



## Policy Statement

# Intellectual Property

Helping Hand is a progressive and forward-thinking organisation which takes educated risks in the development of innovative programs and services. The organisation is committed to sector collaboration and progressing aged care and wellbeing services for the holistic betterment of society as a whole.

The organisation is committed to sharing information among the aged care sector, and more broadly, where appropriate. However, it is committed to protecting its assets for the sustainability of the organisation.

Helping Hand is committed to using and sharing intellectual property to further our mission and vision. We recognise the value of Intellectual Property (IP) and the rights and responsibilities of our workforce in relation to the creation and management of IP. Intellectual property includes, but is not limited to: copyright, trade marks, patents, designs, and common law intellectual property including know-how, confidential information and trade secrets.

Through the Intellectual Property Policy, Helping Hand endorses the following commitments:

- We will invest in and manage our own IP, including registration of trademarks, copyright licencing and commercial agreements, to ensure clarity of ownership and rights of use, and will engage external legal and IP consultancy support as and when required.
- Encourage the use of our IP, in a considered and approved approach.
- We recognise that in the course of normal business IP is generated and acquired. This includes research, written materials, software, infrastructure and service design.
- Sharing of IP, and partnerships creating shared IP, are entered into in accordance with our guidelines and procedures and will always protect our long term business interests with the resident and client at the centre of our decision making.
- We recognise that IP can be created by our workforce, students and researchers undertaking placement, partnerships with third parties and commissioned works.
- Use and ownership of IP will be clearly defined prior to entering into arrangements with any internal and external parties.
- Use of Helping Hand IP by staff and third parties will benefit our community and is undertaken in a fair, equitable and transparent manner.
- Agreements entered into encourage the use of IP to create positive change in the community, while also recognising, protecting and optimising the commercial and public value of Helping Hand's IP.
- Where commercial benefits and activities are expected, separate written arrangements will be put in place recognising the rights and responsibilities of all partners.

### Links to Quality Standards

Standard 5: Organisation's service environment

Standard 7: Human resources

Standard 8: Organisational governance