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Preamble

This policy is established to articulate Bega's commitment to maintaining and protecting its Intellectual Property and setting guidelines to employees on release of any such information.

Policy Statement

As an organisation, Bega must protect its intellectual property from falling into unauthorised hands or being disclosed to other parties without its knowledge or permission. Employees must keep all intellectual property secure and not access, copy, or disclose it to anyone without proper authority.

Employees must not misuse confidential information or intellectual property and must maintain the integrity and security of any company documents or information for which they are responsible.

Definitions

- **Intellectual Property** - A formula, practice, process, design, instrument, pattern, or compilation of information which is not generally known or reasonably ascertainable to the public that is specific to the organisation. Intellectual Property may be developed by an employee during their employment with Bega, of which is owned solely by the organisation.

Policy Guidelines

All inventions, discoveries and improvements, including systems development, which may be conceived or made by the employee (whether alone or not) during the period of employment, developed on company time or which is or may be related to the company's business remains the property of Bega.

The Employee assigns to the company:

1. All inventions, discoveries and novel designs, whether or not registrable as designs under the Designs Act 1906, patents under the Patents Act 1952 and trademarks under the Trade Marks Act 1955; and
 - the entire copyright in all works, including but not limited to all literary and other works as defined in the Copyright Act 1968 whether created by the employee as a result of and in the course of their employment, either solely or jointly with others.



- the employee may not make reproduction or substantial reproduction of any of the intellectual property without the written consent of the company.
- 2. Where the employee makes any patentable process or article as a result of and in the course of the performance of their services, the patent is owned by the company.
- 3. The employee is not to disclose or use without authorisation the intellectual property of the company, including: the exclusive right to use trademark(s), service mark(s), business plan(s), software copyrights, teaching materials, research reports of special projects, miscellaneous copyright and all other intellectual property which belongs to the company according to the law.
- 4. If there are any doubts about any issue relating to intellectual property or confidential information, consult a manager.

DELEGATIONS/AUTHORISATION

Only the Chief Executive Officer has the delegation to approve the release of company information, data, records, processes, manuals, plans and any other information that is unique to the organisation.

BREACH OF POLICY

If an employee does not meet the expectations set out in this policy, they may be subject to disciplinary action in accordance with the organisation's **Performance Counselling and Disciplinary** policies up to and including possible termination of their employment.

Related Documents

- Quality Management System
- Confidentiality Policy