



# APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## The Culture Audit: Building the Successful Company Culture

A company's culture can help ensure the success of its business objectives. However, company culture is about more than having free Coca Cola in the fridge and allowing employees to take their dogs to the office. Culture is how employees describe where they work, understand the business, and see themselves as part of the organization. Building a strong company culture will not itself guarantee business success, but culture is a key determinant in attracting talent and it is that talent that carries a company forward.



A "culture audit" can help assess the culture that currently exists in a company. It also offers insights into the means to strengthen it. This process is more commonly referred to as a "employee survey," it helps companies learn what *raison d'être* keeps employees at the company. An effective corporate culture audit describes the overall working environment, identifies the unwritten "norms" and rules governing employee interactions and workplace practices, determines possible barriers to effective work practices and communication, and makes recommendations for

addressing identified problems. Not only will it help retain top performers, it provides a blueprint of what attributes to look for in applicants.

**Sample questions might be:**

- ▶ Are you being compensated fairly?
- ▶ Are your benefits comparable to those of the company's competitors?
- ▶ Does the company value your work?
- ▶ Are you getting the training you need?
- ▶ Does open communication

## 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?



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

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?

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 competitor. 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 of 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?

### Vacancy

**1. Finance Manager**  
15 years experienced and qualified in B.Com/MBA, Age between 40-50.

**2. IT Manager**  
10 years experienced and qualified in BSC, (computer) degree, Age between 30-40.

Please send your CV and copies of certificate with transcript.

markray32146@yahoo.com  
johnpeter@aussiemail.com.au



### UNIVERSITY OF COLOMBO VACANCIES

This has reference to the advertisement which appeared in the Sunday Times on 06.12.2009 calling applications for the following Posts of the University of Colombo.

- FACULTY OF ARTS**
- Department of English – Post of Professor of English
  - Department of Sinhala – Post of Lecturer (Probationary)/Senior Lecturer Grade III

It is hereby informed that calling applications for the above mentioned Posts has been withdrawn until further notice.

**Acting Registrar,**  
94, Cumaratunga Muddasa Mawatha,  
Colombo 3.  
18 December, 2009

### U.A.E - ABUDHABI

REQUIRED MEDICAL STAFF FOR AN IMMEDIATE DEPLOYMENT IN  
**NMC SPECIALTY HOSPITAL LLC**

GENERAL PRACTITIONERS – 15 NO'S - SALARY NEGOCIABLE

▶ Should hold an accredited recognized primary medical qualification with successfully completed and can demonstrate a one - year rotator internship 'General Practice' program With 2 years experience, post-internship as GP / Medical Officer registered with SLMC as a General practitioner/MBBS degree holder.

NURSES (MALES/FEMALES) - 10 NO'S - SALARY NEGOCIABLE

**Registered Nurses**

▶ Should have BSC/Degree minimum 3 yrs/ 3 ½ yrs Diploma with registration of Nursing Council. 2yrs of experience after registration including experience in Medical & Surgical ward and other 1 year from any other departments.

**Specialized Nurses**

▶ Should have BSC/Degree minimum 3 yrs / 3 ½ yrs Diploma with registration of Nursing Council. 4 yrs experience after registration including experience as lecturer / Clinical Instructor.

**Practical Nurses - 8 No's**

▶ Should have 2 years in nursing passed / Diploma with 3yrs 1 yr experience after registration

All the above candidates should possess a good command in English. Cv's should be forwarded by email or send by post with all the relevant documents.

**Selected candidates will be provided**

- Free accommodation/housing allowance for the employed candidates.
- Medical/ insurance for the employed candidates as per the UAE Labour Law.
- Food and other perks will be very clearly mentioned when we offer the salary scale.
- Free return air ticket yearly to Doctors and after completion of the contract for nurses.
- In case of any death full compensation will be provided according to the UAE law.
- All the other terms are in par with UAE labour law.



### HAMAD INTERNATIONAL (PVT)LTD

#7, Devanampiyatissa Mawatha,  
Colombo-10, Sri Lanka.  
Email. hamadi@slt.lk or amyanver18@yahoo.com

www.unionb.com

**TEAM UP  
WITH  
UNION BANK**

## Head of Corporate Banking

Union Bank of Colombo Limited has in its strategic redirection determined the need to integrate with development policies of the Country. In its rapid expansion plans the Bank intends increasing its branch network and broadening the scope of innovative banking and financial services to its growing clientele. The Bank needs a dynamic result oriented individual to head the Corporate Banking Division towards achieving the Banks targets through a process of aggressive credit management. This position would be at the level of Assistant Vice President in the Banks management structure.

**Requirements:**

The ideal candidate would be a professionally qualified individual in Banking and Finance with specialized knowledge in the area of credit management particularly covering the aspects of credit marketing, developing of overall systems and procedures for effective credit administration, analyzing and interpreting financial statements with the ability to write excellent credit proposals. Experience should entail at least 4 to 5 years in a Senior Management position in the area of credit management in a Bank. A good knowledge in the use of Information Technology and a sound working knowledge in English and Sinhala are important.

**Rewards:**

An attractive remuneration package including perquisites and staff loans at concessionary rates of interest is available for the right candidate depending on qualifications, experience and the ability to integrate and work in a dynamic environment.

Applications must be forwarded with names of two non-related referees within 7 days of this advertisement to reach the following address. The post applied for must be marked at the top left hand corner of the envelope;

**Vice President,  
Human Resources, Admin & Business Support,  
Union Bank of Colombo Limited,  
15A, Alfred Place, Colombo 3  
Fax: 2370971, 2370692  
E-mail: jobs@unionb.com**

### VACANCIES IN DUBAI, U.A.E.

**POST OF FEMALE CHEF**

A leading hotel in Dubai is looking for the Female Chef (Sweets/Confectionary)

Salary UAE Dhs. – 2,000/= per month  
(01 UAE Dhs = S.L. Rs. 31/=)

Free food, accommodation, medical and air ticket both ways will be provided. Two year contract. 8 hours working per day.

Please Send your bio Data to;

**SARATHI LIMITED,**  
50, Hyde Park Corner, Colombo 02.  
E-mail : sarathiltd@curaka.lk

