



INTELLECTUAL PROPERTY PROTECTION POLICY

Wright Business Development

POLICY STATEMENT

It is the policy of Wright Business Development (WBD) to operate our business in a manner that does not expose us or our clients to any risk of loss or damage through the unauthorised disclosure of intellectual property. To achieve this, we reserve the right to exercise control over the manner in which intellectual property is accessed and protected, and to ensure that intellectual property is not disclosed without the authority of the company.

AIMS AND OBJECTIVES

WBD will develop and implement procedures to ensure that intellectual property of the company is protected from unauthorised disclosure and misuse, and that confidentiality of information regarding customers, clients and other stakeholders is maintained. The types of information classed as intellectual property include propriety knowledge or know-how, trade secrets, technological information, and confidential information and details of customers and clients.

RESPONSIBILITIES

The Director of WBD will ensure that only those persons who are authorised to do so are given access to information of a sensitive or confidential nature and, where deemed necessary, require that those persons provide a written non-disclosure undertaking or confidentiality agreement.

To protect intellectual property and confidentiality of information, management and supervisors should ensure that only required confidential information as is necessary to enable the fulfilment of a task is provided to the persons carrying out the task.

Workers and other persons who have access to the intellectual property of the company (including trade secrets) may be required to sign a confidentiality agreement binding them to not disclose or reveal intellectual property or trade secrets of the company that they have been provided with or have gained knowledge of by other means.

In cases where highly sensitive or critical information may be at risk of disclosure, the company reserves the right to require persons applying for a position with the company to provide additional background information (in accordance with Privacy laws) over that which may be required for a less sensitive position.

A handwritten signature in black ink, appearing to read 'Gavin Mayfield'.

Signed :

AUTHORISED BY

Position: Director

Date: 01/01/2019