

Updated Policies and Procedures

A comprehensive document regarding rights and regulations

Contents

[1. Copyright Policies 3](#_Toc531700034)

[1.1 Copyright 3](#_Toc531700035)

[1.2 Intellectual Property 3](#_Toc531700035)

[Procedures Employees Must Follow 3](#_Toc531700036)

Procedures [3](#_Toc531700037)

[2. Privacy & Personal Information 4](#_Toc531700034)

[1.1 Private Policy 4](#_Toc531700035)

[Code of Ethics](#_Toc531700036) 4

[Code of Ethics](#_Toc531700037) 4

[Greivance Procedures](#_Toc531700036) 4

[Procedure Steps](#_Toc531700037) 4

[3. Meetings](#_Toc531700034) 5

[Table 5](#_Toc531700037)

Copyright Policies

Copyright

Material published on by DataTrust (information, text, images, sounds, and audio-visual material) is protected by intellectual property law: this includes copyright and, where applicable, moral, and cultural rights.

Unauthorized commercial publication or reproduction of any part of this website is specifically prohibited.

All DataTrusts’ staffs and workers must abide by the copyright legalization and regulations and must seek permission from its copyrighted owner(s).

All work and materials created by employees during the course of the employment and the pursuance of the terms of a contract of service is owned by DataTrust, under The Copyright Act 1968. Any client, sub-contractor, or supplier who wishes to use published materials from this site, for reproduction or other wise must contact our copyright officer at <DataTrust@dmail.com>.

Intellectual Property

All intellectual property created by DataTrust employees during the course of their employment is property of DataTrust and any intellectual property created by an employee, not during the course of employment, is owned by the employee, not DataTrust.

Procedures That Employees Must Follow

Along with our Copyright Policy. These procedures apply to all staff and all individuals working on behalf of DataTrust to ensure ethical compliance with the law.

Procedures

* Adherence to law: All staff and individuals working on behalf of DataTrust must comply with the copyright legalization and regulations. Failure to comply will result in legal intervention.
* Requesting: All staff and individuals working on behalf of DataTrust who wishes to use other published materials and content outside of DataTrust, are required to seek permission from the original copyright owners.
* Independent Responsibility: All staffs and individuals of DataTrust have an individual responsibility to comply with copyright regulation and do not have the right to provide materials and content on behalf of others without stated permission.

Privacy Policy

DataTrust adheres to the Privacy Policy and the Privacy Act of 1988, meeting all standard business requirements. This policy available to anyone who requests it.

We train all staff to ensure that this Privacy Policy is understood and implemented in an appropriate and accurate manner. Employees are made aware of this during induction training, it is the responsibility of the Department Manager to implement and the responsibility of the Human Resources Manager to ensure it occurs.

As a company, DataTrust ensures that the information we store is accurate and up to date and if information is found to be incorrect, it will be rectifed within a reasonable period. We only store information that is relevant to our business dealings with the client, sub-contractor, supplier, or employee.

We adequately protect the privacy of our clients, employees, suppliers, and sub-contractors. This includes appropriate IT infrastructure, internal security measures and training for our staff. We will disclose to any client, sub-contractor, employee, or supplier all information that we hold about them after they have been verified and identified.

DataTrust stores all data related to clients or sub-contractors and employees in an electronic database. Hard copy backups of this data are kept in a locked filing cabinet at our head office.

We disclose to whom we supply information, and specify what information has been provided to third

parties. If this is required it must be approved by the client, employee, sub-contractor, or supplier to whom the information applies. If personal information regarding yourself is required to be disclosed to a particular business or person you should approach your HR Officer.

Code of Ethics

DataTrusts code of ethics is enforced throughout the workplace, with failure to comply resulting in relevant intervention

* Respect: All staff and workers of DataTrust are required to be respectful in all ways. DataTrust does not accept descrimination against others by age, race, gender, social/economic class, education, religion, disability, or appearance.
* Transparency: Being truthful, sincere, forthright, and, unless professional duties require confidentiality.

Grievance Procedures

Procedures

* Direct: If any member of DataTrust feels comfortable and thinks its right to do so, they should attempt to address the issue directly with those involved in a grievance.
* Management: If the member of DataTrust does not feel comfortable attempting to address the issue directly, they should report it to the manager or line-manager.
* HR: If a grievance escalates, report it to the human resources manager. The HR manager will collect the information about the grievance and provide effective actions and recommendations to resolve the grievance safely and efficiently.
* External mediator: If a greviance escalates further, an external mediator may be provided to interview the individuals involved in the grievance individually and attempt a resolution.

Review Plan

Methods and Timeframes

| Method | Timeframe | Context |
| --- | --- | --- |
| Meeting | End of week bi-monthly – 30+ minutes | Allowing for the workplace to gather as a collective to discuss permeating issues/thoughts |
| Annonymous Feedback | Anytime | Would allow for increased likelihood important issues are brought to attention |
| Individual Checkups | Infrequent 1~ week | Better solidify company policies and procedures in individuals |