

## PUBLICATION POLICY

### **1. Purpose**

\_\_\_\_\_ (“Company”) encourages its employees to publish articles, conference papers, technical documents, and books that concern, promote or support Company’s current or future line of business. This document establishes the policy and procedure to be used when an employee desires to publish or present such a document.

All copyrights in documents created by Company employees acting within the scope of their employment are owned by Company. If Company employees wish an exception, they must explicitly request and obtain approval as outlined below.

### **2. Overview**

Intentionally Left Blank

### **3. 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.

## 4. Policy Statement(s)

### 4.1 Brand and Reputational Protection

- 4.1.1 Adherence to this policy is required to protect the Company brand and corporate reputation by ensuring public facing documents are consistent with corporate standards and goals. Approval is required to ensure conformity with these standards.

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

- (a) Approval. All documents, and requests for an exception to Company's copyright ownership to the documents ("Exception Request"), must be reviewed by Company prior to publication. No document or Exception Request will be approved for publication if it is determined to contain Company Confidential Information. In all cases, documents and Exception Requests must be reviewed and approved by i) the employee's manager and the employee's Director or VP (as applicable) and ii) applicable Legal Services contact.

To protect and preserve Company's proprietary rights, including patent rights, all technical documentation and potentially valuable subject matter must be carefully considered prior to publication. Patent rights are granted on a "first inventor to file" basis. Therefore, Company prefers to file before making public disclosures of any material that might warrant patent protection. Legal Services is available as an escalation vehicle to assist in the consideration of complex cases.

In addition, the factors one should consider before approving any documents and/or Exception Requests include, at a minimum, whether there is Company Confidential Information, whether the Company employee will be compensated for their work, and whether the publication of the document is within the scope of the Company employee's core job function.

- (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 "© <Date> Company and/or its affiliates. All rights reserved." All copyrights in documents created by

Company employees acting within the scope of their employment are owned by Company unless an Exception Request is approved.

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.”

(c) Book Publications. Company has a preferred publisher for the publication of books relating to Company products, technology or business. Company prefers that all book publications be handled by \_\_\_\_\_.

**4.2 Functional-Specific Information (as required)**

Intentionally Left Blank

**5. Policy Compliance**

Policy compliance requirements are as follows:

**5.1 Compliance Effective Date**

This policy is effective upon final approval.

**5.2 Compliance Measurement**

Compliance with Company policies is required. Compliance to this policy is verified through various methods, including but not limited to, reports from available business tools, internal and external audits, self-assessment, and/or feedback to the policy owner.

**5.3 Compliance Exceptions**

Any records of exceptions should be archived according to the Company Records Management Process, and not on an individual’s laptop.

**5.4 Non-Compliance**

Compliance with Company policies is required. Deviations or non-compliance with this policy, including attempts to circumvent the stated policy/process by bypassing or knowingly manipulating the process, system, or data may result in disciplinary actions, up to and including termination, as allowed by local laws.

**6. Related Policies and Processes**

Endorsement Policy: <link>

Conflict of Interest Policy: <link>

**7. Supporting Documents**

Intentionally Left Blank

**8. Definitions**

Intentionally Left Blank

**9. Approvals**

Area of Responsibility	Name or User ID
Legal Services	

The record of approval is located at the following link: <link>

## Appendix

### PUBLICATION APPROVAL REQUEST

This Publication Approval Request form is to be completed by an employee when they wish to publish articles, conference papers, white papers, technical documents and books (“Documents”) that concern, promote or support Company’s current or future line of business and when an employee seeks an exception to Company’s copyright ownership in such circumstances. An employee must provide the below requested information and submit this form, along with the proposed document, to their respective management and legal contact for review and approval.

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

Email/Phone number: \_\_\_\_\_

Brief Description of Publication: \_\_\_\_\_

\_\_\_\_\_

Are there any related Company products using technology described in the document? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of publication type/intended use (i.e. book, research, study guide.): \_\_\_\_\_

\_\_\_\_\_

Has an invention disclosure form been submitted to Company?: \_\_\_\_\_

If so, please provide the CPOL number of the invention disclosure: \_\_\_\_\_

Do you seek an exception to Company’s ownership of the copyright to the document? \_\_\_\_\_

If so, please explain why: \_\_\_\_\_

