

JOHNSONVILLE UNITING CHURCH

PO Box 13-594, Johnsonville
The Terrace Centre, 18 Dr Taylor Tee, Johnsonville
Office: (04) 478 3396, Minister (04) 478 8072, Fax (04) 478 8036

POLICY ON INTELLECTUAL PROPERTY

1 PURPOSE

To recognise, respect and protect intellectual property rights and ensure that Johnsonville United Church's (JUC) obligations to the intellectual property of others are met.

2 POLICY

- 2.1 The church secretary will act as Intellectual Property Officer for JUC on behalf of the Parish Council.
- 2.2 JUC will comply with contractual obligations affecting intellectual property (eg confidentiality agreements, licence agreements, restraint of trade) and will not infringe copyright.
- 2.3 JUC will clearly identify the author or director of a work that the church uses, publishes or adapts.
- 2.4 JUC will not attempt to add to, alter, delete from or adapt any work in any way that is derogatory to the author.
- 2.5 JUC will not falsely represent the church or some other person as the author of a work.

3 COMPLAINTS

- 3.1 Any complaints relating to a breach of intellectual property will be directed to the Parish Council and a record of the complaint made. Serious complaints should be in written form.
- 3.2 If the complaint could present a risk to JUC an incident report (see 8.1 of the Compliance Manual) should be sent to the Forum of Co-operative Ventures immediately the complaint is received.
- 3.3 Complaints will be investigated within 21 days.

3.4 The complainant will be informed of the outcome of any investigation and an attempt made to resolve the complaint to ensure there is no repetition of the cause of the complaint.

4 REVIEW

4.1 This policy will be reviewed at least every two years by 30 June.

Approved Graham Cochran

Johnsonville Uniting Church Parish Council

Date 28 May 2003