



ST. ANNE CENTRE
Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 021

SECTION: BRD

SUBJECT: BUSINESS INFORMATION and INTELLECTUAL PROPERTY RIGHTS	
MOTION #: 06-11-2022	DATE OF MOTION: November 16, 2022
CHAIRPERSON: <i>Margaret Dendy</i>	DATE SIGNED: <i>November 16, 2022</i>
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PURPOSE

The purpose of this policy is to clarify the proprietary rights of St. Anne Centre pertaining to Business Information and Intellectual Property Rights.

POLICY

St. Anne Centre retains ownership rights to all information created for St. Anne Centre business purposes, regardless of the media used to create it, or the location of said information. Similarly, St. Anne Centre retains ownership rights to all forms of intellectual property created by employees while under the employ of St. Anne Centre, regardless of the time, intent or location of its creation.

DEFINITIONS

Business Information

- Company Marketing Plans and/or Strategies
- Project Management
- Technical Management
- Fees for Service
- Quality Management Methods
- Investment Plans
- Operation Plans
- Operation Rules
- Commercial Network
- Supply Chain Information
- Human Resource Planning
- Company Data Dictionaries
- Object Code and Source Code to Company Software
- Any information, or document labeled "Confidential" by the company, or listed as such by separate memorandum, or e-mail that informs of confidential status
- Company Financial Information, Status and Statements
- Any information pertaining to St. Anne Centre clients
- Notes taken that pertain directly and/or indirectly to St. Anne Centre business
- Client information
- E-mails, letters and any other forms of transmission that pertain to St. Anne Centre business, regardless of media
- St. Anne Centre resources

NON-DISCLOSURE

In working for St. Anne Centre, employees shall not divulge, disclose/provide or disseminate Business Information to any third party not employed at St. Anne Centre at any time, unless St. Anne Centre gives written authorization. Furthermore, Business Information shall not be used for any purposes other than is reasonable use in the normal performance of employment duties for St. Anne Centre.

ST. ANNE CENTRE OWNED AND OPERATED PROPERTY

All St. Anne Centre business is intended to be performed using St. Anne Centre owned and operated property, including computers, telephones, letter-head, notebooks, etc. unless otherwise authorized by the CEO.

All information contained in, created or transmitted by St. Anne Centre owned and operated property is the property of St. Anne Centre.

EMPLOYEE OWNED PROPERTY

St. Anne Centre employees are prohibited from using personally owned equipment and operated property for the creation, transmission or storage of St. Anne Centre business information.

In the event that a St. Anne Centre employee creates, stores or transmits St. Anne Centre business information on personally owned property (including, but not limited to: lap-top computers, tablets, mobile telephones, memory cards, notebooks, PDAs or loose leaf paper, etc.) The business information will remain the property of St. Anne Centre.

St. Anne Centre reserves the right to inspect and/or audit the property of St. Anne Centre employees on St. Anne Centre premises, where it is either known that they use personally owned property for the purposes of conducting St. Anne Centre business, or where it is reasonably suspected that such properties contain St. Anne Centre business information. These inspections/audits may be conducted at any time, with or without notice. These inspections/audits are not intended as a punitive measure, and are employed only for the protection of St. Anne Centre business interested.

UPON RETIREMENT, LAYOFF OR TERMINATION

Upon retirement, layoff or termination of employment with St. Anne Centre, employees shall promptly return (without supplicating or summarizing), any and all material pertaining to St. Anne Centre business in their possession including, but not limited to, all customer lists, physical property, documents, keys, electronic information storage media, letters, notes and reports.

INTELLECTUAL PROPERTY

Works made for Hire:

- Employees agree that any work they have created, or assisted in the creation of, at the behest of St. Anne Centre including but not limited to, software, user manuals, training materials, any written or visual work constitute works made for hire, and that St. Anne Centre therefore holds the rights to said works.

- Employees cannot reproduce or publish these works, unless it is necessary to comply with normal St. Anne Centre employment duties.

Interventions:

- Employees agree that any inventions, discoveries, technology or ideas developed while under the employ of St. Anne Centre are owned by St. Anne Centre.
- Employees must sign all assignments and documents requested by St. Anne Centre intended to establish St. Anne Centre ownership of the invention, discovery, technology or idea.
- Employees must permit St. Anne Centre to obtain and retain patents, copyrights, trademarks and other indications of ownership without any further claim towards the discovery, technology, invention or idea.
- If an employee has developed any technology, invention, discovery or idea prior to employment with St. Anne Centre, they are required to report and claim ownership of it before their employment begins.