

ORGANIZATIONAL POLICY

June 30, 2009 (v3.1)



INTELLECTUAL PROPERTY

“Intellectual Property” covers the legal property rights over creations of the mind, both artistic and commercial and the corresponding field of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary and artistic works; ideas, discoveries and inventions; and words, phrases, symbols and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Within the HSCG, various types of intellectual property have been and continue to be developed. These items include such things as our logo, articles in print or on the website, promotional materials, study guides, certification exams, etc. Access to these different intellectual properties constitutes a large portion of the benefits received by members.

Therefore, it is hereby established as firm policy that:

ANY INTELLECTUAL PROPERTY OF ANY KIND DEVELOPED, WRITTEN, DESIGNED, INVENTED OR IN ANY OTHER WAY CREATED BY AN HSCG VOLUNTEER, STAFF MEMBER OR CONTRACTOR IN THE COURSE OF OR AS PART OF THEIR DUTIES OR WORK FOR THE HSCG AS A COMMITTEE MEMBER OR VOLUNTEER, BOARD MEMBER, CONTRACTOR OR EMPLOYEE, SHALL BE THE SOLE PROPERTY OF THE HSCG.

The Board of Directors, all committee members and volunteers and all contractors must be made aware of this policy, agree to it and sign the Work for Hire Agreement contained in

Attachment 1 before assuming any duties for the HSCG.

EXCEPTION

In certain limited cases, ownership of an intellectual property created in the course of HSCG duties may be released upon written request to the Board of Directors (see HSCG Policy Completed Staff Work).

Approved June 30, 2009
by the Board of Directors

History:

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| June 30, 2009 | (v1) Original publication date |
| Oct 7, 2013 | (v2) Amended to include name change and removed exception regarding copyrighted articles being reprinted. |
| July 14, 2016 | (v3) Revised to include Work for Hire Agreement and to require that it be signed by all volunteers. |
| July 1, 2018 | (v3.1) Branding change; change “volunteer” to “author” in Work For Hire agreement. |

WORK FOR HIRE AGREEMENT

In consideration of one dollar and other good and valuable consideration, including being permitted to work for Handcrafted Soap and Cosmetic Guild, Inc. (“HSCG”), gain knowledge and experience thereby and allowed access to HSCG property, premises and procedures,
_____ (“Author”) and HSCG hereby acknowledge and agree that the products and results of any services rendered by Author (the “Work”) shall be considered work made for hire under all applicable Copyright laws.

Author acknowledges and agrees that the Work (and all rights therein, including, without limitation, trademark, copyright, trade secret and other intellectual property) belong to, are intended to be and shall remain the sole and exclusive property of HSCG.

If for any reason the Work would not be considered a work made for hire under applicable law, Author does hereby sell, assign, and transfer to HSCG, its successors and assigns, the entire right, title and interest in and to the Work and any registrations and/or copyright or trademark applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, throughout the world.

Signed and agreed by Author:

Signature

Print Name

Date