



PremiumTrust Bank

Intellectual Property and Copyright Compliance Policy

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Change Control

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Intellectual Property & Copyright Compliance Policy

Purpose

This policy sets out the requirements to ensure compliance with legislative, regulatory, and contractual requirements related to intellectual property rights, use of proprietary software products, and to inform PremiumTrust Bank personnel about their rights and responsibilities regarding intellectual property.

Scope

All PremiumTrust Bank personnel and contractors including vendors are required to comply with the requirements of this policy.

Policy Statement

1. All laws on intellectual property rights and legal use of software and information products shall be complied with by PremiumTrust Bank personnel and third parties.
2. Software products shall be acquired only through known and reputable sources.
3. Only authorised software and licensed products shall be installed or used on PremiumTrust Bank information systems.
4. Evidence of ownership of product licenses shall be maintained.
5. The disposal or transfer of software shall be in accordance with legal and contractual requirements.
6. The duplication, conversion to another format, or extraction from commercial recordings, images, or software shall not be permitted unless otherwise permitted by copyright law.
7. The copying, in full or in part, of printed documentation shall not be permitted unless otherwise permitted by copyright law.

8. PremiumTrust Bank personnel, contractors, and vendors shall comply with the terms and conditions for information and software obtained from reputable public sources.
9. Periodic reviews shall be conducted to confirm that only authorized software and licensed products are installed.
10. The importance and awareness of intellectual property rights shall be communicated to staff for applications developed by the organization.

Disciplinary Actions

Violation of this policy may result in disciplinary action, which may include:

- Termination for employees and temporaries.
- Termination of employment relations in the case of contractors or consultants.
- Dismissal for interns and volunteers.

Additionally, individuals and connecting organizations are subject to loss of access privileges to PremiumTrust Bank information systems, civil, and criminal prosecution as may be deemed necessary.