

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/010
		Date of Doc	08/01/2024
		Rev No	00
	INTELLECTUAL PROPERTY POLICY	Supersede	00

1. Objective and Purpose of the Policy:

Unitech Plasto Components is committed to safeguarding and managing its intellectual property (IP) assets responsibly while respecting the intellectual property rights of others.

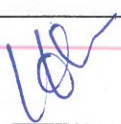
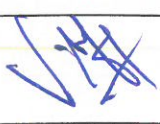
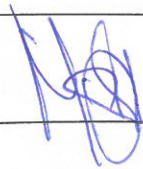
2. Scope of the Policy:

This policy applies to all the employees including contract employees who were employed in the Unitech Plasto components and its operation.

3. Policy/Guidelines:

Unitech Plasto Components, ensure fair ownership of work created during employment, maintain confidentiality of company knowledge, and respect the rights of third parties. This policy safeguards company innovations, trade secrets, and creative work while clearly guiding employees on their responsibilities in handling intellectual property.

- **Ownership** – All inventions, designs, processes, software, reports, and other intellectual property created by employees during their employment, using company resources or within the scope of their duties, shall be the property of Unitech Plasto Components.
- **Employee Obligations** – Employees must protect the company's IP, avoid unauthorized use or disclosure, and immediately report any suspected misuse.
- **Confidential Information** – Trade secrets, technical data, formulas, product designs, pricing, and customer information must be kept strictly confidential and not shared outside the company without written approval.
- **Use of Company IP** – Employees may use company IP only for official business purposes and not for personal gain or third-party benefit.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

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- **Third-Party IP** – Employees must respect third-party intellectual property rights (e.g., software licenses, patents, copyrights). Unauthorized use, copying, or distribution is prohibited.
- **Departing Employees** – Upon leaving the company, employees must return all company documents, data, devices, and IP materials. They must not disclose or use company IP after employment ends.
- **Compliance** – Violations of this policy may lead to disciplinary action, legal action, or termination.

4. Review of Policy:

This policy is reviewed annually or as needed. Violations may result in disciplinary action, legal consequences, or termination of access rights.

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HR	PLANT HEAD	MANAGING DIRECTOR
