



Intellectual Property Policy

(Applicable under Polish Law)

This Intellectual Property Policy defines the rules governing the use of training materials, content, and intellectual assets provided by **ODC Academy**, operated by **International Operations Center Sp. z o.o.** (IOC).

1. Company Information

International Operations Center Sp. z o.o.

Court Register (KRS): **0001162130**

Registered Address: **John Paul II Avenue 27, 00-867 Warsaw, Poland**

ODC Academy is a training division operated by International Operations Center Sp. z o.o.

2. Ownership of Intellectual Property

All training content and materials provided by ODC Academy, including but not limited to:

- Course manuals, handbooks, and written materials
- Presentations, slides, and documents
- Videos, audio recordings, and digital content
- Training scenarios, exercises, methodologies, and procedures
- Assessments, exams, tests, and evaluation tools
- Logos, trademarks, branding elements, and visual identity

are the **exclusive intellectual property** of **International Operations Center Sp. z o.o.** and are protected under:

- The Polish Act on Copyright and Related Rights
- Applicable European Union intellectual property legislation

No ownership rights are transferred to the Learner under any circumstances.



3. License Granted to the Learner

Upon valid enrollment and payment, the Learner is granted a **limited, personal, non-exclusive, non-transferable, and revocable license** to use the training materials **solely for personal educational purposes**.

This license:

- Applies only to the registered Learner
- Is valid only for the duration of the training
- Does not allow copying, sharing, or redistribution

4. Prohibited Use of Materials

Without prior written consent from the Provider, the Learner is strictly prohibited from:

- Copying, reproducing, or recording training materials
- Distributing or sharing content with third parties
- Uploading materials to websites, social media, or messaging platforms
- Selling, sublicensing, or commercially exploiting any content
- Using the materials to conduct training, coaching, or instruction
- Modifying, translating, adapting, or derivative use of materials

These prohibitions apply to both **commercial and non-commercial** use.

5. Digital Platforms and Online Access

Access to online platforms and digital learning systems is:

- Personal and confidential
- Protected by individual login credentials

The Learner must not:

- Share access credentials
- Allow third-party use
- Circumvent security or technical protections

The Provider reserves the right to monitor usage for compliance purposes.



6. Recording, Photography, and Media

Unless expressly authorized in writing by the Provider:

- Audio recording, video recording, photography, or screen capture during training is prohibited
- This applies to both in-person and online sessions

Unauthorized recording constitutes a serious breach of this policy.

7. Consequences of Policy Violations

Violation of this Intellectual Property Policy may result in:

- Immediate suspension or termination from the training
- Revocation of access to all materials and platforms
- Withholding or cancellation of certificates and awards
- Claims for damages and losses under Polish civil law
- Legal action, including injunctions and compensation claims

Termination for intellectual property violations does **not** entitle the Learner to any refund.

8. Certificates, Logos, and Branding

Certificates issued by ODC Academy:

- May be used for legitimate professional representation
- Must not be altered, falsified, or misused

IOC logos, trademarks, and branding may not be used without prior written authorization.

9. Survival of Obligations

All intellectual property obligations remain in force **after course completion, withdrawal, or termination**, without time limitation.



10. Governing Law and Jurisdiction

This policy is governed by **Polish law**.

Any disputes arising from or related to this policy shall fall under the jurisdiction of the courts of **Warsaw, Poland**, unless mandatory consumer protection regulations provide otherwise.

11. Purpose of This Policy

This policy exists to protect:

- Training quality and integrity
- Instructor expertise and intellectual effort
- Learners who invest in legitimate, professional education

Respecting intellectual property ensures fairness, professionalism, and long-term value for everyone involved.
