

US2U Consulting Intellectual Property Policy

September 2023

Policy Scope:

This policy outlines that US2U Consulting is committed to safeguarding the intellectual property rights of our clients. This policy details the responsibilities of US2U Consulting Consultants and Staff when handling a client's intellectual property. US2U Consulting also expects that any intellectual property rights owned by the company is respected.

This policy applies to all people who work for or on behalf of US2U Consulting in any capacity and includes employees, directors, contractors, associate consultants and any third-party representatives. US2U Consulting also expects all those who have or wish to have a business relationship with the company to familiarise themselves with this policy and to act in a manner which reflects its values. US2U Consulting will only conduct business with organisations which fully comply with this policy or those who are taking verifiable steps towards compliance.

US2U Consulting seeks to rigorously adhere to all relevant intellectual property regulations in the United Kingdom and in foreign jurisdictions to maintain the highest professional and ethical standards.

Definition: 'Intellectual Property'

'Intellectual Property' means all copyright, design rights, trademarks, service marks and all other similar rights whether registered or unregistered wherever subsisting.

Application of the Policy:

US2U Consulting's Intellectual Property policy will apply in the following circumstances:

1. Whether the rights are registered or not;
2. Where an application is being made to protect or register such rights;
3. Where an application is being renewed or extended;
4. Whether any rights are vested or contingent;
5. Where the Party licensing those rights or its licensor are or may be entitled.

Our Responsibilities:

US2U Consulting expects all individuals who work for or on behalf of (including any third-party representatives) to comply with the following obligations:

1. To not cause or permit anything which may damage or prejudice the Intellectual Property of the Client or the Client's title to it.
2. To handle the Client's Intellectual Property with confidentiality.

3. To only share the Intellectual Property of the Client where consent has been expressly given by the Client in writing.
4. Where the Client has consented to the sharing of their Intellectual Property, the sharing must be done in accordance with any terms and conditions stipulated by the Client.
5. Where a breach of the Client's Intellectual Property has occurred, the Managing Director, Rachel Blackburn, must be notified immediately.

Responsibilities of our clients:

US2U Consulting expects that any businesses with whom the company conducts business with comply with the following obligations:

1. All Intellectual Property rights which are capable of existing in any documents, information and materials created by US2U Consulting for the Client shall be and remain US2U Consulting's property unless express consent has been given.
2. Any documents, information and materials provided will be kept confidential and will only not be used for commercial purposes.
3. Any documents, information and materials which are capable of consisting Intellectual Property Rights will be licensed for use in connection with an agreed purpose or activity. Any licenses will be terminated if notice is given by US2U Consultants.

Use of Site Content Responsibilities:

US2U Consulting expects that any individuals who visit the company's website, whether to seek consulting services or not, to comply with the following obligations:

(Please note that 'Content' hereby includes but is not limited to articles, memoranda, bulletins, reports, press releases, opinions, text, directories, guides, photographs, illustrations, trademarks, trade names, service marks and logos)

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