



# THE CHILDREN'S CABINET POLICIES & PROCEDURES

<b>Title:</b>	Intellectual Property Rights Policy		<b>Policy #:</b>	003
<b>Effective Date:</b>	August 2023	<b>Date Adopted/Revised:</b>	October 2021/August 2023	
<b>Policy Approver:</b>	Chief Executive Officer	<b>Policy Owner:</b>	SEED Department Director	
<b>Program &amp; Dept.:</b>	Professional Development Team, Supporting Early Education and Development (SEED)			

## Purpose:

The purpose of the Intellectual Property Rights Policy is to establish the intellectual and legal property rights of The Children's cabinet in all materials purchased, created or utilized for our community learning events. This policy is shared with learners on the learning event registration webpage.

## Policy:

The Children's Cabinet retains sole and exclusive legal ownership of the product of their work. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for The Children's Cabinet, regardless of whether the intellectual property is actually used by The Children's Cabinet.

Any intellectual property created, made, or originated outside of The Children's Cabinet, but used for the purposes of providing learning events, must meet the purchase or permission requirements as required by the copyright of such material and are cited in the reference section of each individual presentation available for public review. Any person including but not limited to external contractors, freelancer's, volunteers or employees who develop materials for use within learning events on behalf of The Children's Cabinet are required to adhere to the standards set above. Any external contractor providing community education on behalf of The Children's Cabinet must sign a training agreement form with The Children's Cabinet for temporary use of their individual intellectual property and permissions are kept on file. External contractors retain the right to their own intellectual property.

## Procedure:

### Employee Policy Notification and Property Procurement

- 1) All employees are provided a copy of this policy during their onboarding and review the expectations with their supervisor.
  - a) Non-compliance with this policy may result in disciplinary action up to and including termination.
- 2) All employee intellectual property is stored and maintained on the organization cloud-based network, and the Information Technology employees have access to their files which can be transferred, shared or provided to any supervisor upon request.
  - a) Upon termination of employment, employee intellectual property stored in their personal cloud-based folder is automatically shared with their supervisor as a standard process.
- 3) All organization legal and physical property provided to the employee for the purposes of developing, organizing, facilitating or instructing learning events are kept onsite at a Children's Cabinet office.
  - a) Upon termination of employment, any organizational legal or physical property is collected from the employee by the supervisor.

### External Contractor Policy Notification and Property Procurement

- 1) All external contractors (instructors) are provided a copy of this policy upon agreeing to perform services on behalf of The Children's Cabinet and acknowledge this policy with a written signature on the "Provider Training Guidelines".
  - a) Policy is reviewed with the external contractor via the onboarding process with the Regional Professional Development Coordinator.

**THE CHILDREN'S CABINET | Procedure Continued...**

- b) Failure to comply with this policy may result in the termination of the agreement to perform services on behalf of The Children's Cabinet.
- 2) External contractors are expected to create and utilize their own intellectual property when serving in an instructor role on behalf of The Children's Cabinet.
  - a) Upon request of The Children's Cabinet, the external contractor may utilize the intellectual property of The Children's Cabinet for the duration of the services rendered on behalf of the organization. These rights are terminated upon the conclusion of the contracted learning event.
    - i) If the external contractor has permission to utilize the intellectual property of The Children's Cabinet, the learning event will be co-facilitated by a Children's Cabinet employee who will provide the equipment or software that includes the intellectual property. This property will be recuperated by the employee at the conclusion of the learning event.
- 3) Upon termination of the external contractor agreement of services, the contractor will retain rights to their own intellectual property.

**Learner Policy Notification**

- 1) This policy is included as a standard policy provided to all learners on the registration screen for any learning event.