Updated Policies and Procedures

1. Intellectual Property Policy: Ensures that all intellectual property created by employees is protected and appropriately attributed.

2. Copyright Compliance Policy: Outlines the procedures for identifying and handling copyright infringement within the business.

3. Privacy Policy: Defines how personal data of employees and customers should be collected, stored, and protected.

4. Ethics and Compliance Policy: Describes the code of ethics and professional conduct expected from all employees and contractors.