

INTELLECTUAL PROPERTY AND TRADE SECRETS

POLICY STATEMENT:

HR Staff n Stuff employs its' employees on a good faith basis. All employees must commit to support the business relationships and interests of HR Staff n Stuff. When employees perform their required duties and responsibilities, all work-related activities and developments must be done with integrity and remain the property and/or domain of HR Staff n Stuff. All employees are subject to this policy regarding Intellectual Property & Trade Secrets. Intellectual property includes designs, trademarks, confidential information, ideas, improvements, processes and strategies; written or otherwise.

PROCEDURES:

- a. HR Staff n Stuff is the owner of any material or process created by any employee (full-time, part-time or casual; alone or jointly) while performing duties in the course of their employment.
- b. Employees must understand that title to any intellectual property rights in any material, including processes, documentation or data, created, written or otherwise brought into existence by or on behalf of an employee in the course of their employment with HR Staff n Stuff, remain the property of HR Staff n Stuff.
- c. Employees must not share our intellectual property, or save copies of our property, for personal use.
- d. Employee obligations under this provision in relation to intellectual property continue after termination of employment and are enforceable at any time at law or in equity by HR Staff n Stuff.
- e. All employees will refer all business contacts, ideas and opportunities of which they become aware and which relate to the business of HR Staff n Stuff, to HR Staff n Stuff.
- f. All employees are expected to conduct themselves with integrity and must not bring work into the business that is the property of another business (i.e. previous employer). HR Staff n Stuff does not wish to illegally use the property of another business.
- g. While in the employment of HR Staff n Stuff, all employees will devote all time and attention to their duties and will not engage in employment and/or any contractual arrangement with another person in a similar industry or in any industry without permission in writing from HR Staff n Stuff.