

Confidentiality...

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of employment re-enforce those protections, calls them to the employee's attention, and binds the employee to them using the employee's signature.

A trade secret may consist of any formula, pattern, device, or compilation of information which is used in one's business and which gives the employer an opportunity to obtain an advantage over its competition. Generally, a trade secret is a process, device, or information intended for continuous use in the operations of the business.

Trade secrets can include customer lists, pricing structures, business strategy, marketing plans, financial information, product development strategy, intellectual property, current and anticipated research and development, and inventions. Following are some questions that should clarify if you're not sure if some information, a device, or a formula constitutes a trade secret:

- Is the information known outside of the employer's business?
- Is the information known by employees and others involved in the business?
- What measures does the employer take to guard the secrecy of the information?
- What is the value of the information to the

employer and to the competitors?
■ What is the amount of effort or money expended by the company in developing the information?

■ How easily or readily could the information be obtained by a competitor through an independent source?
Note that trade secrets need not be technical in their nature. Market-related information and documents may be deemed to be trade secrets, and thus confidential.

Is a customer list a trade secret?
Though very important to every company, customer lists may or may not be considered a trade secret protected by confidentiality obligations. If the customer list contains specific customer information such as the key contact person, particular needs or requirements, or other information about customers that would be advantageous in the business but not publicly available, then such lists should be considered a trade secret and receive protection accordingly.

Some practical ways to protect corporate assets

Employers should disseminate to their employees a written trade secret policy that specifically identifies customer information, anticipated R&D projects, pricing, and other similar items as trade secrets. Most trade secrets are documented in some fashion, whether in paper files or computer disks. Here are some suggestions for keeping trade secrets:

- ▶ If it's a trade secret, label it! Mark confidential documents with the words CONFIDENTIAL or TRADE SECRET. But be selective. If all documents or files are labeled secret, even those that are not, the label may lose its effectiveness.
- ▶ Do not distribute confidential documents beyond the pool of people who need to see them.
- ▶ Securely store your documents and

protect them from inappropriate access and disasters such as fire.

- ▶ Back up your computer information, and keep the duplicate files secure.
- ▶ Shred documents before discarding them.
- ▶ Erase boards and destroy flip charts after meetings.

▶ Collect all excess documentation after meetings.
With the increasing use of e-mail, intranets, and portals, companies also need to set up appropriate policies for technology security, including hardware, software, and data.

Using firewalls to protect Internet access, employing reputable encryption programs on email, restricting access to servers, and developing sophisticated database security protocols are all valuable steps in ensuring that electronic copies of trade secrets are not deliberately or inadvertently released. Proper virus protection is also crucial to assure that critical documents are not damaged or destroyed.

In the era of telecommuting, too, be aware of the substantial risks posed by employees who take work home or work at home regularly. Employers should address this situation specifically in their confidentiality agreements and employee policies.

As recent headlines revealed, even highly secure organizations like the CIA can be embarrassed by employees (even directors) who work on confidential matters on their home computers-with Internet connections offering potential access to hackers around the world.

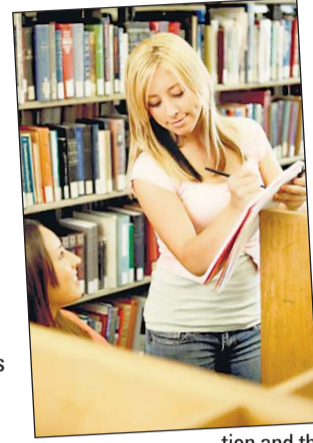
When an employee leaves the company If a Separation Agreement is executed at

the time an employee leaves the company, confidentiality provisions can be included in that document. As a starting point, the agreement can repeat the confidentiality obligations included in the Proprietary Information and Inventions Agreement that the employee signed when first employed. The same areas

can be covered: trade secrets, non-solicitation (of the company's customers and of the company's employees), and non-compete (to the extent enforceable in your particular jurisdiction). Confidentiality obligations can be modified to fit the particular circumstances of the employee's departure from the company.

If no separation agreement is signed at the time an employee leaves, only the confidentiality provisions previously agreed upon will apply, together with any statutory protections such as the general trade secrets protection and the specific patent and copyright laws. In these cases, TriNet recommends that you at least remind the employee of these confidentiality provisions and of your company's intent to seek enforcement thereof in court, if necessary.

If you have questions
Preserving trade secrets is an essential part of doing business and staying ahead of the competition. Have employees with access to vital company information enter into written restrictive agreements with regards to confidentiality, non-solicitation, and non-competition. Keep in mind that such restrictions must be reasonable enough so that the employee's ability to earn a living and use his or her expertise with another employer is not unduly hindered. Also, confidentiality agreements should specifically mention what information or activity is considered "off limits." **Trinet.com**



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ENGLISH INSTRUCTORS (MALE) AS COMMISSIONED OFFICERS IN THE VOLUNTEER NAVAL FORCE

MINIMUM QUALIFICATIONS

Sub Lieutenant

- I. A degree with 02 years experience in teaching English.
or
- II. Teachers with specialist English trained teachers certificate
or
- III. National Diploma in Teaching English (with minimum of 02 years duration of institutional training) with 02 years experience in teaching English at a recognized institute.

MINIMUM ELIGIBILITY

1. A citizen of Sri Lanka
2. Age as at Closing Date - Below 50 years
3. Height - 5' 5"
4. Weight - 52Kg
5. Chest - 32"
6. Visual Acuity - 6/6
7. Vision Colour Standard - II

NOTE

1. Physical standards may be waived at the discretion of the Commander of the Navy .
2. Age limit may be waived for personnel already employed in service or government organizations.
3. Working experience stipulated in above posts may be waived for applicants having similar or equivalent experience

MONTHLY SALARY (APPROXIMATELY) - Rs 32400.00

OTHER ALLOWANCES AND FACILITIES

1. Meals
2. Medical
3. Traveling
4. Accommodation
5. Uniform

SPECIMEN APPLICATION :

- | | |
|-----------------------------------------|-----------------------------------------------------------|
| 1. Full name | 10. Schools attended |
| 2. Postal address and Telephone numbers | 11. Sport achievements |
| 3. Date of birth | 12. Educational, professional qualifications |
| 4. Age as at closing date | 13. Work experience |
| 5. Height, chest and weight | 14. Extra curricular activities |
| 6. Marital status | 15. Previous employment if any and reason for termination |
| 7. Electorate and number | 16. Present employment with address of employer |
| 8. National Identity card number | 17. Previous service in Armed Forces if any |
| 9. Nearest Police Station | |

I hereby certify that the details furnished above are true and correct.

Date _____ Signature of Applicant _____

Application should be sent by registered post together with certified copies of :

- | | |
|------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. Birth Certificate | 6. Certificates of Professional Qualifications |
| 2. Educational Certificates | 7. Sport Certificates |
| 3. School Leaving Certificate | 8. Certificates of Experience |
| 4. Grama Niladhari Certificate | 9. Two Character Certificates obtained within 06 months prior to the closing date |
| 5. Certificates of Extra Curricular Activities | |

Closing Date : 13th September 2010



SRI LANKA NAVY

Application to be addressed to
Senior Staff Officer(Recruitment)
Navy Headquarters P:O Box 593 Colombo.
Tel. No 0114632222
web : www.navy.lk



VACANCY ANNOUNCEMENT UNITED NATIONS POPULATION FUND (UNFPA)

Post Title : Assistant Representative (ICS 10/NOC)
Duty Station : Colombo
Duration : Initially for one year with possibility of extension

Job Description:

Under the guidance of the Representative or Country Director in coordination with the UNDP Resident Representative the Assistant Representative is the primary implementer of the Country Programme as well as playing a leadership role with a programme team in the country office. The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of population and development, reproductive health and gender.

The Assistant Representative:

- Creates substantive knowledge of population and development, reproductive health and gender issues in the country, assesses technical assistance needs in these areas and advises on the suitability of programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, CAPs, MDG).
- Provides substantive leadership and inputs into the design and formulation of programmes and projects translating UNFPA's mandate and strategic priorities into local interventions, and responding to Government plans and priorities. Introduces into the project formulation process the results of programme and project reviews and evaluations, best practices, as well as innovative strategies, approaches and policies.
- Advises and reports on achievement of programme and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools. Leads programme and project implementation guiding and orienting executing agencies and project personnel introducing effective modalities and practices of implementation.
- Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge.
- Analyzes population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.
- Contributes to the resource mobilization strategy by analyzing info on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for co-financing.

We are looking for candidates who have:

- The ability for advocacy and advancing a policy oriented agenda.
- A track record in innovation and marketing of new approaches.
- A capacity for leveraging the resources of national governments and partners and for building strategic alliances with partners.
- Integrity, commitment and respect for diversity.
- Skills to manage relationships, communicate, and develop people.
- Ability for analytical and strategic thinking and results orientation.

Job Requirements:

- Masters degree in health, population, demography and/or other related social science field.
- 5 to 8 years relevant professional experience, preferably in programme/project management in the public or private sector.
- Fluency in oral and written English and Sinhala and/or Tamil.
- Proficiency in current office software application.
- Experience in UN procedures and work processes is highly desirable.

UNFPA offers an attractive compensation package commensurate with experience.

Please forward your resume including contact details of two-non related referees under confidential cover letter to the UNFPA Representative at the following address: UNFPA, 202 Baudhaloka Mawatha, Colombo 7. Please specify on the top left hand corner of the envelope "Application for post of Assistant Representative". Only short-listed applications will be acknowledged.

Deadline: 12 September 2010.