

Confidentiality and your employees

No company wants to lose its valuable sensitive information to a competitor, potentially creating negative client situations and compromising future growth. The vigilant protection of company information is an issue that needs to be discussed with employees during their employment and, more especially, as they are leaving your employ. What practical and legal steps can you take to guard your company's secrets?

Start at the beginning

The best time to have an employee agree to confidentiality obligations is right at the time of hire. Managers (or HR professionals) should have employees sign a confidentiality agreement unless they have already signed a document with confidentiality provisions during the interview process.

At times, it may also be desirable for a company to require stronger post-employment restrictions, such as non-compete obligations, on a key hire. In most states, non-compete agreements are fairly routine. For example, in California, the conventional wisdom is that enforceability is limited-which is generally true. There is, however, some belief for enforcing agreements that do not actually prevent that restricted employee from earning a living within his or her field.

What are trade secrets, really?

The core of confidentiality obligations is the protection of trade secrets. While many states have statutes to help protect trade secrets, specific confidentiality provisions in the terms and conditions **Contd. on Page 6**

TEA FACTORY OFFICER

Proprietary Tea Factory with a prestigious mark in Kegalle district; requires a Tea Factory Officer with experience of 20 years, including a minimum of 10 yrs as TFO. Extended exposure to High Grown manufacture is essential. Only TFO's with consistently high NSA during past 12 months need apply. Please include in your application Elevation Average & Estate NSA for the last 12 month period.

Remuneration package is attractive and includes high incentive; married quarters with domestic allowance and gas allowance given.

Apply (on or before 10th September 2010) to No. 90, D.S. Senanayake Mw., Colombo 8; with copies of certificates & names of 2 unrelated referees.

WANTED MAITRE D' for a small luxury hotel

Can you react effectively in a crisis? Would you enjoy being part of a highly professional team in a luxurious environment? If you:

- have EXCELLENT spoken English
- can manage and motivate a small, well-trained workforce
- have superb negotiation skills, able to anticipate the needs of guests and foreign VIPs OR have front-of-house experience
- have sound practical and maintenance skills

please contact us. We are an established, British-run Walaawa hotel near Kandy, with high end clientele from overseas, seeking a versatile resident maitre d' who is honest, energetic, resourceful, under 40 years old and male. Hotel experience is not essential as full training will be provided. Could suit ex-navy or ex-planter. Rewards are excellent for the right candidate and include medical insurance. Post to start in October. Driver preferred.

If you meet these criteria please email your C.V. and covering letter to j.louiswood@gmail.com
Amunugama Walaawa. Gunnepana. Kandy.

VACANCIES

Immediate vacancies exist for:

- Graphic Designers
- Accounts Assistants/Clerks
- Showroom Sales Assistants/Trainees

Phone for appointments,
on week days

Uthum Pathum Greetings & Gifts (Pvt) Ltd.
536, Havelock Road, Colombo 06
Tel: 2366161 / 2580819

Programmer & Web designer

Swedish IT company looking for:
Advanced programmer with at least two years experience of PHP, Smarty and database development. Java scripting in j query. Object-oriented focus is a plus.
We also focus on communicative skills as well as keeping deadlines.
We are also looking for an outstanding Web designer with skills in Adobe Photoshop and Dreamweaver or similar. Illustrator is a plus. The ability to build web templates with CSS and HTML. English language skills needed.

Please email your application to:
jobs@itisplatinum.com
779737625

WANTED

A smart young Marketing Executive or Marketing Officer for a Corrugated Carton Factory Colombo Head Office at Wattala, with at least 2 years experience in Corrugated Carton Marketing.

Call: Alex on 077-2542568

European IT gaming company looking to employ people for internet game testing

Required Skills: spoken and written English, basic math and analytical skills (A-Levels), general computing knowledge. Two months paid on the job training.

Extra Qualifications: knowledge of chess, backgammon, mahjong or poker.

Send applications to:
jobs@itisplatinum.com
779737625

WANTED

A Secretary for a Director in the Garment Manufacturing Trade.
She has to be based at the Main Plant in the Badulla District.

She must be fluent in English, both spoken and written, possess good knowledge in Shorthand and be Computer literate.

Age limit between 30 and 40 years.
She must be out of Colombo, and preferably from Central, Uva, North Central and Eastern Provinces.

Please Call:
ALEX on 0772542568 between 9.00 a.m. and 5.00 p.m. on normal working days.

A leading garments factory Manufacturing Woven Bottoms in the Ampara District requires dynamic persons to fill vacancies in their Work Study Department.

Work Study In Charge:- Should be a G.S.D. License Holder with 4 years experience as a Work Study In Charge in Woven Bottoms Manufacture.

Work Study Officer:- Should have minimum 2 years experience as a Work Study Officer in Woven Bottoms Manufacture.

Attractive salary packages will be offered in commensurate with qualification and experience.

Call: Udaya on 077-2001343

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Sales Manager, Global Payments and Cash Management

HSBC's Global Payments and Cash Management is responsible for delivering value added Cash Management Solutions to the Bank's Corporate and Institutional client base in order to enhance customer working capital management and meet the evolving needs of their business. HSBC's Cash Management Solutions are designed to integrate with customer business systems and are delivered through HSBC's global Internet banking and host-to-host delivery channels.

The Sales Manager, Global Payments and Cash Management would be responsible for the marketing and selling of domestic and regional Cash Management Solutions to the Bank's Corporate and Institutional client base.

Job responsibilities

- ▶ Win new Cash Management business to achieve agreed revenue and product targets
- ▶ Gain market share by proactively targeting and winning business from new clients
- ▶ Respond to, and satisfy customer needs in a timely and professional manner
- ▶ Promote HSBC's Cash Management capabilities to improve awareness of the Cash Management business and to generate sales opportunities
- ▶ Proactively participate in the product development cycle
- ▶ Ensure a smooth transition of Cash Management wins from Sales to Implementation
- ▶ Ensure service quality and profitability meet customer and bank expectations
- ▶ Ensure accurate MIS are delivered in a timely manner

Qualification, experience and skills

- ▶ University Degree or Marketing qualification
- ▶ 2 - 5 years of relevant experience
- ▶ A specialist in Cash Management with industry expertise
- ▶ Corporate banking experience
- ▶ Sales / Marketing and presentation skills
- ▶ Strong interpersonal skills and ability to liaise effectively with personnel across functions

If interested, send in your resumé to career@hsbc.com.lk indicating the position applied for, on or before 3 September 2010.

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