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## **INTELLECTUAL PROPERTY POLICY**

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**O2 1.00 FULL TITLE OF THE POLICY**

The full title of this Policy shall be "Policy Concerning Intellectual Property".

**O3 2.00 SUMMARY OF THE POLICY**

This Policy relates to the creation, use and protection of Intellectual Property belonging to the Company or to third parties.

**O4 3.00 OBJECTIVES OF THE POLICY**

The objectives of the Company in establishing this Policy are the following:

- a) to lay down a regulatory framework regarding the purpose of the Policy;
- b) to ensure that individual and group behaviour is consistent with the Company's expectations and with the requirements of any applicable legislation and regulations;
- c) to ensure adequate use of the Company's Intellectual Property, so that the Company's operations are carried on in a manner consistent with its mission and tend to constantly maintain, enhance and promote its image and reputation;
- d) to provide, encourage and maintain within the Company an environment which is healthy, peaceful, safe and respectful of collective and individual rights;
- e) to encourage positive participation by those affected by this Policy during the planning, design and execution of the Company's operations; and
- f) to provide those who are affected by this Policy with the means and tools to fulfill their tasks, to perform their activities and to assume their responsibilities in a fully effective manner.

**O5 4.00 SCOPE OF THE POLICY**

**4.01 Persons Affected**

This Policy shall apply to any Employee of the Company, including:

- a) any Employee working on the premises of a client of the Company or at any location other than where the Company carries on its operations;
- b) any Employee who creates or uses Intellectual Property Elements in the course of a contract, an exchange of services, a mandate, a training period, a cooperative undertaking or otherwise; and
- c) any Employee coming into contact with Intellectual Property Elements.

**4.02 Activities and Property Involved**

This Policy shall also apply to:

- a) the departments, administrative units, branches and subsidiaries of the Company;
- b) the Company's operations; and
- c) the systems, Equipment and resources of the Company.

**O6 5.00 DEFINITIONS OF WORDS AND EXPRESSIONS USED IN THE POLICY**

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### 5.01 Usual Meaning

Words and expressions used in this Policy shall generally keep their usual meaning.

### 5.02 Other Company Documents

Several words and expressions used in this Policy are defined in other Company Documents (e.g.: *vocabulary, guidelines, standards, methods, etc.*), such as ..... (*indicate the exact title of the relevant documents*).

### 5.03 Specific Definitions

For purposes of this Policy and unless the context obviously indicates another meaning, the following words and expressions shall have the following meaning:

- **"Patent"**: shall mean a government grant giving the right to exclude others from making, using or selling an invention
- **"Industrial Design"**: shall mean the visual features of shape, configuration, pattern or ornament applied to a finished article of manufacture
- **"Copyright"**: shall mean protection provided for literary, artistic, dramatic or musical works including computer programs, and sound recordings
- **"Employee"**: shall mean any person employed by the Company, whatever his position in the hierarchy (officer, manager or employee), his type of remuneration (salary, commissions, fees, etc.) or his status (regular, part-time, on call, etc.) may be;
- **"Company"**: shall mean ..... (*indicate the Company's name*);
- **"Equipment"**: shall include, without limitation, all equipment for the following purposes:
  - Internet access;
  - e-mail;
  - computer;
  - telephone;
  - telecopier;
  - photocopier; and
  - intranet access;
- **"Trademark"**: shall mean a word, symbol or design, or combination of these, used to distinguish the goods or services of one party from those of another
- **"Person"**: shall mean any person, whether a physical or legal person;
- **"Intellectual Property"**: shall mean a form of creative endeavour that can be protected through a trademark, patent, copyright, industrial design or integrated circuit topography
- **"Authorized Company Representative"**: shall mean the Employee's immediate superior.
- **"Integrated Circuit Topography"**: shall mean the three-dimensional configuration of the electronic circuits embodied in integrated circuit products or layout designs

## 07 6.00 STATEMENT OF THE POLICY

### 6.01 Ownership

(a) **Intellectual Property Elements**: The Company shall be deemed to be the exclusive owner of all Intellectual Property Elements created or used for the Company's benefit by the Employee or by a group of persons of which the Employee forms a part. Consequently, the Employee shall not have any right (real or presumed) of property, confidentiality or privacy as regards such Elements.

(b) **Information, Messages, Files and Data**: The Company shall be deemed to be

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