SECTION II – ESSENTIAL ORGANIZATIONAL POLICIES

CATEGORY: Essential Organizational Policies	**NUMBER:** 2.14
SUBJECT: Intellectual Property Ownership	**PAGE:** 44
APPROVED: November 2009	**REVISED:**
ANNUAL REVIEW DATE: Fall 2011 Reviewed January 2016	

PURPOSE

To safeguard the ownership and intellectual property rights of business, service and program documents designed and developed for WSNCC services and its affiliates.

POLICY

For purposes of this policy, the word "document" should be defined any and all material either produced or used while in the employment of the Centre, including paper, film, video, audio, electronic or other media.

For purposes of this policy, the term "business activities" includes administration and programming documents of a division or program.

WSNCC will safeguard the ownership of all business, service and program documents developed and acquired through the work of its employees, volunteers or Board members.

The use of these documents will be limited or controlled by physical or legal means to protect the intellectual property of WSNCC.

All documents obtained or developed by staff, volunteers or the Board of Directors for WSNCC or its affiliates are considered the property of WSNCC

Documents may only be used for related business and programming purposes with the approval of the Executive Director or designate.

PROCEDURES

1. WSNCC will identify business, service and program documents which should not be exploited outside the agency without written approval.

2. Staff must clearly outline the ownership rights and obligations of staff or outside talent undertaking any written documentation for WSNCC or its affiliates.

3. Documents produced, received or filed in connection with WSNCC business activities are considered the property of the organization or its affiliate.

4. Questions regarding application and implementation of this policy may be directed to senior staff or the Executive Director.

5. Anyone wanting to reproduce or remove documents from the Centre/Program must receive written approval to do so from senior staff or the Executive Director.