Copyright Policy Example

GENERAL COPYRIGHT POLICY

EMPLOYEES & CONSULTANTS

[Company Name]

Definitions

**Copyright** is a broad term that encompasses the exclusive economic rights of the creator or author of an original work to control its use, reproduction and communication. A work must be in a material form in order to be protected by copyright.

**Third-party copyright material** means copyright works created by someone other than yourself.

**Moral rights** mean the automatic personal rights of an author or creator to protect the integrity of their work.

**Takedown notice** means a notice issued by a copyright owner, or nominated agent acting on their behalf, outlining alleged unlawful activity on a network or online environment.

1. Purpose of procedures

The procedures apply to all staff and other individuals working on behalf of the Company.

2. Procedures

2.1 Compliance

All staff and other individuals working on behalf of the Company must comply with copyright legislation and regulations in every endeavour.

Any third-party copyright content used in any work or task performed at the Company that is not covered by a special licence or exception in the Copyright Act should only occur with the express written permission or licence from the copyright-holder. Using third-party material for other activities, including but not limited to promotion or marketing, general administration, publication, public works or demonstration requires permission from the rights-holder. All staff or other individuals working on behalf of the Company must ensure necessary permissions or licences are obtained during the development of a project and prior to its completion.

Failure to comply is unacceptable and exposes the Company to unnecessary risk.

The Company will investigate allegations of, and impose penalties for, copyright infringement by staff and contractors of the University. Disciplinary proceedings, including termination, may be initiated against those responsible for misconduct.

2.2 Infringement/takedown notice

Any notices from third-parties alleging Company material or activities infringe copyright shall be promptly investigated and actioned, as required. Any correspondence relating to allegations of copyright infringement should be sent to the Information Officer (Copyright and Compliance).

Receipt of a copyright infringement notice does not indicate the Company’s acceptance that the material identified has been used unlawfully.

2.3 Moral rights

Moral rights include the right of attribution, the right not to be falsely attributed and the right of integrity. Company staff must ensure that creators of works are acknowledged in every instance. Works should not be used in a manner that could be construed as derogatory or that could negatively impact the creator’s character or reputation.

2.4 Ongoing support

The Company will provide copyright compliance information, advice and support through resources and training prepared, maintained and delivered by the Information Officer (Copyright and Compliance).