

# Interclean envirotech merger memo



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InterClean-EnviroTech Merger Memorandum Name HRM531 - Human Capital Management May 9, 2011 Instructors Name Memo To: Management Team

From: Student Name Date: 05/09/11 Re: InterClean-EnviroTech Merger

Message: As you are well aware, the InterClean merger with EnviroTech has reached its final stages and is complete. To make certain your team member's transition smoothly and quickly it is important to be aware of your behavior and how it can affect the productivity of your workers.

With that said the purpose of this memo is to provide the team with information for best practices to follow and maintaining a positive attitude during this trying time. The stance you take will make all the difference in how your teams handle the change. Be cognizant of any attitudes or feelings stemming from the acquisition to make certain they are curtailed quickly before affecting your teams. It is imperative to remember the effects your attitude will have on the team.

There are a few rumors circulating that have begun to diminish employee morale and it is important to provide feedback to employees that address their concerns. When responding keep in mind the value your role plays. The nescience of a few employees does not have to affect the entire staff.

Consequently, as you begin to receive information regarding the next steps does not forget the importance of aligning your objectives and behaviors with employment laws to always handle each scenario you may be presented with fairly.

Our human resources team will be available to answer any questions and give direction when necessary. All decisions follow the proper protocol for

rates of pay, promotion, and training. Distinctions have not been made and cannot be made based on race, color, religion, sex, or national origin. To determine if you are utilizing best practices ask yourself the following questions before having discussions with any employee in reference to the transition (Harris, P. , 2009): \* Do you test your assumptions before acting on them? Do you believe there is only one right way of doing things or that there are a number of valid ways? \* Do you have honest relationships with each staff member on your team? \* Are you able to give negative feedback to a team member that is culturally different from you? \* Are you willing to listen to constructive feedback from your staff about ways to improve the work environment? \* Are you able to take immediate action with team members when they behave in ways that show disrespect for others in the workplace?

Although this may be a trying time that requires an extra effort on your part it will prove beneficial in the long run. Exhibiting fair treatment and consistent behavior with all employees will set the tone for how the merger will flow. The opportunity the merger brings will have far reaching effects on those team members that continue with the new organization. Despite those individuals that may not be continuing with the organization keep in mind the dichotomy that will be created and address it accordingly always following best practices and remembering the diversity that we have gone to great lengths to create.

In closing, take the time to engage the rumor mill it does have its place and can progress the communication within the new organization. When navigated properly the rumor mill can be to our advantage and give us some

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headway on how to handle any forthcoming issues. The diversity we have established can continue as we strive to build the new organization. This is an amazing time for our organization and all eyes are on you as we move forward. Take that into consideration with all that you say and do. Your team members will be looking to you for how to function during this time.

Your efforts thus far are greatly appreciated and if you consider the information that has been provided to you I am certain we can make this transition smoothly. References Harris, P. (2009). Managing diversity in the workplace. Informally published manuscript, Human Resources, University of California San Francisco, San Francisco, CA. Retrieved from [http://ucsfhr.ucsf.edu/index.php/pubs/hrguidearticle/chapter-12-managing-diversity-in-the-workplace/Harris, P. \(2009\). Public affairs, good business ethics and values in dark times. Journal of Public Affairs \(14723891\), 9\(2\), 83-85.](http://ucsfhr.ucsf.edu/index.php/pubs/hrguidearticle/chapter-12-managing-diversity-in-the-workplace/Harris,%20P.%20(2009).%20Public%20affairs,%20good%20business%20ethics%20and%20values%20in%20dark%20times.%20Journal%20of%20Public%20Affairs%20(14723891),%209(2),%2083-85.) | |