

## 4.17 Assignment of Works Policy

The Burnaby Association for Community Inclusion (BACI) recognizes and appreciates the work of our employees as it contributes to providing quality supports and services, ensures BACI's operations are effectively and efficiently run, and achieves strategic outcomes. As an employee of BACI, any work assigned to, conducted by, produced or designed, and implemented is in service to is the sole property of BACI.

BACI may also commission contractors to perform work or services to meet the needs and outcomes of BACI. The terms of this Policy will therefore also apply to contractors, and their agreements with BACI.

In particular, all reports, data, spreadsheets, designs, inventions, discoveries, improvements, software, copyright, know-how or other intellectual property, whether or not patentable or copyrightable, created by a BACI employee or contractor at any time during their employment or contract (the "**Works**") are owned by BACI. All employees and contractors hereby irrevocably waive all moral rights in the Works and assign and transfer to BACI their entire right, title and interest in such Works.

Employees and contractors also agree to keep adequate written records of all Works made, and such records will be the property of BACI. Employees and contractors must also agree to assist BACI in obtaining and enforcing, for BACI's benefit, patents, copyrights and any other protections for all Works.

When requested by BACI, employees and contractors must sign all applications, assignments and papers required to obtain any patents, copyrights or other protection required to protect BACI's interest in the Works.

Name:

Signature:

Witnessed:

Date:

### **Linking Policies:**

- 1.8 Code of Ethics
- 1.18 Social Media
- 4.1 Employee Hire Policy
- 8.5 Internet & Device Usage Policy