

# INTELLECTUAL PROPERTY POLICY



## GENERAL STATEMENT INTELLECTUAL PROPERTY POLICY

TRAC International Ltd and associated Group Companies (TRAC) 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, TRAC will take all reasonable steps to avoid infringing on third parties' Intellectual Property in the design and development of products and services 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 Design and Development process (TRACPROC C18), any new patent opportunities will be identified. New patent opportunity actions and status will be regularly reviewed through strategic meetings. Reasonable steps will be taken to ensure the new designs do not infringe on the intellectual property of third parties.

### 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 TRAC maintains the Intellectual Property rights of information collated or created by personnel.

### Customers

TRAC 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 TRAC International and subsidiary companies:**

<b>Managing Director</b>	K. Stephen	<b>Signature</b>
<b>Date</b>	28 <sup>th</sup> January 2021	