

Intellectual Property (IP) Policy

Owner: World of Education Ltd

Effective Date: 02/10/2025

Review Date: 02/10/2026

1. Purpose

This policy sets out the ownership and use of intellectual property (IP) created by staff, tutors, contractors, and collaborators during their association with World of Education. It ensures that all materials produced in the course of work for the company are appropriately owned, used, and protected, while recognising the contribution of creators where appropriate.

IP includes, but is not limited to course materials, lesson plans, presentations, multimedia content, research, educational resources, branding, digital content, and any derivative works.

2. Scope

This policy applies to:

- All employees, tutors, contractors, and collaborators of World of Education.
- All intellectual property created in connection with work for the company.
- Any third-party materials used within the company's resources, which must be appropriately licensed and attributed.

3. Ownership

- All intellectual property created for or on behalf of World of Education is the exclusive property of the company.
- World of Education retains the right to use, modify, distribute, or licence materials created by staff, tutors, or collaborators without prior consent.
- While IP ownership resides with World of Education, creators will be credited where appropriate, particularly for externally published or distributed materials.

4. Use of Intellectual Property

- Materials produced for World of Education may only be used internally unless written permission is granted for external use.

- Personal use of materials for professional development or portfolios may be allowed if approved by management.
- No materials created during the course of employment, contract, or collaboration should be reproduced, shared, or sold for personal gain.

5. Third-Party Materials

- Any third-party content used in materials (images, videos, software, etc.) must be fully licensed and appropriately attributed.
- Staff and collaborators are responsible for ensuring that the use of third-party materials does not infringe copyright.

6. Confidentiality

- All IP produced for World of Education is confidential unless explicitly approved for external sharing.
- Staff and collaborators must not disclose any course materials, teaching methods, or other sensitive resources outside the company without prior written consent.

7. Enforcement

- Breaches of this policy may result in disciplinary action, including termination of employment or contract.
- In serious cases, World of Education reserves the right to pursue legal action to protect its intellectual property.
- All suspected violations should be reported to management promptly.

8. Record-Keeping and Review

- All intellectual property created should be submitted to the World of Education IP repository for record-keeping and approval before external use.
- This policy will be reviewed annually, or sooner if required due to changes in legislation, technology, or company operations.

9. Policy Review

- This policy will be reviewed annually to ensure it remains current, effective, and aligned with legislation, technology, and company operations, or sooner if required due to regulatory or organisational changes.
- Any revisions will be communicated to all relevant staff, contractors, and collaborators in writing.

10. Contact

If you have any questions relating to this policy, please contact:

Email: info@worldofeducation.online

Owner: World of Education Ltd