

Transforming Teaching, Education and Learning (T-TEL) General Intellectual Property Policy

Employees & Consultants

Policy

T-TEL is a registered not for profit organization with the majority of our resources and activities funded by public money. It is our duty to ensure that these resources are accounted for and used appropriately. To this end we are committed to a high level of legal and ethical standards in the conduct of our business. It is our policy to compete and exhibit fairness in all aspects of our work. This commitment to fairness includes respecting the intellectual property rights of our competitors, donors, partners and others, including our stakeholders. No employee or consultant should misappropriate or misuse the intellectual property rights owned or maintained by another.

Purpose

The purpose of this Policy is to sustain our reputation as a fair organization and comply with the laws regulating intellectual property.

Scope

This Policy applies to all employees, consultants, Board members, subscribers of the organization, and grant partners where the organization has to manage/disburse grants on behalf of donors.

T-TEL's Intellectual Property

T-TEL is committed to protecting its own intellectual property, such as information, processes, and technology, from infringement by others. Our informational tools are available at our disposal because of significant investments of time and 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 stakeholders.

Our intellectual property will include confidential business information, patented inventions and processes (when they occur), and copyrighted works. It is the responsibility of every employee/consultant to help protect our intellectual property.

All intellectual property developed by employees/consultants during their employment with T-TEL, including discoveries or inventions made in the performance of their duties related in any way to the business of T-TEL, will remain the property of T-TEL.

Employees/Consultants may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of T-TEL.

Employees/Consultants must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of T-TEL; or
- authorize or be involved in the improper use or disclosure of confidential information;
- during or after their employment without T-TEL's written consent, other than as required by law.

‘Confidential information’ includes any information in any form relating to T-TEL and related bodies, clients or stakeholders, which is not in the public domain.

Employees/consultants must act in good faith towards T-TEL and must prevent (or if impractical, report) the unauthorized disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and T-TEL may also pursue monetary damages or other remedies.

T-TEL’s Grantmaking and Intellectual Property

Intellectual property produced in the course of implementing a project by a grant partner (‘foreground IP’) or their personnel (including, but not limited to, reports, data, and designs, whether or not electronically stored) will be their property.

The grantee, however, in signing a Grant Agreement will;

1. Grant us a worldwide, non-exclusive irrevocable and royalty-free license to use all the Grant Material, where “use” will mean, without limitation, the reproduction, publication and sub-license of all the Grant Material and the intellectual property, including its reproduction and sale.
2. Ensure that all reasonable steps will be taken during the implementation of its activities under the particular grant agreement not to infringe on any intellectual property rights of any third party.
3. Indemnify and hold the Donor and T-TEL harmless against all liability, loss, damage, costs and expenses (including legal costs) which the Donor and T-TEL may incur or suffer as a result of any claim of alleged or actual infringement of a third party’s intellectual property rights because of the Grantee’s negligent implementation of the Grant.

Intellectual Property of Others

T-TEL is committed to respecting the intellectual property of others. Employees/Consultants having confidential information from a former employer may be bound by a nondisclosure obligation to the former employer. T-TEL expects them to fulfill this obligation. Employees/Consultants should refrain from giving their fellow employees/consultants access to any confidential information belonging to any former employers. T-TEL does expect its employees/consultants 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 and in the public domain.

Implementation of this Policy

The responsibility for the implementation and monitoring of this Policy will lie with the Executive Director who may delegate that responsibility to another person.

I have read and understood the provisions of the Intellectual Property policy and hereby commit to abide by the policy.

Name: _____

Position: _____

Signature: _____

Date: _____