



**MCT5**  
12 Fairway Crescent,  
Middle Ridge QLD 4350  
Australia

**P:** 0419963112  
**E:**  
charlesmcd@bigpond.com

## **Intellectual Property Policy**

### **Policy overview**

K1 Payroll Pty Ltd has implemented an Intellectual Property Policy. This policy takes effect immediately.

You will need to review the Intellectual Property Policy and make yourself familiar with the contents of the policy.

### **What is an Intellectual Property Policy?**

The Intellectual Property Policy for K1 Payroll Pty Ltd sets out the business's expectations regarding preserving K1 Payroll Pty Ltd intellectual property and to ensure that the intellectual property is only used for the purpose permitted in these policies and procedures.

### **Why do we need an Intellectual Property Policy?**

We need an Intellectual Property Policy because as a business we have clear behavioural standards and expectations for all of our employees and we require them to be adhered to. We believe that by detailing these expectations in an Intellectual Property Policy our people can understand the expectations that we have of them and that this will lead to us servicing our clients better by being a more effective business.

### **What happens if I do not comply with the Intellectual Property Policy?**

Employees who do not comply with the Intellectual Property Policy may be subject to disciplinary action.

### **What do I need to do?**

You need to read the Intellectual Property Policy carefully.

Employees are expected to adhere to the Intellectual Property Policy. You are expected to comply with this policy as amended and implemented from time to time. Failure to comply with the policy may lead to disciplinary action.

### **Policy and further information**

To the extent that the contents of the Intellectual Property Policy refers to obligations on K1 Payroll Pty Ltd, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which a staff member may rely.

Your manager is available to assist with any queries you have relating to the policy which is detailed below.

## **Intellectual Property Policy**

All intellectual property created during and in the course of your employment or engagement with K1 Payroll Pty Ltd, whether during or outside ordinary working hours, is the property of K1 Payroll Pty Ltd. This includes:

- all inventions, discoveries and novel designs whether or not registrable as designs or patents including any invention of or development or improvements to equipment, technology, methods or techniques made by you solely or jointly with others at any time during and arising out of your employment with K1 Payroll Pty Ltd (Inventions);
- the entire copyright throughout the world in all literary works, art works and other works (Works); and
- any business name, brand name or trade mark (whether registered or not) (Marks).

In relation to any Invention or Work in which you have a moral right, you consent to K1 Payroll Pty Ltd doing, or omitting to do, any act or omission which, but for this consent, would constitute an infringement on your moral rights including reproducing, publishing, performing, transmitting, exhibiting or adapting the Invention or Work altering or in any way changing or using the Invention or Work:

- with or without attribution of authorship;
- with or without any other materials comprising copyright;
- with or without any other text, data, sounds or images;
- with no title, the same title or any other title;
- in any medium or context;
- in any way that K1 Payroll Pty Ltd sees fit.
- You must disclose to K1 Payroll Pty Ltd all Inventions, Works and Marks created during your employment with K1 Payroll Pty Ltd.
- You must both during and after your employment or engagement with K1 Payroll Pty Ltd do all such acts and things and sign all such documents as K1 Payroll Pty Ltd may reasonably request to secure to K1 Payroll Pty Ltd ownership or registration rights in the Inventions, Works and Marks.

You agree that any invention, discovery, novel design, copyright in any literary work, art work and other copyright work created by you during and in the course of your employment or engagement with K1 Payroll Pty Ltd is the property of K1 Payroll Pty Ltd.

### **Breaches of policy**

The consequences of a breach of this policy will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, K1 Payroll Pty Ltd may take disciplinary action against you up to and including termination of employment.