

Policy Document

Confidentiality and Ownership of Intellectual Property

Confidentiality

During the period of your employment with Southern New England Landcare or at all times thereafter, you are not to disclose or make use of any Confidential Information to any unauthorised person.

Confidential Information includes, but is not limited to, information relating to Southern New England Landcare's clients or management, technical knowledge, concepts, ideas, designs, programs, processes, procedures, innovations, inventions and other information (including market intelligence and database information) and various supporting or associated documents except those which are lawfully in the public domain.

You acknowledge that Southern New England Landcare is the sole and exclusive owner of the Confidential Information and you shall treat any and all Confidential Information in the strictest confidence. You agree that you shall treat as confidential, and as exclusive property of Southern New England Landcare all manuals, procedures, or reports that are used or generated in the course of, or in association with, the performance of your duties.

You will not divulge either directly or indirectly, knowingly or inadvertently any knowledge or information concerning the business, affairs and property or clients of Southern New England Landcare other than:

- as required by Law
- to legal or financial advisors for the purpose of obtaining professional advice; or
- to the extent necessary to perform your duties.

You will keep secret and confidential the secrets of Southern New England Landcare and its clients and will treat all information acquired in the course of your engagement including but not limited to the information specified above as secret and confidential.

All confidential records, documents, manuals, procedures, reports and other papers, together with any copies of extracts, made or acquired by you in the course of your employment shall be the property of Southern New England Landcare and must be returned to Southern New England Landcare on termination or upon the request of Southern New England Landcare.

For a period of six months following the termination of employment or for any reason whatsoever, you will not enter into negotiations with any current or former client or competitor of Southern New England Landcare for the purpose of becoming an employee or consultant of such an entity, nor will you become an employee or consultant of such an entity, without the prior written approval of Southern New England Landcare.

Intellectual Property Rights

Any intellectual or industrial property rights that a staff member creates, procures or acquires during the currency of his or her employment and in the course of his or her employment shall belong to Southern New England Landcare. Staff members agree to do any act or thing and execute any document required to fulfil his or her obligations pursuant to this requirement without further consideration.

The termination of an employee's contract shall not put an end to the obligations imposed on the employee under this policy.