

Intellectual and Legal Property Rights Policy for Learning Events

1. Purpose

To ensure compliance with intellectual property (IP) laws and protect the rights of creators, participants, and the organization during all learning events.

2. Scope

This policy applies to:

- All materials used, created, or distributed during learning events (e.g., presentations, handouts, videos, software, recordings).
- All instructors, facilitators, participants, and staff involved in the event.

3. Definitions

- **Intellectual Property (IP):** including copyrights, trademarks, patents, and trade secrets.
- **Educational Materials:** Any content developed for instructional purposes, including digital and printed resources.

4. Ownership

- Materials created by the organization or its employees as part of their duties are considered **works for hire** and owned by the organization.
- Participants do not acquire ownership rights to any materials provided during the event.

5. Usage Rights

- The organization may record sessions and use materials for internal training or future events, subject to prior consent from presenters.
- Participants may use provided materials for personal learning only; redistribution or commercial use is prohibited without written permission.

6. Licensing and Permissions

- All third-party content used in the event must be properly licensed or fall under fair use provisions.

7. Protection and Compliance

- All materials must comply with copyright, trademark, and patent laws.
- Proper attribution must be given for any borrowed content.
- Unauthorized copying, distribution, or modification of materials is strictly prohibited.

8. Dispute Resolution

Any disputes regarding IP ownership or usage will be handled according to applicable laws and/or organizational procedures.

9. Non-compliance

- The Program CE/T Compliance officer evaluates the compliance for this policy.
- Failure to adhere to the policy will result in disciplinary action, up to and including termination of employment or contract, and/or withholding of pay.