

The Junction Club House Cairns Ltd		
Policy: Intellectual Property & Security		
Policy number: JQS.P6.14.v1		Date adopted: 29/06/2018
Authorised by: The Board		
Date last reviewed: 29/06/2021	Reviewed by: Quality Review Panel	Date of next review: 29/06/2022
Related documents:		
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction		
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • The International Standards for Clubhouse programs • NDIS Practice Standards 	
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 • Work Health and Safety Regulation 2011 	
Definitions	<ul style="list-style-type: none"> • 	

1. Purpose

The purpose of this policy is intended to address the ownership and management of intellectual property generated by the board, members, employees and volunteers of The Junction.

2. Scope

This policy applies to the board, members, employees and volunteers of The Junction.

3. Policy statement – Our Commitment

The Junction’s intellectual property is what differentiates us from other organisations. It is important, valuable and worth protecting. As the employer, The Junction is the owner of any Intellectual Property created by employees, during their employment.

The Junction commits to protecting, by right, the intellectual property developed by employees during their employment with The Junction, including discoveries or inventions made in the performance of their duties related in any way to the business of The Junction.

Employees may be given access to existing intellectual property, confidential information, data, business property, keys to premises or any other business-related property/information in the performance of their duties. This must be protected and used only in the interests of The Junction.

4. Procedures

The Junction expects employees to not:

- Discuss or use any part of any intellectual property it owns outside of the performance of their duties and in the interests of The Junction
- Authorize or be involved in the improper use or disclosure of intellectual property information.

Such disclosure applies during or after their employment without the Employer’s written consent, other than as required by law. Failure to observe this policy may lead to disciplinary action or dismissal.

5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	