

Policy Name: Intellectual Property and Trade Secrets

Policy Number: 4.04

Date: February 2023

POLICY STATEMENT:

JC Steele employs its employees on a good faith basis. All employees must commit to support the company relationships and interests of JC Steele. 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 JC Steele.

All employees are subject to this policy regarding Intellectual Property and Trade Secrets. Intellectual property includes designs, drawings, trademarks, confidential information, ideas, improvements, inventions, processes and strategies; written or otherwise.

PROCEDURES:

- a. JC Steele is the owner of any intellectual property 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 JC Steele, remain the property of JC Steele.
- c. 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 JC Steele.
- d. Employees will refer all business contacts, ideas and opportunities of which they become aware, and which relate to the business of JC Steele, to JC Steele.
- e. While in the employment of JC Steele, 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 JC Steele.