

PUBLICATION POLICY AND PROCEDURE

Summary

_____ (“Company”) encourages its employees to publish articles, conference papers, technical documents, and books to promote and support Company products, technology and services. This document establishes the policy and procedure to be used when an employee desires to publish or present such a document.

Scope

The provisions of this policy apply to all Company employees in all Company locations. For the purposes of this policy and procedure, “document(s)” and “documentation” shall include the following:

- trade press and/or technical journal articles;
- conference papers;
- conference panels which include a presentation;
- white papers (not on Company’s web-site);
- books; and
- published Company application notes which promote or support Company’s technology, products or services or otherwise benefit its business.

Please note that articles related to interviews, press tours, press conferences, newspaper articles, or news releases are not covered by this policy and procedure.

Procedure

The procedure set forth below is to be followed prior to any presentation or publication of any document.

(a) Approval. All documents must be reviewed by Company prior to publication. No document will be approved for publication if it is determined to contain Company Confidential Information. In all cases, documents must first be reviewed and approved by the employee’s manager and the employee’s Director or VP.

In order to protect and preserve Company’s proprietary rights, including patent rights, all technical documentation must be reviewed by Legal Services. Within the United States, patents must be filed within one year of any publication of the invention. Outside of the United States, the patent application must be filed before publication or any public disclosure of the information. Therefore, it is important to have the information reviewed prior to publication by Legal Services.

(b) General.

i. Documents should not infringe or misappropriate any intellectual property right of any third party.

ii. All Company names and trademarks should be properly displayed in all published documents.

iii. Any copyright for documents should include the following legend “COPYRIGHT 201__ COMPANY” All copyrights in documents created by Company employees acting within the scope of their employment are owned by Company.

iv. Every document should include the following disclaimer: “THE INFORMATION HEREIN IS PROVIDED ON AN “AS IS” BASIS, WITHOUT ANY WARRANTIES OR REPRESENTATIONS, EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION, WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.”

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