

Westincor Limited Intellectual Property Policy

1. Purpose The purpose of this Intellectual Property (IP) Policy is to protect the intellectual property rights of Westincor Limited, its employees, and its partners. This policy outlines the guidelines for the creation, use, protection, and management of intellectual property within the company to ensure that all IP is properly identified, secured, and utilized in a manner that supports the company's business objectives.

2. Scope This policy applies to all employees, contractors, consultants, and third parties engaged in work for or on behalf of Westincor Limited. It covers all forms of intellectual property, including patents, trademarks, copyrights, trade secrets, and any other proprietary information.

3. Definition of Intellectual Property Intellectual property refers to creations of the mind, such as inventions, designs, works of authorship, logos, trade names, and any proprietary technology or processes that Westincor Limited owns or develops. This includes, but is not limited to:

- **Patents:** Rights granted for new inventions that are novel, useful, and non-obvious.
- **Trademarks:** Symbols, names, and slogans used to identify and distinguish products or services.
- **Copyrights:** Protection of original works of authorship, including written works, software, and designs.
- **Trade Secrets:** Confidential business information, including formulas, practices, processes, and data that provide a competitive edge.

4. Ownership of Intellectual Property All intellectual property created or developed by employees, contractors, or consultants during the course of their employment or engagement with Westincor Limited is the exclusive property of the company. This includes:

- Inventions, discoveries, and improvements related to the company's business.
- Works of authorship, including reports, designs, software, and presentations.
- Trade secrets and proprietary information.

Employees and contractors are required to promptly disclose any intellectual property they create to the company and execute all necessary documents to assign ownership to Westincor Limited.

5. Use of Third-Party Intellectual Property Westincor Limited respects the intellectual property rights of others and requires employees to do the same. Employees must not use third-party intellectual property without proper authorization or licensing. This includes software, copyrighted materials, trademarks, and patented inventions.

Employees must seek approval from the Legal/Compliance Department before using any third-party intellectual property in company projects.

6. Protection of Intellectual Property Westincor Limited is committed to protecting its intellectual property and will take all necessary steps to secure and enforce its rights. This includes:

- Filing and maintaining patents, trademarks, and copyrights as appropriate.
- Implementing confidentiality agreements and other measures to protect trade secrets and proprietary information.
- Monitoring the market for potential infringements and taking legal action when necessary.

Employees are responsible for safeguarding the company's intellectual property and must not disclose confidential information to unauthorized parties.

7. Confidentiality and Non-Disclosure All employees, contractors, and third parties working with Westincor Limited must adhere to strict confidentiality obligations. Confidential information, including trade secrets, business strategies, and technical data, must not be disclosed to unauthorized individuals or used for personal gain.

Employees and contractors may be required to sign non-disclosure agreements (NDAs) to reinforce their obligations to protect the company's intellectual property.

8. IP Management and Compliance The Legal/Compliance Department is responsible for overseeing the management and protection of Westincor Limited's intellectual property.

This includes:

- Maintaining records of all IP assets owned by the company.
- Ensuring compliance with IP laws and regulations.
- Providing guidance and training to employees on IP-related matters.
- Addressing any disputes or infringements related to the company's intellectual property.

9. Employee Responsibilities Employees are expected to:

- Report any potential intellectual property they create to their supervisor or the Legal/Compliance Department.
- Use company IP only for authorized business purposes.
- Refrain from using or disclosing confidential information or trade secrets without proper authorization.
- Seek guidance if they have any questions about the use or protection of intellectual property.

10. Violations and Disciplinary Actions Violations of this Intellectual Property Policy may result in disciplinary action, up to and including termination of employment or contract. Legal action may also be taken against individuals who infringe upon or misuse the company's intellectual property.

11. Policy Review This Intellectual Property Policy will be reviewed periodically to ensure it remains effective and aligned with current laws and business practices. Any updates to the policy will be communicated to all employees and relevant third parties.

12. Acknowledgment I have read, understood, and agree to comply with Westincor Limited's Intellectual Property Policy.

Name:

Signature:

Date: