

# Intellectual Property Policy

**Adopted:**

**Reviewed:** 8/12/2023

## Introduction

### 1.1 Purpose

The Intellectual Property (IP) Policy outlines Believe in Me's commitment to the proper management, protection, and utilization of intellectual property rights. The policy aims to foster innovation, creativity, and responsible use of intellectual assets in alignment with the organization's mission, values, and strategic objectives.

### 1.2 Scope

This policy applies to all intellectual property developed, created, or used by Believe in Me, its employees, volunteers, contractors, grantees, and partners. It encompasses copyrights, trademarks, patents, trade secrets, and any other forms of intellectual property protected by applicable laws.

## Policy Statement

### 2.1 Ownership and Rights

Believe in Me acknowledges that intellectual property rights should be respected and protected. The organization recognizes that intellectual property may be created or developed through its activities, collaborations, or partnerships. It is committed to

determining ownership rights and utilizing intellectual property in a manner that maximizes public benefit and advances its mission.

## 2.2 Compliance

Believe in Me adheres to all applicable intellectual property laws, regulations, and ethical standards. The organization ensures that intellectual property rights are respected, protected, and enforced, both within its operations and in collaboration with external stakeholders.

## 2.3 Responsible Use and Collaboration

Believe in Me promotes responsible use and collaboration related to intellectual property. The organization encourages knowledge sharing, open innovation, and the dissemination of intellectual assets to benefit the wider community. It supports collaborative efforts to create, develop, and utilize intellectual property that advances its mission and goals.

## 2.4 Confidentiality and Privacy

Believe in Me respects the confidentiality and privacy of sensitive intellectual property information. The organization takes appropriate measures to safeguard intellectual property, ensuring its secure storage, restricted access, and protection against unauthorized disclosure or use.

# Intellectual Property Rights

## 3.1 Copyrights

1. Believe in Me respects the copyrights of others and expects the same from its employees, volunteers, contractors, grantees, and partners.

2. Copyright ownership of intellectual property developed by Believe in Me employees, volunteers, contractors, or grantees is determined as per the terms of any applicable agreements or contracts.
3. Proper attribution and permissions are sought when using copyrighted materials owned by others.

### 3.2 Trademarks

1. Believe in Me protects its trademarks, logos, and brand identity to maintain consistency and prevent unauthorized use or infringement.
2. Proper usage guidelines are established and communicated to employees, volunteers, contractors, grantees, and partners.
3. Unauthorized use of Believe in Me's trademarks is prohibited.

### 3.3 Patents

1. Believe in Me recognizes the value of patent protection for inventions, innovations, or novel processes that advance its mission or strategic objectives.
2. A thorough assessment of the potential for public benefit and commercial viability is conducted before pursuing patent protection.
3. Patent filings are managed in compliance with relevant laws and regulations.

### 3.4 Trade Secrets

1. Believe in Me acknowledges the value of trade secrets, including confidential information, processes, or know-how that provides a competitive advantage.
2. Trade secrets are properly safeguarded through confidentiality agreements with employees, contractors, and partners.

3. Measures are implemented to prevent unauthorized disclosure or use of trade secrets.

### 3.5 Open Source Software

1. Believe in Me supports the responsible use of open-source software and adheres to the licensing terms and conditions associated with such software.
2. Compliance with the obligations of respective open-source licenses is ensured.
3. Proper attribution is provided when utilizing open-source software components.

## Intellectual Property Management

### 4.1 Ownership and Assignment

1. Believe in Me ensures that ownership rights to intellectual property developed by its employees, volunteers, contractors, or grantees are properly assigned or licensed as per the terms of any applicable agreements or contracts.
2. Intellectual property ownership agreements are established in a timely manner to clarify ownership rights and expectations.

### 4.2 Licensing and Collaboration

1. Believe in Me encourages the responsible licensing and collaboration of intellectual property assets to maximize their impact and utilization.
2. Collaboration agreements may include provisions related to intellectual property ownership, licensing, and revenue-sharing, as appropriate.
3. Licensing agreements are established to facilitate the dissemination and use of intellectual property for public benefit.

### 4.3 Intellectual Property Disputes

1. Believe in Me takes prompt and appropriate action to address any intellectual property disputes, infringements, or allegations of unauthorized use.

2. Legal counsel may be engaged to protect intellectual property rights and resolve disputes, if necessary.
3. Efforts are made to enforce intellectual property rights and prevent unauthorized use or infringement.

#### 4.4 Recordkeeping

1. Believe in Me maintains proper records related to intellectual property, including documentation of ownership, licensing agreements, patent filings, and other relevant information.
2. Records are accurately maintained, securely stored, and easily accessible to facilitate intellectual property management and protection.

### Policy Review and Updates

#### 5.1 Policy Review

1. The Intellectual Property Policy is subject to periodic review, at least annually, by the Board or a designated committee.
2. The purpose of the review is to ensure its ongoing relevance, effectiveness, and alignment with legal and regulatory requirements, as well as best practices in intellectual property management.

#### 5.2 Policy Updates

1. Updates and revisions to the policy are made as necessary to address changing circumstances, legal requirements, or best practices.
2. Any amendments to the policy are approved by the Board or a designated committee and communicated to employees, volunteers, contractors, grantees, partners, and other relevant stakeholders.