
Intellectual Property Policy

Approved by Board: 6 October 2020

Next review date: 30 June 2022

Managed on behalf of the CEO and Board by: Program Managers

*Revisions to this version are identified on the last page.

Introduction

The Crawford Fund may on occasion bring existing intellectual property (IP) into contractual arrangements with funders and partners. Whilst our overall aim is to use our existing IP to deliver public good outcomes, we need to ensure that our own IP is protected from exploitation by others without our explicit permission. This could include materials used in Master Classes, training programs and articles published on our website.

It is suggested that we adopt a simple IP policy based on the principles in the following statement:

“Intellectual Policy issues arising out of the provision of services under agreements made between the Crawford Fund and its partners will be resolved on a project to project basis within a framework of mutual respect, honesty, transparency, equity and reasonableness between parties. The framework reflects the need to protect the interests of the Crawford Fund, participating institutions in Australia and overseas, and the Fund; a balance between the free flow of scientific information around the world and the need to protect propriety intellectual property; and allow commercial exploitation on a mutually agreed basis.”

To ensure that staff and coordinators are aware of key IP issues, some key principles are outlined in the underlying policy.

The recommendation is that the Board adopt the underlying as the Crawford Fund IP policy.

1. Policy

The Company is committed to a high level of legal and ethical standards in the conduct of our business. It is the policy of the Company to compete fairly in the marketplace. This commitment to fairness includes respecting the intellectual property rights of our suppliers, customers, business partners, competitors, and others, including original equipment manufacturers and other independent service organizations. No Company employee, independent contractor, or agent should steal or misuse the intellectual property rights owned or maintained by another.

2. Purpose

The purpose of this Policy is to help maintain the Company's reputation as a fair

competitor, ensure the integrity of the competitive marketplace in intellectual property, and comply with the laws regulating intellectual property and industrial espionage.

3. Scope

This Policy applies to all employees, independent contractors, agents, officers, and directors of the Company, its subsidiaries, business units, partnerships, and joint ventures where the Company has a majority ownership position or exercises management control.

4. The Company's Intellectual Property

The Company is committed to protecting its own intellectual property, such as information, processes, and technology, from infringement by others. The Company's informational tools are available at our disposal because of significant investments of time and Company funds. If our intellectual property is not properly protected, it becomes available to others who have not made similar investments. This would cause us to lose our competitive advantage and compromise our ability to provide unique services to our customers.

The Company's intellectual property can include materials used in training courses and Master Classes confidential Company business information and copyrighted works. It is the responsibility of every Company employee to help protect Company intellectual property. It is the responsibility of Company managers and supervisors to foster and maintain awareness of the importance of protecting the Company's intellectual property.

5. Intellectual Property of Others

The Company also is committed to respecting the intellectual property of others. The rules with respect to intellectual property, including misappropriation of business information and trade secrets (e.g., computer systems, software, and related knowhow) and infringement of patents, trademarks and service marks, trade dress, and copyrights, are complex, so you should seek expert advice from the Company's attorneys to address specific issues that arise with respect to our business. In many instances the Company's attorneys can perform searches for pre-existing patents, trademarks or service marks, or copyrights and help you avoid infringing conduct. Company attorneys also can evaluate business information to help you avoid infringing conduct.

While collecting data on the Company's competitors, you are to use legal, ethical resources to prevent the tainting of Company operations with the improper introduction of the proprietary information of third parties. Substantial civil and criminal penalties may be levied against you and the Company for misappropriation of trade secrets that are avoidable through compliance with the Company's policies and consultation with the Company's attorneys.

It is not improper to accumulate information concerning competitors, and it is generally not unethical or illegal to make use of the information as part of our business. Indeed, the Company or any other business could hardly go on without being able to use information it has developed regarding its competitors in order to analyse the marketplace and make informed business decisions. But care must be taken by all Company employees, independent contractors, and agents to utilise only legitimate resources to collect information concerning competitors and to avoid those actions which are illegal, unethical, or which could cause embarrassment to the Company. When a situation is unclear,

employees, independent contractors, and agents should consult with Company management. Company management may in its discretion wish to further consult with the Company's attorneys.

Company employees, independent contractors, and agents having confidential information from a former employer may be bound by a nondisclosure obligation to the former employer.

The Company expects employees, independent contractors, and agents to fulfil this obligation. Company employees, independent contractors, and agents should refrain from giving their fellow employees, independent contractors, or agents or from using in the Company's business any confidential information belonging to any former employers. The Company does expect its employees, independent contractors, and agents to use all information, which is generally known and used by persons of their training and experience and all information, which is generally known in the industry.

6. Illustrative Examples

The following are examples of the types of activities that might constitute a violation of the laws protecting intellectual property or the Company's policies. If you encounter a similar situation, you are encouraged to contact Company management for assistance.

A. Copyright Infringement

- Installing computer software on more than one computer system without a proper license.
- Making or maintaining additional copies of computer software, including providing such copies to customers, without a proper license.
- Copying a third-party's documentation, technical manuals, or user manuals without permission.
- Downloading information from a subscription database without permission.

B. Trademark, Patent, or Trade Dress Infringement

- Adopting or using a slogan, name, or symbol for goods or services that is confusingly similar to a slogan, name, or symbol used by another.
- Making or using a process, product, or device that incorporates patented ideas or features belonging to another.
- Failing to act upon notice or information that the Company may be infringing a patent belonging to another.
- Using an overall look or design that is confusingly similar to the overall look or design of another's product or service and causing confusion in the minds of consumers as to who is the source of the product or service.

C. Trade Secret Infringement

- Disclosing to others any information received in confidence from or protected from disclosure by a supplier, contractor, customer, or other third party.

- Stealing, soliciting, or using the trade-secret information of another without written permission from the owner of the information.

D. Company Trade Secrets

Company officers, directors, employees, independent contractors, and agents should not disclose Company proprietary or confidential information to third parties with whom the Company is doing business, such as suppliers, licensees, or consultants, except as specifically needed for the third party to perform the services or task requested. Such third parties should be provided information only on a “need to know” basis to allow them to perform the specific services or task requested. All disclosure of Company proprietary or confidential information may be made only after a confidentiality agreement has been entered into with the third party.

***Revisions to Intellectual Property Policy**

Nature of proposed revisions	Date on which CEO endorsed	Date on which Board approved
Policy Initially approved	6 Oct 2020	6 Oct 2020
over changed to plural others	6 Oct 2020	6 Oct 2020

This Policy will be reviewed and adjusted, as required, by the CEO, staff and Board at least every two years.