

# INTELLECTUAL PROPERTY POLICY



## GENERAL STATEMENT INTELLECTUAL PROPERTY POLICY

Radio Design Ltd and subsidiary companies (Radio Design) recognise and accept the value of appropriately protecting the Intellectual Property of the company including copyright, design rights, patents, business information and know how.

In addition, Radio Design will establish procedures to ensure all reasonable steps are taken to avoid infringing on third parties Intellectual Property in the design and development of products and in the pursuit of our business objectives.

### Identification and Protection of Intellectual Property

Documents containing company confidential or proprietary information will be marked "Company Confidential and Proprietary".

Through the NPI process, any new patent opportunities will be identified. New patent opportunity actions and status will be regularly reviewed through management meetings. Reasonable steps will be taken to ensure the new designs do not infringe on the Intellectual Property of third parties.

Before Free or Open Source Software (FOSS) is used in any product implementation or otherwise, the terms of any applicable license agreement will be reviewed to ensure there is no potential risk of infringement. Where required, customers will be informed regarding the use, or proposed use, of FOSS in products or services to be developed or supplied.

### Employee Obligations

Through the rules detailed in the Staff Handbook all employees understand that they are required not to disclose company confidential information and that Radio Design maintains the Intellectual Property rights of information collated or created by personnel.

### Customers

Radio Design will ensure that appropriate mutual non-disclosure agreements are in place so that both parties understand their obligation with regard to the protection of confidential information.

### Suppliers

The company will ensure that supplier non-disclosure agreements (addressing the protection of company confidential information) or mutual non-disclosure agreements (if appropriate) are in place with suppliers who receive confidential information.

**For and on behalf of Radio Design Ltd and subsidiary companies:**

**Managing Director: Eric Hawthorn**

**Signature:**

A handwritten signature in black ink, appearing to read "E Hawthorn". The signature is written in a cursive, flowing style.

**Date: 9<sup>th</sup> February 2016**