

---

## Copyrights and Intellectual Property Policy

---

### **Purpose**

Flashbay owns a wide range of Intellectual Property. These are valuable assets and we have a duty of care to ensure that they are used properly, retaining an appropriate level of quality and not unwittingly sacrificing control over their use and any potential income opportunities. Flashbay also ensures that no intellectual property owned by others is abused by us.

### **Scope**

This policy applies to all employees at Flashbay if not stated otherwise.

### **Measures**

Flashbay will preserve the quality and value of the assets that we own, which include copyright, trademarks, database right, publication right, design right, patents and all other intellectual property rights and similar rights (i.e. our rights).

Regarding our website, Flashbay will comply with the copyright legislation and other relevant legislation, respect third party rights and ensure that appropriate authorisation is sought before content is reproduced.

Flashbay will ensure that our rights and those belonging to third parties are not infringed and take the appropriate action in cases where infringements and unauthorised uses are brought to our attention.

The rights to any material created by staff as part of their normal employment for or on behalf of Flashbay (the usual work for which a member of staff is paid), or resulting from the substantial use of Flashbay's facilities or premises, belong to Flashbay. All rights in material created by other individuals associated as part of their work with Flashbay (for example, volunteers, interns, researchers, freelancers, work experience, contractors, suppliers) must be agreed in advance and recorded in writing using an appropriate contract.

Rights will be managed appropriately in accordance with the provisions of the Copyright, Designs and Patents, Data Protection and Freedom of Information Acts and other relevant legislation.