimakon maye gurbi ko kuma

nanata, manufofin da hukumomin suke dasu kuma suna daga cikin tanade-tanade na doka, da sharruda da kuma matakan da suka jibanci daukar ma'aikata aiki. Hukumomi ko masu daukar aikin suna da alhakin tabbatar da cewa sun cimma ka'idojin da aka zaiyana, da yin aiyuka masu inganci ainun da kuma bunkasa amincin jama'a bisa aikace-aikacen kulawa da jin dadin jama'ar.

Matsayi

Hukumar tabbatar da yin aiki da Ka'idoji da sharrudan aiki na Kulawa da Jin Dadin Jama'a da kuma Hukumar Bincike da bin Diddigin aiyukan Kulawa da Jin Dadin Jama'ar zasu rika yin la'akari da wadannan ka'idoji da sharruda wajen tabbatar da cimma burin da aka tanada.

Domin sauke nauyin daya rataya a wuyansu dangane da sa-ido da kuma shimfida ka'idoji da sharruda ga ma'aikatan kulawa da jin dadin jama'a, dole ne hukumomi ko masu daukar ma'aikatan aiki su:

- Tabbatar da cewa mutane sun cancanci shiga aikin kuma sun fahimci rawar da zasu rika takawa da kuma nauyin daya rataya a wuyansu;

- Kasance suna da rubutattun manufofi da matakai domin baiwa ma'aikatan kulawa da jin dadin jama'a damar cimma Ka'idoji da sharrudan Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a ga ma'ikatan wannan fanni;

- Su bayar da damar samun horo domin baiwa ma'aikatan kulawa da jin dadin jama'a sukunin bunkasa kwarewarsu ta aiki da kuma ilmi;

- Su shimfida tareda aiwatar da rubutattun manufofi da matakai na tunkarar yanayin aiki dake tattare da hadari, ko nuna bambamci, ko kuma rashin adalci; kana

- Su jaddada Ka’idoji da sharrudan Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama’a ga ma’ikatan wannan fanni, da masu cin moriyar aiyukan da kuma bayarda hadin-kai ga hidimomin Hukumar.

1 A matsayinka na mai daukar ma’aikatan kulawa da jin dadin jama’a aiki, dole ne ka tabbatar da cewa sun cancanci shiga aikin kulawa da jin dadin jama’ar kuma sun fahimci rawar da zasu rika takawa da kuma nauyin daya rataya a wuyansu.

Wannan kuwa ya hada da:

1.1 Yin amfani da kwakkwaran tsari na hanyoyin daukar ma’aikata aiki domin tabbatar da cewa mutanen dake da ilmi tare da kwarewar aiki da suka dace, wadanda kuma suka cancanci yin aikin kulawa da jin dadin jama’a ne kawai aka bari suka shiga cikin ma’aikatan naka;

1.2 Duba bayanan da suka jibanci aikata miyagun laifuka, da rijista hade da sauran bayanan da suka dace tare da tantance ko mutane zasu iya aiwatar da aikace-aikacen da aka daukesu suyi kafin a tabbatar da daukarsu din;

1.3 Nema da kuma bayar da sahihan bayanai a gameda ma’aikata ko wadanda ake son a dauka aikin;

1.4 Baiwa ko yiwa ma’aikata bayani karara a gameda aikace-aikacen daya kamata su rika yi, da yadda ya kamata su rika yinsu da kuma nauyin daya rataya a wuyansu, da dokar data shafe su da kuma manufofi tare da tsarin da suka wajaba su rika bi a aikace-aikacen nasu; da

1.5 Sa-ido tareda bin diddigi bisa kwazon ma’aikata da hukuma ko cibiyar da suke yiwa aikin domin tabbatar da kwakkwaran inganci na aikace-aikacen kulawa da jin dadin jama’a.

2 A matsayinka na mai daukar ma’aikatan kulawa da jin dadin jama’a aiki, dole ne ya kasance kana da rubutattun manufofi da tsare-tsare domin baiwa ma’aikatan damar cimma Ka’idoji da sharrudan Hukumar Kulawa da Aiyukan Jin Dadin jama’a ga ma’aikatan kula da jin dadin jama’ar.

Wannan kuwa ya hada da:

2.1 Aiwatarwa tare da sa-ido bisa rubutattun manufofi a gameda: bayanai na sirri; da bayar da dama ga kowa daidai-wa-daida; da yin nazari bisa abubuwan daka iya kasancewa masu hadari ne; da sha ko yin amfani da ababen da aka hana ko kuma wuce-gona-da-iri wajen sha ko yin amfani dasu din; adana bayanai; da kuma karbar kudi ko kyaututtuka daga masu cin moriyar aikace-aikace ko masu aikin na kulawa da jin dadin jama’a;

2.2 Lura tareda gudanar da ma’aikata sosai domin tallafawa cimma aiki da halaiya masu inganci da kuma taimaka musu wajen tunkarar matsaloli da kura-kurai bisa kwazonsu na aiki;

2.3 Shimfida wasu tsare-tsare domin baiwa ma’aikatan kulawa da jin dadin jama’a damar baiyana rashin isassun ababen gudanar da aiki ko matsalolin da suka jibanci gudanar da aikin, wadanda ka iya kawo cikas wajen kulawa da jin dadin jama’a kamar yadda ya kamata, da yin aiki tare dasu da kuma hukumomin da suka dace domin tunkarar wadannan batutuwan; da kuma

2.4 Tallafawa ma’aikatan kulawa da jin dadin jama’a domin su cimma Ka’idoji da sharrudan Hukumar Kula da aikace-aikacen Jin Dadin Jama’a ga ma’aikatan kulawa da jin dadin jama’ar da kuma kaucewa daukar duk wani matakin daka iya hana su cimma ko yin aiki da wadannan ka’idoji da sharrudan.

3 A matsayinka na mai daukar ma’aikatan kulawa da jin dadin jama’a aiki, dole ne ka bayar da damar samun horo da bunkasa bisa aikin domin baiwa ma’aikatan kulawa da jin dadin jama’a din damar bunkasa kwarewarsu ta aiki da kuma ilminsu.

Wannan kuwa ya hada da:

3.1 Bayar da horo hade da damar samun bunkasa bisa aiki domin taimakawa ma’aikatan kulawa da jin dadin jama’a su rika gudanar da aiyukansu sosai kamar yadda ya kamata da kuma kasancewa cikin shirin tunkarar sabbin aiyuka da nauyin daka iya rataya a wuyansu;

3.2 Bayar da gudun-mowa ga ilmi da kuma horo bisa aikin kulawa da jin dadin jama’a, tareda aiwatar da gwaji bisa horon a wurin aiki;

3.3 Taimakawa ma’aikatan dake aiki bisa mukaman dake bukatar yin rijistar Hukumar Kula da aikace-aikacen Kulawa da Jin Dadin Jama’a domin cimma cancantar samun shiga cikin rijistar tareda cimma sharrudanta na cigaba da samun bunkasa bisa aikin; da kuma

3.4 Daukar matakan da suka dace a duk lokacin da ma’aikatan kulawa da jin dadin jama’a suka nemi taimako saboda basa jin cewa zasu iya gudanar da wasu daga cikin aiyukansu.

4 A matsayinka na mai daukar ma’aikatan kulawa da jin dadin jama’a aiki, dole ne ka shimfida tareda aiwatar da rubutattun manufofi da matakai na tunkarar yanayin aiki dake tattare da hadari, ko nuna bambamci, ko kuma rashin adalci.

Wannan kuwa ya hada da:

4.1 Shaidawa ma’aikatan kulawa da jin dadin jama’a karara cewa cin-zali, ko kuntatawa, ko kuma nuna bambamci ba tareda wata hujja ba, ba abubuwa ne da za’a amince dasu ba, da kuma daukar mataki domin magance irin wannan halaiyar;

4.2 Shimfida tareda jaddada matakan da ma’aikatan kulawa da jin dadin jama’a ka iya dauka domin bayar da rahoto bisa nuna halaiya mai hadari, ko ta cin-zarafi ko ta kuntatawa, ko kuma ta nuna rashin adalci, da kuma daukar kwakkwaran mataki nan-take bisa rahotannin.

4.3 Shaidawa ma’aikatan kulawa da jin dadin jama’a da masu cin moriyar aikace-aikacen karara cewa ba za’a amince da yamutsi ko barazana ga ma’aikata ko kuma zaginsu ba, da kuma shimfida manufofi da matakai domin takaita hadarin fuskantar yamutsi tareda tunkararsa.

4.4 Tallafawa ma’aikatan kulawa da jin dadin jama’a wadanda suka fuskanci yamutsi ko tashin hankali a wajen aiyukansu;

4.5 Shimfida tareda aiwatar da rubutattun manufofi da matakai wadanda ke karfafa jin dadin ma’aikata tareda baiwa kowa dama daidai-wa-daida; da kuma

4.6 Bayar da taimakon daya dace ga ma’aikatan kulawa da jin dadin jama’a, wadanda rashin lafiya ko dogaro ga miyagun kwayoyi ko barasa suka shafi aiyukansu, tareda yin bayani karara bisa iya aikace-aikacen da suka iya yi a yayinda suke samun maganin wadannan matsalolin, a yayinda kake tabbatar da cewa kulawa tareda tsaron lafiyar masu cin moriyar aiyukan sune mafi a’a’la a gareka.

5 A matsayinka na mai daukar ma'aikatan kulawa da jin dadin jama'a aiki, dole ne ka jaddada Ka'idoji da sharrudan Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a ga ma'ikata a wannan fanni, da masu cin moriyar aiyukan da kuma bayarda hadin-kai ga hidimomin Hukumar.

Wannan kuwa ya hada da:

5.1 Sanarda ma'aikatan kulawa da jin dadin jama'a bisa wadannan ka'idoji da sharrudan da kuma nauyin daya rataya a wuyanka na yin aiki dasu;

5.2 Sanarda ma'aikatan kulawa da jin dadin jama'a bisa Ka'idoji da sharrudan Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a ga ma'ikatan wannan fanni da kuma nauyin daya rataya a wuyansu na cimma wadannan ka'idoji da sharruda;

5.3 Sanarda masu cin moriyar aikace-aikacen tareda masu yinsu bisa ka'idoji da sharrudan Hukumar dana aikin ma'aikatan kulawa da jin dadin jama'ar tareda shaida musu yadda zasu tayarda wasu batutuwa ta cikin manufofinka, da kuma tuntubar Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a dangane da ka'idoji da sharrudan;

5.4 Yin la'akari da Ka'idoji da sharrudan Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a ga ma'ikatan wannan fanni wajen yanke duk wata shawarar data danganci halaiyar ma'aikatan;

5.5 Sanarda da Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama'a bisa duk wata halaiyar rashin da'a da ma'aikatan dake da rijista suka nuna, wadda ka iya jawo shakku kan rijistar tasu, da kuma sanarda da ma'aikacin da abun ya shafa cewa an kai rahoton ga Hukumar.

5.6 Bayar da hadin-kai ga bincike da zaman Hukumar na saurarон kararraki tareda daukar matakan da suka dace bisa samakon binciken da kuma shawarwarin da Hukumar ta yanke.

Ma’aikatan kulawa da jin dadin jama’a

Gabatarwa

Wannan kasidar ta kunshi ka’idojin da aka amince dasu ne na aikin ma’aikatan kulawa da jin dadin jama’a da kuma hukumomin dake daukarsu aikin, tareda yin bayani bisa ingancin yanayin daya kamata su rika yin aiyukansu a ciki. Manufar wannan gabatarwar, wadda har ila yau aka yi ta cikin Ka’idojin aiki na Hukuma ko cibiyar Ma’aikatan Kulawa da Jin Dadin Jama’a, itace a taimaka maka wajen fahimtar ka’idojin da kuma yadda suka shafe ka a matsayinka na ma’aikacin kulawa da jin dadin jama’a, ko mai daukar aikin, ko mai cin moriyarsa, ko kuma daya daga cikin sauran jama’a.

A ranar 1 ga watan Oktoba na shekara ta 2001 ne Hukumar Kula da aikace-aikacen Kulawa da Jin Dadin Jama’a ta fara aikinta, watau a lokaci guda kenan da Hukumomin Kula da aikace-aikacen Kulawa da jin Dadin Jama’a a yankunan Ireland ta Arewa da Scotland da kuma Wales. Wadannan Hukumomin ne keda alhakin shimfida ka’idojin aikin kuma sunyi aiki tare wajen bullo da wadannan ka’idojin a matsayin wata gudun-mowarsu ga yunkurin bunkasa ingancin aikace-aikacen kulawa da jin dadin jama’a.

An gabatar da rukunoni biyu na ka’idoji ga ma’aikata da masu daukarsu aikin a cikin wannan kasidar saboda kasancewar suna tallafar juna ne da kuma yin nuni ga alhakin daya rataya bai-daya ga wuyan ma’aikatan da masu daukarsu aiki wajen tabbatar da cimma kwakkwaran inganci a aikace-aikacen nasu.

Menene ka’idojin?

Ka’idojin aikin Ma’aikatan Kulawa da Jin Dadin Jama’ar wasu bayanai ne bisa ka’idoji da sharrudan aiki da ake bukatar ma’aikatan su cimma a yayinda suke gudanar da aikace-aikacensu na yau da kullum. Wannan ne karo na farko da aka shimfida irin wadannan ka’idoji ko sharruda a kasa baki daya, koda yake kuma masu

daukar aikin ko hukumomi da yawa suna da shigen wadannan ka’idoji ko sharrudan na aiki. Manufa a nan itace tabbatar da cimma ka’idoji da sharrudan da ake bukata a aikace-aikacen kulawa da jin dadin jama’a da kuma tabbatar da cewa ma’aikata sun san ka’idoji da sharrudan aiki, wadanda hukumomi da abokan aikinsu, da masu cin moriyar aikin da kuma sauran jama’a suke sa-ran su cimma.

Ka’idojin Masu Daukar Aiki ko kuma Hukumomin Ma’aikatan kulawa da Jin Dadin Jama’a sun zaiyana alhakin daya rataya ga wuyan masu daukar aiki ko kuma hukumomin ne wajen sa-ido tare da shimfida sharrudan aiki ga ma’aikatan kulawa da jin dadin jama’a. A nan ma kuwa, wannan ne karo na farko da aka shimfida irin wadannan ka’idoji da sharruda a kasa baki daya. Ka’idojin sun bukaci masu daukar aikin ko hukumomin su rika yin aiki da sharrudan dake kunshe cikin nasu ka’idojin aikin, da tallafawa ma’aikatan kulawa da jin dadin jama’ar wajen cimma nasu ka’idojin aikin da kuma daukar matakin daya dace sa’adda ma’aikatan basu cimma ka’idoji da sharrudan aikin ba.

Makasudin ka’idojin shine jaddada sharrudan aiki na-gari da ake dasu kuma ana tsammanin cewa a cikin ka’idojin, ma’aikata da hukumomi ko masu daukarsu aikin zasu fahimci burinsu na aiki da suke son cimma. Hukumomin kula da aikace-aikacen kulawa da jin dadin jama’ar ne zasu jaddada wadannan ka’idoji da sharrudan ta hanyar gabatarwa tareda yayata su ta ko’ina.

Ta yaya za’a yi amfani da ka’idojin?

Ka’idojin na matsayin wani mahimmin mataki ne wajen bullo da wani tsarin sa-ido tare da shimfida sharrudan aiki na kulawa da jin dadin jama’a a manyan yankuna hudun da Biritaniya ta kunsa. Hukumomin kula da aikace-aikacen kulawa da jin dadin jama’ar ne keda alhakin yin rijistar masu yin aiki a hukumomi da cibiyoyin kulawa da jin dadin jama’ar. Rijistar zata kasance wani tabbaci ne a bainar jama’a bisa cewa wadanda aka yiwa rijista din sun cimma sharrudan shiga cikin ita rijistar kuma sun amince su yi aiki da sharrudan da aka zaiyana cikin Ka’idojin Aiki na Ma’aikatan Kulawa da jin Dadin Jama’a.

Hukumomin kula da aikace-aikacen kulawa da jin dadin jama'ar zasu rika yin la'akari da ka'idoji da sharrudan aiki na ma'aikatan kulawa da jin dadin jama'a da aka zaiyana din wajen tunkarar batutuwan da suka jibanci nuna rashin da'a da kuma yanke shawarwari kan ko ya kamata wani ma'aikacin da aka yiwa rijista yaci gaba da kasancewa cikin rijistar ko kuma a'a.

Ta yaya ka'idojin zasu shafe ka?

A matsayinka na ma'aikacin kulawa da jin dadin jama'a, zaka samu wasu ka'idoji ko sharrudan da zasu yi maka jagora bisa aikinka kana ka fahimci ka'idoji da sharrudan aiki da ake sa-idon ganin ka cimma. Ana karfafa maka gwiwar yin amfani da ka'idojin wajen yin nazari kan aikinka da kuma duba sassan da kana iya ingantawa.

A matsayinka na mai daukar ma'aikatan kulawa da jin dadin jama'a aikin, zaka san irin rawar da ake sa-ran zaka rika takawa wajen sa-ido tare da shimfida sharruda ga ma'aikatan da kuma tallafawa yunkurin cimma kwakkwaran ingancin aikace-aikacen kulawa da jin dadin jama'ar. Ana karfafa maka gwiwar sake duba ka'idoji da sharrudanka na aiki da kuma manufofi bisa yin la'akari da ka'idojin da aka zaiyana.
A matsayinka na mai cin moriyar aikace-aikacen ko kuma daya daga cikin sauran jama'a, ka'aidojin zasu taimaka maka wajen fahimtar halaiyar data kamata wani ma'aikacin kulawa da jin dadin jama'a ya nuna maka da kuma yadda ya kamata hukumomi ko wadanda suka dauke shi aikin su tallafawa ma'aikata wajen yin aiyukansu sosai.

Ka'idojin Aiki ga Ma'aikatan Kulawa da Jin Dadin Jama'a

Makasudin wadannan ka'idojin shine zaiyana halaiyar da ake sa-idon ganin ma'aikatan kulawa da jin dadin jama'ar suna nunawa da kuma sanarda masu cin moriyar aikace-aikacen nasu tareda sauran jama'a bisa ingancin halaiyar da zasu rika sa-ran ganin ma'aikatan kulawar sun nuna musu. Ka'idojin na daga cikin tanade-tanade na doka, da ka'idoji da sharrudan aiki da kuma manufofi tareda matakai na masu daukar aiki ko kuma hukumomin ma'aikatan kulawa da jin dadin jama'ar,

wadanda dole ma’aikatan suyi aiki dasu. Ma’aikatan kulawa da jin dadin jama’ar suna da alhakin tabbatar da cewa halaiyarsu bata kai ga gaza cimma wadannan ka’idoji ko sharrudan da aka zaiyana ba, da kuma kaucewa dauka ko kuma gaza daukar duk wani mataki wanda zai yi illa ga lafiyar masu cin moriyar aikace-aikacen nasu.

Matsayi

Hukumar kula da Aiyukan Kulawa da Jin Dadin Jama’a tana bukatar ma’aikatan kulawa da jin dadin jama’ar su cimma wadannan ka’idojin kuma tana iya daukar mataki idan ma’aikatan da sukayi rijista suka gaza yin hakan.

Ana bukatar masu daukar ma’aikata ko hukumomin ma’aikatan kulawa da jin dadin jama’a su rika yin la’akari da wadannan ka’idoji da sharruda wajen yanke shawarwari a gameda da halaiyar ma’aikatansu.

Dole ne Ma’aikatan Kulawa da jin Dadin Jama’a su:

- Kare hakki tareda jaddada bukatun masu cin moriyar aikace-aikacen nasu da kuma masu yinsu;

- Suyi yunkurin tabbatar da amincin masu cin moriyar aikace-aikacen nasu tareda masu yinsu;

- Karfafa dogaro-da-kai a tsakanin masu cin moriyar aikace-aikacen nasu tare da karesu daga duk wani hadari ko wata illa;

- Kiyaye hakki ko yancin masu cin moriyar aikace-aikacen tareda tabbatar da cewa halaiyarsu bata yi illa a garesu ko kuma ga wasu ba;

- Tabbatar da amincin jama’a bisa aiyukan kulawa da jin dadin jama’ar; da kuma

- Daukar nauyi ko alhakin aiki tareda faiyace ingancin aikace-aikacen nasu da kuma cigaba da kyautata ilmi da kwarewarsu ta aiki.

1 A matsayinka na ma'aikacin kulawa da jin dadin jama'a, dole ne ka kare hakki tare da jaddada bukatun masu cin moriyar aikin da kuma masu yinsu.

Wannan kuwa ya hada da:

1.1 Dauka ko tunkarar kowa a matsayinsa na kansa;

1.2 Mutuntawa tareda karfafa ra'ayoyi da bukatun masu cin moriyar aikin kulawar tareda masu yinsu;

1.3 Tallafawa hakki ko yancin masu cin moriyar aikace-aikacen kulawar wajen gudanar da rayuwarsu da kuma yanke sahihan shawarwari bisa moriyar aiyukan da suke ci;

1.4 Kiyaye martaba da mutuncin masu cin moriyar aikace-aikacen kulawar;

1.5 Bunkasa cin moriyar aiyukan kulawar daidai-wa-daida tsakanin jama'a; da kuma

1.6 Yin la'akari tareda mutunta bambamcin al'adu da akidoji.

2 A matsayinka na ma'aikacin kulawa da jin dadin jama'a, dole ne ka yi yunkurin tabbatar da amincin masu cin moriyar aikace-aikacen kulawar da kuma masu yinsu.

Wannan kuwa ya hada da:

2.1 Kasancewa adali;

2.2 Sanarwar ko yin bayani dalla-dalla bisa gaskiya;

2.3 Mutunta bayanai na sirri tareda yin bayani bisa munufofin hukuma a gameda bayanan na sirri ga masu cin moriyar aiyukan kulawar da kuma masu yinsu;

2.4 Kasancewa abun-dogaro;

2.5 Cika-aiki, da cimma yarjejeniyoyi da tsare-tsare da kuma yin bayani ga masu cin moriyar aiyukan kulawar tareda masu yinsu, idan hakan ta faskara, bisa dalilan da suka jawo gazawar.

2.6 Baiyana batutuwan daka iya kaiwa ga nuna son-kai tareda tabbatar da cewa basu shafi shawarwari ko kuma aiyukanka ba; da kuma

2.7 Yin aiki da manufofi hade da matakan da suka shafi karbar kyaututtuka da kudi daga masu cin moriyar aiyukan kulawa da jin dadin jama'a da kuma masu yinsu.

3 A matsayinka na ma'aikacin kulawa da jin dadin jama'a, dole ne ka karfafa dogaro-da-kai ga masu cin moriyar aikace-aikacen tareda kare su daga duk wani hadari ko wata illa.

Wannan kuwa ya hada da:

3.1 Karfafa dogaro-da-kai ga masu cin moriyar aikace-aikacen da taimaka musu wajen fahimta tareda samun hakkinsu;

3.2 Yin amfani da tsare-tsare hade da matakan da aka shimfida domin tunkara da kuma kai rahoton duk wata halaiyar dake tattatare da hadari, ko cin-zarafi, ko nuna bambamci ko kuma rashin adalci;

3.3 Bin ka’idoji ko sharruda da kuma daukar matakan da aka tsara da nufin kare ka tareda sauran jama’a daga yamutsi da kuma cin-zarafi a wajen aiki;

3.4 Sanarda hukuma ko cibiyar data dauke ka aiki ko kuma wata hukumar data dace bisa wasu matsalolin da suka jibanci kayan aiki ko gudanar da aikin wadanda ka iya kawo cikas ga kulawa da jin dadin jama’a;

3.5 Sanarda hukuma ko cibiyar data dauke ka aiki ko kuma wata hukumar data dace bisa aikin abokan aikinka wanda iya kasancewa yana tattare da hadari ko kuma yin illa ga ingancin kulawa da jin dadin jama’a;

3.6 Yin aiki da manufofin hukuma ko cibiyar data dauke ka aikin bisa kiyaye tsaron lafiyar ma’aikata da sauran jama’a, wadanda suka dana sha ko yin amfani da ababen da aka hana ko kuma wuce-gona-da-iri wajen sha ko yin amfani dasu din;

3.7 Taimakawa masu cin moriyar aiyukan da kuma masu yinsu wajen gabatar da koke-kokensu da daukar koke-koken nasu da mahimmanci ainun, da kuma daukar matakai a kansu ko gabatar dasu ga wanda ya dace; da kuma

3.8 Fahimtar ikonka na aiki tareda yin amfani dashi ta hanyar data dace wajen yin hulda da masu cin moriyar aikin da kuma masu yinsa.

4 A matsayinka na ma’aikacin kulawa da jin dadin jama’a, dole ne ka kiyaye hakkin masu cin moriyar aikin, tareda tabbatar da cewa halaiyarsu bata yi illa a garesu ko kuma ga wasu ba.

Wannan kuwa ya hada da:

4.1 Fahimtar cewa masu cin moriyar aiyukan suna da yancin yin kasada da kuma taimaka musu wajen dauka tareda tunkarar matakan daka iya kasancewa suna da hadari a garesu da kuma wasu;

4.2 Yin aiki da manufofi da kuma matakan bin diddigin abubuwan dake tattare da hadari domin tantance ko halaiyar masu cin moriyar aikin kulawa da jin dadin jama'ar ka iya yin illa a garesu ko kuma ga wasu;

4.3 Daukar matakan da suka wajaba domin takaita hadurra ga masu cin moriyar aiyukan a gameda yin illa ko yiwuwar yin illa ga kansu ko kuma ga wasu; da kuma

4.4 Tabbatar da cewa abokan aikinka tare da hukumomin da suka dace suna da masaniya bisa sakamako da kuma illolin dake tattare da bin diddigin abubuwan daka iya kasancewa suna da hadari.

5 A matsayinka na ma'aikacin kulawa da jin dadin jama'a, dole ne ka tabbatar da amincin jama'a bisa aiyukan kulawa da jin dadin jama'ar.

Musamman ma dai dole ne ka guji:

5.1 Cin-zarafi, ko yin biris ko kuma yin illa ga masu cin moriyar aiyukan da masu yinsu ko kuma abokan aikinka;

5.2 Cin-zali ko nuna rashin adalci ga masu cin moriyar aiyukan da masu yinsu ko kuma abokan aikinka;

5.3 Yin karen-tsaye ga amincin masu cin moriyar aiyukan da kuma masu yinsu, ko kuma yin amfani da matsayin da kake dashi na ganin bayanai a gameda su ko kadarorinsu, ko gida ko kuma wurin aikinsu ta hanyar da bata dace ba;

5.4 Kulla wata dangantaka ko yin huldar da bata dace ba tsakaninka da masu cin moriyar aiyukan;

5.5 Nuna bambamci ba bisa doka ko hujja ba ga masu cin moriyar aiyukan kula da jin dadin jama'ar ko kuma abokan aikinka;

5.6 Amincewa da duk wani nuna bambamci ba bisa doka ko hujja ba daga masu cin moriyar aiyukan kula da jin dadin jama'ar ko kuma abokan aikinka;

5.7 Saka kanka ko wasu cikin hadari haka-siddan; ko kuma

5.8 Nuna wata halaiya a wajen aiki, ko kuma bama a wajen aikin ba, wadda zata sa a rika shakku bisa cancantarka ta yin aikin kulawa da jin dadin jama'a.

6 A matsayinka na ma'aikacin kulawa da jin dadin jama'a, dole ne ka dauki nauyi ko alhakin aiki tareda faiyace ingancin aikace-aikacen naka da kuma cigaba da kyautata ilmi da kwarewarka ta aiki.

Wannan kuwa ya hada da:

6.1 Cimma ka'idoji da sharrudan aiki da suka dace tareda yin aikin bisa doka da kiyaye tsaron lafiya ta hanya mai inganci;

6.2 Adana sahihan bayanai wadanda tsare-tsaren aikinka suka bukaci a yi;

6.3 Sanarda hukuma ko cibiyar data dauke ka aiki ko kuma wata hukumar data dace bisa wasu matsalolin da kai kanka kake fuskanta wadanda ka iya shafar sukuninka na yin sahihin aiki da kuma kiyaye tsaron lafiya;

6.4 Neman taimako daga hukuma ko cibiyar data dauke ka aiki ko kuma wata hukumar data dace idan kana jin cewa ba zaka iya gudanar da duk wani aikin naka sosai ba, ko kuma idan kana da shakka bisa yadda zaka tunkari wani fanni na aikin;

6.5 Yin aiki sak da kuma hada-kai da abokan aikinka tareda yin hulda dasu cikin mutunci;

6.6 Fahimtar cewa kai ne keda alhaki bisa aikin daka wakilta wasu ma’aikatan su gudanar;

6.7 Fatimta tareda mutunta matsayi da kwarewar ma’aikatan wasu hukumomin, da bayarda hadin-kai domin yin aiki tareda su; da kuma

6.8 Yin duk wani horon daya dace, da inganta ilmi da kwarewarka ta aiki, da kuma bayarda gudun-mowa ga shirin ilmintarwa da horo ga wasu.

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