

Usage of Intellectual Property Policy



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POLICY STATEMENT:

Our company recognizes the importance of intellectual property (IP) and is committed to protecting and managing it in a responsible and effective manner.

PURPOSE:

This policy outlines the company's approach to managing its intellectual property (IP) assets, including patents, trademarks, copyrights, trade secrets, and other proprietary information.

The purpose of this policy is to ensure that the company's IP is protected, managed, and exploited in a way that aligns with the company's strategic goals and supports its business objectives.

SCOPE:

- This policy applies to all employees, contractors, and third parties who work with the company, regardless of location or job function.
- The policy covers all forms of intellectual property (IP), including patents, trademarks, copyrights, trade secrets, and other proprietary information.
- The policy applies to all stages of the IP lifecycle, from creation and development to protection, management, and commercialization.

DEFINITIONS:

- Intellectual Property (IP): Refers to the legal rights associated with creations of the mind, such as patents, trademarks, copyrights, trade secrets, and other proprietary information.
- Trademarks: A distinctive symbol, design, or phrase that identifies and distinguishes the products or services of a company.
- Patents: A legal right granted to an inventor for a limited period of time to prevent others from making, using, or selling an invention without permission.
- Copyrights: A legal right granted to the creator of original works, such as literary, artistic, or musical works, to control the use of those works.
- Trade Secrets: Confidential information that provides a business with a competitive advantage, such as a unique product formula or business strategy.
- Proprietary Information: Information that is confidential and proprietary to the company, including trade secrets and other confidential business information.
- IP Assignment Agreement: An agreement between the company and its employees or contractors that outlines the ownership of IP created in the course of their employment or contract.
- Technology Protection Measures: Techniques used to prevent unauthorized use of IP, such as encryption or digital rights management.
- Confidentiality Agreements: Legal agreements that require parties to maintain the confidentiality of proprietary information.
- Alternative Dispute Resolution: Methods for resolving disputes outside of court, such as mediation or arbitration.
- Licensing Agreements: Legal agreements that grant permission to use IP in exchange for compensation or other benefits.
- IP Commercialization: The process of exploiting IP, such as through licensing or other forms of IP exploitation, to generate revenue or other benefits for the company.

IP OWNERSHIP:

- The company owns all IP created by its employees, contractors, and third parties, unless otherwise agreed in writing.
- Employees are required to sign an IP assignment agreement as a condition of their employment, which outlines the company's ownership of IP created in the course of their employment.

IP PROTECTION:

- The company will take steps to protect its IP, including registering trademarks, patents, and copyrights, and implementing measures to prevent unauthorized use of IP.
- This may include technology protection measures, confidentiality agreements, and other forms of protection.

IP COMMERCIALIZATION:

- The company will explore opportunities to commercialize its IP, including licensing and other forms of IP exploitation.
- The company will develop a process for commercializing IP, including the negotiation and execution of licensing agreements, and will ensure that all IP commercialization activities align with the company's strategic goals.

IP MANAGEMENT:

- The company will maintain accurate IP records, identify and protect new IP, and manage IP disputes in a timely and effective manner.
- The company will also provide training and support to employees on IP management best practices.

IP DISPUTES:

The company will take steps to resolve IP disputes, including the use of alternative dispute resolution methods, such as mediation and arbitration.

IP LICENSING:

The company will develop a process for licensing its IP, including the negotiation and execution of licensing agreements, the management of IP licenses, and the resolution of licensing disputes.

IP TRAINING AND AWARENESS:

- The company will provide regular IP training for employees and promote IP awareness within the organization.
- The company will also provide resources and support to employees to help them understand the importance of IP and how to manage IP effectively.

IP AUDITS:

The company will conduct regular IP audits to ensure that IP is being managed effectively and that the company is in compliance with its IP policies and procedures.

ENFORCEMENT:

- Violations of this policy may result in disciplinary action, up to and including termination of employment or termination of a contract.
- The company will also take legal action to protect its IP as appropriate.

POLICY REVIEW AND UPDATES:



This policy will be reviewed and updated regularly to ensure that it remains relevant and effective.

APPROVAL:

This policy has been approved by the Board of Directors and is effective as of [insert date].

RESPONSIBILITY FOR IMPLEMENTATION:

The responsibility for implementing this Intellectual Property Policy rests with the company's management and leadership team.

Approved by:

Date of approval:

Revisions

Revision No. - Revision date - Approved by

Revision No. - Revision date - Approved by



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