

Intellectual Property Rights Policy

1. Introduction

UK Council for Electronic Business trading as Team Defence Information recognizes the importance of intellectual property rights (IPR) and is committed to safeguarding and managing its IPR assets to promote innovation, protect our competitive advantage, and comply with legal requirements. This policy outlines the principles, responsibilities, and procedures associated with IPR within our organization.

2. Definitions

- **Intellectual Property (IP):** Refers to patents, trademarks, copyrights, trade secrets, and any other creations or innovations resulting from the intellectual efforts of our employees, contractors, or partners.

3. Ownership of Intellectual Property

- **Inventions and Patents:** Inventions created by employees within the scope of their employment or using company resources are the property of UK Council for Electronic Business trading as Team Defence Information. Employees are required to promptly disclose any inventions to the organization.
- **Trademarks:** All trademarks associated with our products or services are owned by UK Council for Electronic Business trading as Team Defence Information.
- **Copyrights:** All copyrights for works created by employees during the course of their employment are owned by UK Council for Electronic Business trading as Team Defence Information.
- **Trade Secrets:** UK Council for Electronic Business trading as Team Defence Information will take appropriate measures to protect trade secrets, and employees are expected to maintain the confidentiality of such information.

4. Responsibility and Disclosure

- All employees are responsible for safeguarding and respecting the IPR of UK Council for Electronic Business trading as Team Defence Information.
- Employees must promptly disclose any new inventions or creations to the organization's designated representative.

5. Use of Intellectual Property

- Employees are authorized to use the organization's IPR in the course of their employment for the benefit of the organization.
- Use of IPR for personal gain or outside interests, without prior written consent from UK Council for Electronic Business trading as Team Defence Information is prohibited.

6. Protection and Enforcement

- UK Council for Electronic Business trading as Team Defence Information will take appropriate measures to protect and enforce its IPR rights, including pursuing legal action against infringement.
- Employees should report any potential IPR infringement to the designated IPR representative.

7. Cooperation with Legal Proceedings

- Employees are expected to cooperate with the organization in any legal proceedings related to IPR matters.

8. IPR Training and Education

- UK Council for Electronic Business trading as Team Defence Information will provide training and educational resources to ensure employees understand their responsibilities related to IPR.

9. Policy Compliance and Consequences

- Failure to comply with this IPR policy may result in disciplinary action, up to and including termination of employment.

10. Review and Amendment

- This policy will be reviewed and updated as necessary to ensure it aligns with current legal requirements and the needs of UK Council for Electronic Business trading as Team Defence Information

11. Acknowledgment and Agreement

- All employees, contractors, and partners are required to read, acknowledge, and comply with this IPR policy.

Review Date	Version No	Sign Off
31 October 23	V1 New Baseline Version	Sue Russell
1 November 24		
30 July 2025		Kelly Gough