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# 32 Below



**Copyright Compliance Policy\***

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## **Contact Information**

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## A. STATEMENT OF CORPORATE VALUES

We at 32 Below recognize and respect intellectual property rights and are committed to fulfilling our moral and legal obligations with respect to our use of copyright-protected works.

## B. STATEMENT OF CORPORATE OBLIGATIONS REGARDING COPYRIGHT

As a matter of moral integrity and adherence to copyright law, 32 Below sets forth these policies for all employees:

1. No employee of 32 Below may reproduce any copyrighted work in print, video, or digital form in violation of the law. Works are considered protected even if they are not registered with the U.S. Copyright Office or any registering agency outside the U.S. and even if they do not carry the copyright symbol (©). Copyrighted works include, but are not limited to: printed articles from publications, electronic articles in online publications, online videos, movies, TV and radio programs, recorded music performances, images, training materials, manuals, documentation, software programs, databases, websites, and blogs. In general, the laws that apply to printed materials also apply to visual and digital formats such as websites, streaming media, music downloads, mobile apps, CDs, and DVDs.
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3. To obtain permission to reproduce copyrighted works outside of 32 Below and/or to use such works in ways that are not covered by our license or other prior agreements, employees should request permissions online at [www.copyright.com](http://www.copyright.com) or contact the Rights and Licensing Department of the copyright holder.

#### C. INSTRUCTIONS FOR HANDLING COPYRIGHT INFRINGEMENT

32 Below expects its employees to be responsible consumers of copyrighted materials. We also encourage employees to educate their peers on copyright compliance. If any employee witnesses a potential copyright infringement, please bring the matter to the attention of the individual as well as to our copyright manager, who serves as our copyright compliance officer. Employees who illegally duplicate copyrighted works may be subject to disciplinary action up to and including termination.

All sources used were not copyrighted and in the event that they were to be, all copyright compliance regulations were followed within the project.