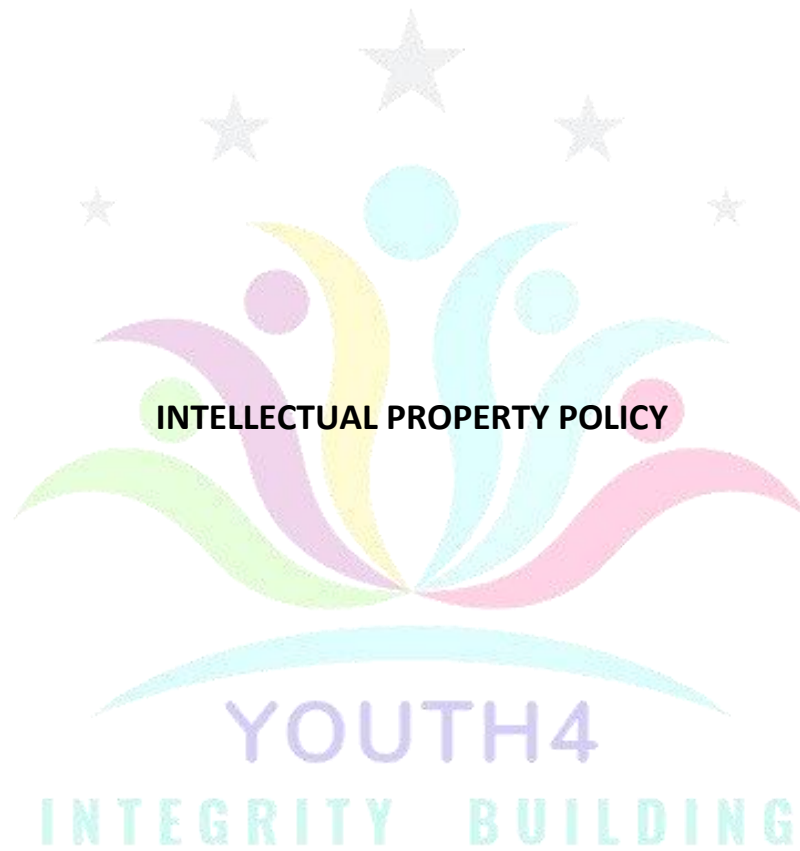




YOUTH FOR INTEGRITY BUILDING ORGANIZATION



JULY 2023.



PREAMBLE

At YIB, we recognize that intellectual property is a valuable asset that drives innovation, fosters creativity, and contributes to the advancement of knowledge and technology. We are committed to protecting and respecting intellectual property rights, both within our organization and in collaboration with external partners. The YIB Intellectual Property Policy sets forth a comprehensive framework for the management, protection, and commercialization of intellectual property assets. This policy aims to create a culture of responsible and ethical intellectual property practices, ensuring compliance with applicable laws, regulations, and international standards.

Our policy emphasizes the importance of proper intellectual property ownership, rights, and attribution. We strive to foster an environment that encourages collaboration, while respecting the contributions of all individuals and entities involved in the creation and development of intellectual property. Through training and education programs, we aim to enhance the understanding of intellectual property rights and responsibilities among our stakeholders. We also provide mechanisms for monitoring, enforcement, and dispute resolution to safeguard our intellectual property assets and address any potential infringements or conflicts.

YIB is committed to continuous review and revision of our Intellectual Property Policy to ensure its effectiveness, relevance, and alignment with evolving laws, industry practices, and stakeholder expectations. By upholding the principles outlined in this policy, we aim to maximize the impact and value of our intellectual property assets, promote innovation, and contribute to the betterment of society.



Executive Director,
Youth For Integrity Building (YIB).

YOUTH4
INTEGRITY BUILDING



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1. INTRODUCTION

1.1. **Youth For Integrity Building (YIB) Overview:** YIB is a community based organization established under the Community Groups Registration Act No. 30 of 2022.

1.2. **YIB organization Mission:** To empower young people with the knowledge, skills, and resources to become lead agents of change in promoting integrity, ethical leadership and social justice.

1.3. **YIB organization vision:** To build a world in which all individuals and communities have the tools and resources they need to sustainably thrive, and where integrity, democracy, and social justice are valued and promoted.

1.4. YIB is committed to protecting the rights of creators and respecting the intellectual property rights of others.

2. PURPOSE

The purpose of the YIB Intellectual Property Policy is to establish guidelines and procedures for the protection, ownership, and use of intellectual property created or acquired by individuals associated with YIB. This policy aims to ensure the proper management, safeguarding, and utilization of intellectual property assets, while promoting innovation, collaboration, and respect for intellectual property rights.

3. SCOPE

This policy applies to all individuals associated with YIB, including employees, volunteers, contractors, consultants, and any third parties engaged in activities that may result in the creation or use of intellectual property. It encompasses intellectual property created or acquired within the scope of their responsibilities or through the use of YIB's resources.

5. DEFINITION OF TERMS AND CONCEPTS

- a. **Intellectual Property (IP):** Intellectual property refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. It is protected by laws and regulations to grant exclusive rights to the creators or owners of these intangible assets.
- b. **Patent:** A patent is a legal protection granted by a government to an inventor or assignee, giving them exclusive rights to an invention for a limited period. It provides the right to prevent others from making, using, selling, or importing the patented invention without permission.
- c. **Copyright:** Copyright is a legal protection that grants exclusive rights to creators of original works, such as literary, artistic, musical, or dramatic works. It provides the right to reproduce, distribute, display, perform, or create derivative works based on the original creation.
- d. **Trademark:** A trademark is a distinctive sign, symbol, word, phrase, or logo used to identify and distinguish goods or services from those of others. It provides exclusive rights to the owner and helps prevent confusion or unauthorized use by competitors.
- e. **Trade Secret:** A trade secret is confidential and proprietary information that provides a competitive advantage to a business. It can include formulas, processes, customer lists, or other confidential information that is not generally known or easily accessible.
- f. **Infringement:** Infringement occurs when someone uses, copies, or reproduces intellectual property without permission or in violation of the rights granted to the owner. Infringement can lead to legal action and potential damages.



- g. **License:** A license is a legal agreement that grants permission to use intellectual property rights owned by another party. It outlines the terms and conditions under which the licensee can use the intellectual property, often in exchange for royalties or other considerations.
- h. **Public Domain:** Public domain refers to intellectual property that is not protected by copyright or other intellectual property rights. Works in the public domain can be freely used, copied, or modified without permission.
- i. **Fair Use:** Fair use is a legal doctrine that allows limited use of copyrighted material without permission from the copyright owner. It is typically applicable for purposes such as criticism, commentary, news reporting, teaching, or research.
- j. **Assignment:** Assignment refers to the transfer of ownership of intellectual property rights from one party to another. It involves a legal agreement where the owner relinquishes their rights to the assignee.

6. OBJECTIVES OF THIS POLICY.

- 6.1. To protect and preserve YIB's intellectual property assets and rights.
- 6.2. To promote a culture of innovation, creativity, and respect for intellectual property.
- 6.3. To ensure compliance with intellectual property laws and regulations.
- 6.4. To facilitate the appropriate management, commercialization, and utilization of intellectual property assets to maximize their impact and value.
- 6.5. To establish clear guidelines for ownership, disclosure, and collaboration regarding intellectual property created or acquired within the scope of YIB's activities.

7. POLICY STATEMENT

YIB recognizes the importance of intellectual property as a valuable asset that contributes to our mission and impact. We are committed to protecting the rights of creators and respecting the intellectual property rights of others.

8. PRINCIPLES.

- 8.1. YIB asserts ownership and control over intellectual property created by employees, volunteers, and contractors within the scope of their employment or engagement with YIB, unless otherwise agreed upon in writing. YIB respects the rights of individuals to retain ownership of intellectual property created outside the scope of their YIB responsibilities, subject to any legal or contractual obligations.
- 8.2. Individuals associated with YIB have an obligation to promptly disclose any intellectual property created or acquired that may be relevant to YIB's mission or operations. This includes inventions, designs, copyrights, trademarks, trade secrets, and other forms of intellectual property. Such disclosures should be made to the designated authority or department responsible for intellectual property management.
- 8.3. YIB will take necessary measures to protect intellectual property assets and pursue appropriate legal protections, such as patents, copyrights, or trademarks, when deemed necessary and feasible. YIB may also explore opportunities for commercialization, licensing, or partnerships to maximize the impact and value of intellectual property assets.
- 8.4. YIB encourages collaboration and the sharing of knowledge and ideas. When multiple individuals or entities contribute to the creation of intellectual property, YIB will endeavor to establish clear agreements regarding ownership, rights, and attribution to ensure fairness and transparency.



8.5. YIB is committed to complying with all applicable laws, regulations, and intellectual property rights. Individuals associated with YIB are expected to respect and abide by intellectual property laws and adhere to any additional policies or agreements related to intellectual property.

9. ROLES AND RESPONSIBILITIES.

9.1. Board of Directors and Executive Director

- Establish and communicate the intellectual property policy.
- Provide resources and support for the implementation of the policy.
- Ensure compliance with intellectual property laws and regulations.
- Approve the commercialization or licensing of YIB-owned intellectual property assets.

9.2. Operations Manager and Programmes Manager

- Oversee the implementation and enforcement of the intellectual property policy.
- Review and evaluate disclosures of intellectual property.
- Make decisions regarding ownership, protection, and commercialization of intellectual property assets.
- Provide guidance and support to individuals associated with YIB regarding intellectual property matters.

9.3. Employees, Volunteers, and Contractors:

- Promptly disclose any intellectual property created or acquired that may be relevant to YIB's mission or operations.
- Comply with intellectual property laws and regulations.
- Respect the intellectual property rights of others.
- Collaborate and contribute to the protection and commercialization of intellectual property assets.

10. OWNERSHIP AND RIGHTS

10.1. Ownership:

- a. YIB asserts ownership and control over intellectual property created by employees, volunteers, and contractors within the scope of their employment or engagement with YIB, unless otherwise agreed upon in writing.
- b. Intellectual property created using YIB's resources, facilities, or funding is presumed to be owned by YIB, subject to any applicable laws or contractual obligations.
- c. Ownership of intellectual property created outside the scope of YIB responsibilities shall be retained by the individual creator, unless there are contractual agreements or legal obligations stating otherwise.

10.2. Employee Inventions:

- a. Inventions made by employees within the scope of their employment with YIB are considered YIB-owned intellectual property.
- b. YIB may negotiate separate agreements with employees to define ownership and compensation related to specific inventions.

10.3. Volunteer and Contractor Inventions:



- a. Inventions made by volunteers or contractors within the scope of their engagement with YIB may be subject to specific agreements or contracts defining ownership rights.
- b. YIB may negotiate separate agreements with volunteers or contractors to address ownership, compensation, and intellectual property rights related to specific inventions.

10.4. Collaborative Inventions:

- a. In cases where multiple individuals or entities contribute to the creation of intellectual property, ownership and rights shall be determined through written agreements or contracts.
- b. YIB encourages collaboration and the sharing of knowledge and ideas, and will endeavor to establish fair and equitable agreements regarding ownership, rights, and attribution.

10.5. Third-Party Intellectual Property:

- a. YIB respects the intellectual property rights of others and expects individuals associated with YIB to do the same.
- b. Use of third-party intellectual property must comply with applicable laws, regulations, and licensing agreements.
- c. Individuals associated with YIB should seek appropriate permissions or licenses when using third-party intellectual property.

10.6. Waiver or Transfer of Rights:

- a. YIB may consider waiving or transferring its rights to intellectual property on a case-by-case basis through written agreements or contracts.
- b. Any waiver or transfer of rights must be approved by the Executive Director in consultation with the YIB Board of Directors.

10.7. Record-keeping:

- a. YIB will maintain accurate records of intellectual property disclosures, ownership, agreements, and any transfers or waivers of rights.
- b. These records will serve as evidence of ownership, compliance, and the fair management of intellectual property.

11. DISCLOSURE AND REPORTING:

11.1. Disclosure Obligations:

- a. Individuals associated with YIB have an obligation to promptly disclose any intellectual property created or acquired that may be relevant to YIB's mission or operations.
- b. Disclosures should be made to the designated authority or department responsible for intellectual property management, as specified in YIB's policies or guidelines.

11.2. Types of Intellectual Property to Disclose:

- a. Disclosures should include, but are not limited to, inventions, designs, copyrights, trademarks, trade secrets, software, and any other forms of intellectual property.
- b. Disclosures should cover intellectual property created within the scope of YIB's activities or through the use of YIB's resources.

11.3. Timeliness of Disclosure:

- a. Individuals should disclose intellectual property as soon as they become aware of its existence or potential relevance to YIB.



b. Early disclosure allows for proper evaluation, protection, and management of intellectual property assets.

11.4. Confidentiality and Non-Retaliation:

- a. YIB will maintain the confidentiality of disclosed intellectual property to the extent permitted by law and applicable agreements.
- b. YIB prohibits retaliation against individuals who make good faith disclosures of intellectual property.

11.5. Evaluation and Review:

- a. YIB will establish processes and procedures for evaluating and reviewing disclosed intellectual property.
- b. The designated authority or department responsible for intellectual property management will assess the potential impact, value, and relevance of the disclosed intellectual property to YIB's mission and operations.

11.6. Protection and Commercialization Considerations:

- a. Based on the evaluation, YIB may determine whether to pursue legal protections, such as patents, copyrights, or trademarks, for the disclosed intellectual property.
- b. YIB may also explore opportunities for commercialization, licensing, or partnerships to maximize the impact and value of the disclosed intellectual property.

11.7. Collaboration and Attribution:

- a. When multiple individuals or entities contribute to the creation of disclosed intellectual property, YIB will endeavor to establish clear agreements regarding ownership, rights, and attribution.
- b. Collaboration agreements should address intellectual property rights, responsibilities, and any revenue sharing or compensation arrangements.

11.8. Documentation and Record-keeping:

- a. YIB will maintain accurate records of disclosed intellectual property, evaluations, decisions, and any subsequent actions taken.
- b. Documentation will serve as evidence of compliance, transparency, and the fair management of intellectual property.

12. PROTECTION AND COMMERCIALIZATION:

12.1. Protection of Intellectual Property:

- a. YIB recognizes the importance of protecting intellectual property assets and will take necessary measures to safeguard them.
- b. YIB may pursue legal protections, such as patents, copyrights, trademarks, or trade secret measures, when deemed necessary and feasible.
- c. The designated authority or department responsible for intellectual property management will oversee the protection process.

12.2. Evaluation and Prioritization:

- a. YIB will evaluate the potential impact, value, and relevance of intellectual property assets to determine the level of protection required.
- b. Intellectual property assets may be prioritized based on factors such as market potential, strategic importance, or alignment with YIB's mission and goals.



12.3. Patent Protection:

- a. YIB may file patent applications for inventions that meet the criteria of novelty, usefulness, and non-obviousness.
- b. The decision to file a patent application will be based on a comprehensive evaluation of the invention's commercial potential and alignment with YIB's mission.

12.4. Copyright Protection:

- a. YIB will ensure that appropriate copyright protection is applied to original works, such as literary, artistic, musical, or dramatic creations.
- b. Copyright notices or registration may be used to establish ownership and deter unauthorized use.

12.5. Trademark Protection:

- a. YIB will protect its brand identity and reputation by seeking trademark registration for names, logos, or symbols associated with its products or services
- b. Trademark registration helps prevent confusion or unauthorized use by competitors.

12.6. Trade Secret Protection:

- a. YIB will implement measures to protect trade secrets and confidential information, such as proprietary formulas, processes, or customer lists.
- b. Access controls, non-disclosure agreements, and other security measures will be employed to maintain the confidentiality of trade secrets.

12.7. Commercialization and Licensing:

- a. YIB may explore opportunities for commercialization, licensing, or partnerships to maximize the impact and value of intellectual property assets.
- b. Commercialization efforts may involve marketing, manufacturing, distribution, or other activities aimed at bringing intellectual property to market.
- c. Licensing agreements may be negotiated to grant permission to third parties to use YIB-owned intellectual property in exchange for royalties or other considerations.

12.8. Revenue Sharing and Compensation:

- a. YIB may establish revenue sharing or compensation arrangements for individuals or teams involved in the creation or development of intellectual property.
- b. Agreements regarding revenue sharing or compensation will be negotiated on a case-by-case basis, considering factors such as the level of contribution, ownership rights, and applicable laws or regulations.

12.9. Compliance with Laws and Regulations:

- a. YIB will ensure compliance with all applicable laws, regulations, and contractual obligations related to the protection and commercialization of intellectual property.
- b. YIB will adhere to any additional policies or agreements related to intellectual property, including licensing agreements, technology transfer agreements, or funding requirements.

12.10. Monitoring and Enforcement:

- a. YIB will monitor and enforce the protection and proper use of its intellectual property assets.
- b. In cases of suspected infringement or unauthorized use, YIB may take appropriate legal action to protect its rights and seek remedies.

12.11. Record-keeping and Documentation:



- a. YIB will maintain accurate records of intellectual property protection measures, commercialization efforts, licensing agreements, and any revenue generated.
- b. Documentation will serve as evidence of compliance, transparency, and the effective management of intellectual property assets.

13. COLLABORATION AND ATTRIBUTION:

13.1. Collaboration:

- a. YIB encourages collaboration and the sharing of knowledge and ideas among individuals associated with the organization.
- b. Collaborative efforts may involve joint research projects, team-based initiatives, or partnerships with external entities.

13.2. Ownership and Rights:

- a. In cases where multiple individuals or entities contribute to the creation of intellectual property, ownership and rights shall be determined through written agreements or contracts.
- b. YIB will endeavor to establish fair and equitable agreements that address ownership, rights, and attribution.

13.3. Collaboration Agreements:

- a. YIB may require individuals or teams engaged in collaborative projects to enter into written collaboration agreements.
- b. Collaboration agreements should clearly outline the ownership, rights, and responsibilities of each party involved.
- c. Agreements should address intellectual property rights, including any obligations to disclose, protect, or commercialize intellectual property.

13.4. Attribution:

- a. YIB recognizes the importance of giving appropriate attribution to individuals or entities that have contributed to the creation of intellectual property.
- b. Attribution should accurately reflect the contributions made by each party involved.
- c. YIB will establish guidelines and procedures to ensure proper attribution is given in publications, presentations, patents, or other forms of dissemination.

13.5. Publication and Presentation:

- a. YIB encourages individuals associated with the organization to publish and present their research and findings.
- b. Publications and presentations should appropriately acknowledge the contributions of all collaborators and disclose any relevant intellectual property rights or obligations.

13.6. Dispute Resolution:

- a. In the event of disputes or disagreements regarding ownership, rights, or attribution of intellectual property, YIB will provide mechanisms for resolution.
- b. Dispute resolution processes may involve mediation, arbitration, or other appropriate means to reach a fair and amicable resolution.

13.7. Non-Disclosure Agreements:

- a. YIB may require individuals engaged in collaborative projects to sign non-disclosure agreements (NDAs) to protect confidential information shared during the collaboration.



b. NDAs ensure that sensitive information remains confidential and is not disclosed to unauthorized parties.

13.8. Compliance and Training:

a. Individuals associated with YIB are expected to comply with collaboration agreements, intellectual property rights, and attribution requirements.

b. YIB will provide training and education on collaboration, intellectual property, and attribution to ensure understanding and compliance.

14. COMPLIANCE WITH LAWS AND REGULATIONS:

14.1. General Compliance:

a. YIB is committed to complying with all applicable laws, regulations, and international treaties related to intellectual property.

b. Compliance includes, but is not limited to, laws governing patents, copyrights, trademarks, trade secrets, and other forms of intellectual property protection.

14.2. Intellectual Property Rights:

a. YIB respects the intellectual property rights of others and expects individuals associated with the organization to do the same.

b. Use of third-party intellectual property must comply with applicable laws, regulations, and licensing agreements.

14.3. Licensing and Permissions:

a. YIB will ensure that appropriate licenses and permissions are obtained for the use of copyrighted materials, trademarks, or other intellectual property owned by third parties.

b. Licensing agreements or permissions should be obtained before using or reproducing third-party intellectual property.

14.4. Non-Infringement:

a. YIB prohibits the infringement of intellectual property rights, including unauthorized use, reproduction, distribution, or modification of protected works.

b. Individuals associated with YIB should seek proper authorization or licenses when using or incorporating copyrighted materials, trademarks, or other protected intellectual property.

14.5. Due Diligence:

a. YIB will exercise due diligence in assessing the ownership and rights of intellectual property before using or integrating it into its operations.

b. Proper research, documentation, and verification will be conducted to ensure compliance with ownership and licensing requirements.

14.6. Monitoring and Auditing:

a. YIB will establish mechanisms for monitoring and auditing intellectual property-related activities to ensure compliance with laws and regulations.

b. Regular audits may be conducted to assess the proper use, licensing, and protection of intellectual property assets.

14.7. Education and Training:

a. YIB will provide education and training programs to individuals associated with the organization to enhance their understanding of intellectual property laws and compliance requirements.



b. Training sessions may cover topics such as copyright law, trademark law, patent law, and trade secret protection.

14.8. Reporting and Whistleblower Protection:

a. YIB encourages individuals to report any suspected intellectual property infringement or non-compliance with laws and regulations.

b. Whistleblower protection measures will be in place to safeguard individuals who report in good faith.

14.9. Legal Remedies:

a. In cases of intellectual property infringement or non-compliance, YIB may take appropriate legal action to protect its rights and seek remedies.

b. Legal actions may include cease and desist letters, litigation, or other legal means available under applicable laws and regulations.

15. ENFORCEMENT AND DISPUTE RESOLUTION:

15.1. Enforcement of Intellectual Property Rights:

a. YIB is committed to enforcing its intellectual property rights and taking appropriate action against infringement or unauthorized use.

b. YIB may pursue legal remedies, including litigation, to protect its intellectual property assets and seek remedies for any damages incurred.

15.2. Intellectual Property Monitoring and Detection:

a. YIB will establish mechanisms for monitoring and detecting potential infringements or unauthorized use of its intellectual property.

b. Regular monitoring may include conducting searches, monitoring online platforms, and engaging in proactive measures to identify potential infringements.

15.3. Cease and Desist:

a. In cases of suspected infringement or unauthorized use, YIB may issue cease and desist letters to individuals or entities involved.

b. Cease and desist letters serve as formal notices demanding the immediate cessation of infringing activities and may include a request for compensation or other remedies.

15.4. Dispute Resolution:

a. YIB encourages the use of alternative dispute resolution methods, such as mediation or arbitration, to resolve intellectual property disputes amicably and efficiently.

b. Dispute resolution processes provide an opportunity for parties to negotiate and reach mutually acceptable resolutions without resorting to litigation.

15.5. Litigation:

a. If alternative dispute resolution methods are unsuccessful or deemed inappropriate, YIB may pursue legal action through litigation.

b. Litigation may be initiated to enforce intellectual property rights, seek damages, or obtain injunctions to prevent further infringement.

15.6. Collaboration and Licensing Disputes:

a. In cases where disputes arise regarding collaboration agreements or licensing arrangements, YIB will seek resolution through negotiation and mediation.



b. YIB may engage in discussions with the involved parties to find mutually agreeable solutions and preserve collaborative relationships.

15.7. Whistleblower Protection:

a. YIB provides protection to individuals who report suspected intellectual property infringements or non-compliance with the organization's policies.

b. Whistleblower protection measures are in place to safeguard individuals who report in good faith and ensure their confidentiality and protection against retaliation.

15.8. Legal Counsel:

a. YIB may engage legal counsel with expertise in intellectual property law to provide guidance, advice, and representation in matters related to enforcement and dispute resolution.

16. TRAINING AND EDUCATION:

16.1. Importance of Training and Education:

a. YIB recognizes the importance of training and educating individuals associated with the organization on intellectual property matters

b. Training and education programs help raise awareness, promote compliance, and foster a culture of respect for intellectual property rights.

16.2. Training Topics:

a. YIB's training and education programs may cover a range of intellectual property topics, including but not limited to:

- Basics of intellectual property rights (patents, copyrights, trademarks, trade secrets)
- Intellectual property protection strategies and best practices
- Intellectual property ownership and rights
- Disclosure and reporting obligations
- Collaboration and attribution in intellectual property
- Intellectual property commercialization and licensing
- Compliance with laws and regulations related to intellectual property
- Intellectual property enforcement and dispute resolution

16.3. Training Methods:

a. YIB may employ various training methods to effectively educate individuals on intellectual property matters, including:

- Workshops or seminars conducted by internal or external experts
- Online training modules or e-learning platforms
- Training materials, handbooks, or guides
- Guest speakers or subject matter experts
- Case studies and real-life examples

16.4. Targeted Audiences:

a. YIB's training and education initiatives may be tailored to different audiences within the organization, including:

- Researchers, scientists, and inventors



- Creative professionals (artists, writers, designers)
- Technology transfer and commercialization teams
- Legal and compliance personnel
- Management and executives
- Administrative staff and employees involved in intellectual property-related

activities

16.5. Ongoing Education:

- a. YIB recognizes that intellectual property laws and regulations may change over time.
- b. Therefore, YIB will provide ongoing education and updates to ensure individuals stay informed about the latest developments in intellectual property.

16.6. Collaboration with External Resources:

- a. YIB may collaborate with external organizations, legal experts, or intellectual property professionals to enhance the quality and effectiveness of its training and education programs.
- b. Partnerships with external resources can provide additional expertise and insights into intellectual property topics.

16.7. Evaluation and Feedback:

- a. YIB will regularly evaluate the effectiveness of its training and education programs through feedback and assessments.
- b. Feedback from participants will be used to improve the content, delivery methods, and overall impact of the training initiatives.

17. POLICY REVIEW AND REVISION:

17.1. Periodic Review:

- a. YIB recognizes the need for regular review and evaluation of its intellectual property policy to ensure its effectiveness and alignment with evolving laws, regulations, and best practices.
- b. A periodic review will be conducted to assess the policy's relevance, clarity, and compliance with applicable standards.

17.2. Stakeholder Input:

- a. During the review process, YIB will seek input from relevant stakeholders, including legal experts, intellectual property professionals, researchers, and management.
- b. Feedback and suggestions from stakeholders will be considered in the revision process to ensure a comprehensive and inclusive approach.

17.3. Legal and Regulatory Compliance:

- a. The review process will include a thorough examination of changes in intellectual property laws, regulations, and international treaties.
- b. Any necessary revisions to the policy will be made to ensure compliance with the latest legal requirements.

17.4. Emerging Trends and Best Practices:

- a. YIB will stay informed about emerging trends, technologies, and best practices in intellectual property management.



b. The policy will be revised to incorporate relevant updates that reflect the changing landscape of intellectual property protection and commercialization.

17.5. Internal and External Factors:

a. Internal factors, such as organizational goals, strategies, and priorities, will be considered during the review process to ensure the policy aligns with YIB's overall objectives.

b. External factors, including industry standards, market conditions, and stakeholder expectations, will also be taken into account.

17.6. Clarity and Accessibility:

a. The policy will be reviewed for clarity, accessibility, and ease of understanding.

b. Revisions will be made to enhance the policy's readability and ensure that it is accessible to all individuals associated with YIB.

17.7. Communication and Training:

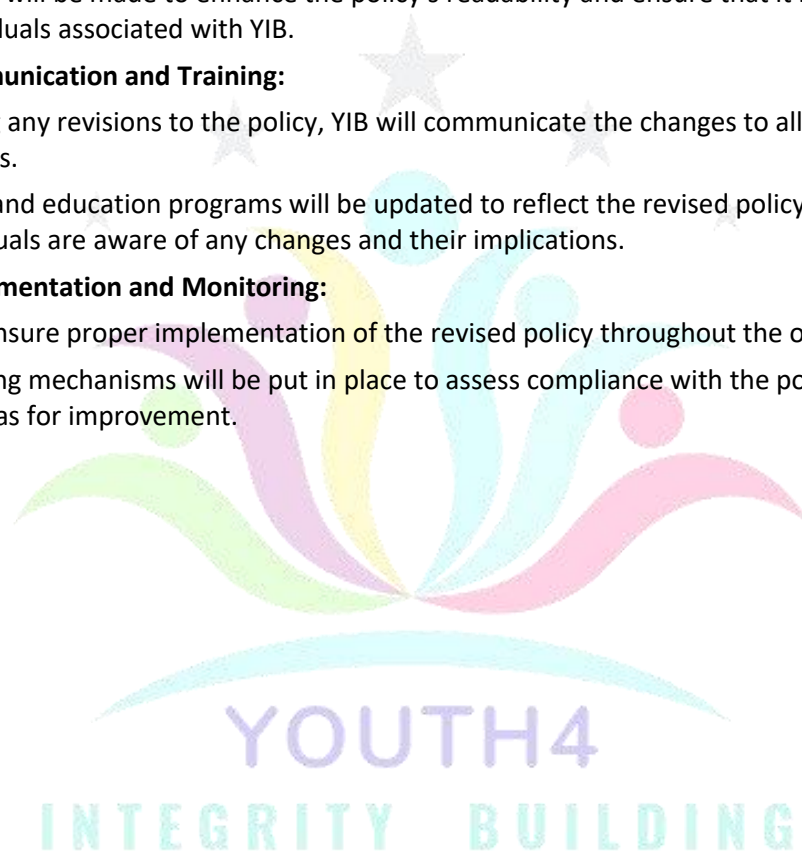
a. Following any revisions to the policy, YIB will communicate the changes to all relevant stakeholders.

b. Training and education programs will be updated to reflect the revised policy and ensure that individuals are aware of any changes and their implications.

17.8. Implementation and Monitoring:

a. YIB will ensure proper implementation of the revised policy throughout the organization.

b. Monitoring mechanisms will be put in place to assess compliance with the policy and identify areas for improvement.



Youth For Integrity Building Organization (YIB).

P.O Box 921-80108, Kilifi, Kenya.

Telephone No: +254 710785237.

Email: info@yc4integritybuilding.org