

## 1. Version Control

Version	Date	Author	Approved by	Signature
1	22/03/2024	Ali Kader	Nick Somes	
2	18/09/2025	R. Ridd	Nick Somes	NS

## 2. Purpose

This policy outlines ecoDynamics' Group approach to intellectual property management and protection in accordance with company policies and Australian law, ensuring that the company's innovations and creations are safeguarded. This policy covers the use of the company's IP, including equipment, and addresses both workers' created IP and the use of company equipment.

## 3. Definitions

- a. **Intellectual Property (IP):** Any creation of the mind, including but not limited to patents, trademarks, copyrights, and trade secrets.
- b. **Worker:** Any individual employed directly by ecoDynamics Group, including employees and subcontractors.
- c. **Company Equipment:** Any equipment, tools, or resources owned or provided by ecoDynamics for work purposes.
- d. **Third party data:** any data generated by another party and provided to ecoDynamics for the purposes of delivering works or developing a tender.

## 4. Ownership of Company IP

All intellectual property created by ecoDynamics or created by workers during the course of their engagement with ecoDynamics Group belongs to the company. This includes IP developed using company equipment or resources.

## 5. Worker Responsibilities

- a. **Confidentiality:** Workers are obliged to maintain the confidentiality of all intellectual property, trade secrets, and proprietary information of ecoDynamics Group, both during and after their engagement.
- b. **Reporting:** Workers must promptly report any potential IP infringement or misappropriation within the organisation.

## 6. IP Rights

- a. **Copyrights:** ecoDynamics Group asserts its rights under Australian copyright law to all original works created by its workers in the course of their engagement.
- b. **Trademarks:** ecoDynamics Group register and protect its trademarks in compliance with Australian trademark law.
- c. **Patents:** ecoDynamics Group will explore patent protection for significant inventions or innovations in accordance with Australian patent law.

## 7. IP Protection

- a. **Confidentiality Agreements:** ecoDynamics Group may require workers to sign confidentiality agreements to protect its IP.
- b. **Copyright Notices:** ecoDynamics Group shall use copyright notices where appropriate on its materials to indicate its rights and protection.
- c. **Third party data** – ecoDynamics Group and its employee may be required by its customers to enter into confidentiality agreements related to specific projects or tenders.

## 8. Reporting

- a. **Reporting Infringements:** Workers should report any suspected IP infringement or misappropriation to their supervisors or management for appropriate action.
- b. **Whistleblower Protection:** ecoDynamics Group ensures that workers who report IP infringements in good faith are protected from retaliation, as required by Australian law.

## 9. IP Infringement

- a. ecoDynamics Group will investigate and address IP infringements internally through appropriate channels, which may include disciplinary actions.
- b. In case of serious infringements, ecoDynamics Group may pursue legal remedies, in compliance with Australian IP law, to protect its rights.

## 10. Licensing and Assignment

- a. ecoDynamics Group may license its IP to third parties under terms and conditions defined in licensing agreements.
- b. Assignment of IP rights to third parties shall be done only under clearly defined legal agreements.

## 11. Dispute Resolution

Disputes related to intellectual property will be resolved through mediation, arbitration, or legal action as per Australian law and the terms of the relevant agreements.

## 12. Compliance with Laws

All actions related to intellectual property and the use of company equipment shall be in full compliance with Australian intellectual property laws and regulations and in accordance with company policy.

## 13. Training and Awareness

ecoDynamics Group will provide training and awareness programs to workers to ensure they understand and comply with this IP policy and Australian IP laws.

## 14. Policy Review Date

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

## 15. Related Policies

- Code of Conduct
- Group Grievance Resolution Policy and Procedure

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*Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.*

*This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.*

*Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Group Human Resources Manager*

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