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# Flip Connect CopyRight Policy

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## Introduction

Copyright is an intellectual property right designed to allow the author/creator of a work to control its use. Flip Connect Ltd. recognises the value of original works and is committed to fostering an environment which encourages creativity and in which third party material is used fairly and lawfully. As such, Flip Connect Ltd. endeavours at all times to comply with UK copyright legislation (the Copyright, Designs and Patents Act 1988 and associated regulations and re-enactments) and to adhere to the terms and conditions of copyright licences. Infringements of copyright legislation or licences by any individual may result in legal action against the individual or Flip Connect Ltd. Flip Connect Ltd. considers breach of copyright to be a serious offence and may take disciplinary action where this occurs.

## Scope of Policy

This Policy takes an overview of copyright laws and covers all printed, electronic and digital copyrighted material used within the scope of Flip Connect Ltd. activity. For the avoidance of doubt, this material includes, but is not limited to, text, images, databases, drawings, graphic designs, logos, sound recordings, films, broadcasts, computer programs (software), and electronic material stored on local and remote drives and on internet sites.

This Policy is solely concerned with issues relating to the use of third party material. It does not cover Flip Connect Ltd.'s ownership of copyright in materials created by individual members of staff.

This Policy does not specifically cover software or the use made of Flip Connect Ltd. network by members of staff when dealing with copyrighted materials.

Members of staff and others working for or on behalf of Flip Connect Ltd. are required to follow and observe this Policy and its associated Guidelines and should seek advice from the Operations Director if unsure whether use or copying of material is lawful.

This Policy forms part of Flip Connect Ltd.'s Information Framework and operates as part of the Information Management Policy.

## Role of Flip Connect

Copyright matters are reported to the Operations Director. The Operations Director on behalf of the Board of Directors will monitor and promote the Policy and its associated Guidelines.

The Policy and Guidelines may be updated from time to time and when significant changes occur in copyright law.

## Implementation

It is the responsibility of the Operations Director to ensure implementation of this Policy and its associated Guidelines.

## Copyright Clearance

It is the responsibility of individual members of staff or others working on behalf of Flip Connect Ltd. to make legitimate use of third party material. This involves ensuring that permission has been granted so as not to infringe any of the exclusive rights of the copyright holder. These exclusive rights are:

- ✓ to copy the work;
- ✓ to issue copies of the work to the public;
- ✓ to rent or lend the work to the public;
- ✓ to perform, show or play the work in public;
- ✓ to communicate the work to the public;
- ✓ to make an adaptation of the work or do any of the above in relation to an adaptation.

Before copying or otherwise using materials authored by others, each individual must determine whether materials are subject to copyright. If so, the contemplated use must be:

- ✓ Permitted by licence; or
- ✓ Lawful under either –
  - Statutory exception;
  - Fair Dealing;
  - Other law.

The individual must obtain permission from the copyright holder if the contemplated use is neither provided for under fair dealing, statutory exception nor otherwise lawful. Flip Connect Ltd. holds several licences which permit the lawful use of some copyrighted material (staff can ask the Operations Director for further information).

When permission from a copyright holder is obtained, it should be retained by the individual who requested it until such a time as the use of the copyrighted material is no longer required. If the copyrighted material is transferred to an archive, the permission documentation must be transferred with the item.

## Legal Compliance and Policy Violations

Infringing uses of copyrighted works are subject to penalties including fines and imprisonment under civil and criminal law. Any member of staff who breaches this Policy may be held personally liable for their actions. All compliance cases involving non-intentional breaches of the Policy will receive the support of Flip Connect Ltd. as outlined below.

## Handling of Infringement Claims

If members of staff of Flip Connect Ltd. are accused of copyright infringement in the normal course of their employment, they should contact the Operations Director in the first instance. The Operations Director will investigate the claim and assist in the negotiation process, providing advice and support. It should be noted however that ignorance is no defence under copyright law. Flip Connect Ltd. may not be able to offer assistance should allegations of copyright infringement refer to instances which fall outside of the scope of Flip Connect Ltd.'s normal course of business.