

Intellectual Property and Security

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

Related documents	
Other standards	<ul style="list-style-type: none"> • NDIS Practice Standards • National Mental Health Standards • The International Standards for Clubhouse Programs
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011

2. Scope

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

3. Policy Statement

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
- Authorise 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.

The Junction Clubhouse Cairns Ltd (The Junction) – Asbestos Management Policy		
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