



Rights Institute for Social Empowerment- RISE

Intellectual Property Policy

INTELLECTUAL PROPERTY POLICY

CITATION

This policy and provisions herein may be cited as the RISE MALAWI Intellectual property policy. The policy shall apply to all employees of the organization (RISE Malawi) and efforts shall be made to ensure that the policy is administered in a fair, consistent, objective and transparent manner at all times.

VISION, MISSION, MANDATE AND CORE FUNCTIONS OF RISE MALAWI

Rights Institute for Social Empowerment (RISE MALAWI) is a registered non-profit organization working in the central region of Malawi.

In summary, the (vision, mission, mandate and core functions of the organization are as follows;

- I. Vision-a society in which citizens are empowered to promote and protect the rights of women, girls, young people and children and which citizens are meaningfully involved in the governance and decision making processes affecting their lives.
- II. Mission statement- the core mission for RISE is to advance the rights and develop the capacities of women, girls, young people and children to empower them to promote and advocate for their own rights.
- III. Mandate
- IV. Core objectives of the organization

THE RATIONALE FOR THE POLICY

In order for the organization to effectively and efficiently carry out its functions and full fill its vision and mission it needs a robust, reliable, and a properly regulated intellectual property policy. This policy has been developed to ensure that the organizations information and intellectual property is safe and secure and does not, in any way land in wrong hands.

POLICY COVERAGE

This policy covers the usage, editing, sharing and reproduction of the organizations intellectual properties to either employee within the organization, donors, contractors, stakeholders and beneficiaries.

RISE Malawi's intellectual properties include;

1. Other policies (ICT policy, Human resource policy, The Travel Policy, Anti-fraud policy, and other relevant policies
2. Human resource manual

3. Strategic plan
4. Monitoring and evaluation plan
5. Project proposal templates
6. Beneficiary information
7. Donor information/ partner information
8. Financial management policy
9. The Constitution
10. logos and emblems of the Organization
11. Anti-fraud policy
12. Research findings

POLICY STATEMENT

The organizations policy aims at putting into place appropriate institutional, regulatory and legal framework that governs the usage, sharing, editing and reproduction of intellectual properties.

POLICY COVERAGE

1. OTHER POLICIES

This policy seeks to keep information about other policies the organization has “confidential”.

The human resource policy, the procurement policy, the ICT policy, the Travel policy, THE Anti-Fraud policy and other policies are intellectual properties of the organization. Sharing, editing and reproduction is strictly prohibited.

The Executive Director, the Human Resource Manager and senior officers heading departments which have policies (senior procurement officer/IT manager/officer, Logistics Managers) are responsible and have direct access to these intellectual documents. If there should be any need to share, edit or reproduce these intellectual documents, the ED and HRM must at all cost be contacted before these documents are shared, edited or reproduced.

Any unauthorized usage, editing, sharing and reproduction of these intellectual documents shall lead to disciplinary action accordance with the staff terms and conditions of service.

2. HUMAN RESOURCE MANUALS

The policy seeks to strictly maintain confidentiality of the Human Resource documents/manuals.

Employee contracts and Human resource documents are strictly confidential between the organization and the employee. Only the ED and HRM have full access to these documents. Sharing, editing and reproduction of these intellectual is strictly restricted. If there shall be any need to share, edit or reproduce these documents, the ED and the HRM are responsible.

No employee has the permission to share, edit or reproduce these intellectual documents, any unauthorized usage, editing, sharing and reproduction of these documents shall lead to disciplinary action accordance with the staff terms and conditions of service.

3. STRATIGIC PLAN

Organization strategic plan is an intellectual document and at any cost belongs to the organization only. The policy seeks to keep the information digested in the strategic plan within the organization.

Every employee starting from the ED down to projects officers has the access to this document but does not have the permission to share, edit or reproduce this document.

The ED, key managers and the board are responsible for sharing, editing and reproducing this document where necessary.

If an officer is found sharing, editing and reproducing this intellectual document he/she shall be question and taken into disciplinary action accordance with the staff terms and conditions of service.

4. MONITORING AND EVALUATION PLAN

Projects M&E Plans and performance plans are part of the organizations intellectual properties. The policy seeks to keep this information within the organization and confidential.

The monitoring and evaluation manager, monitoring and evaluation officer, project managers and officers have direct contact to these documents. Sharing, editing and reproduction is strictly restricted. If there should be a need to share, edit and reproduce, the ED and the M&E Manager should at any circumstance be contacted.

If any employee has been found sharing, editing and reproducing copies of these documents, he/she shall be dealt with in accordance to disciplinary actions in the terms and conditions of service.

5. PROJECT PROPOSAL TEMPLATES

Project Proposal templates are intellectual documents/ properties the organization has and should all the times be kept confidential. This policy seeks to maintain confidentiality of these documents.

The ED, the Board and the Project Managers have full access to their respective project proposal templates. The ED and the Project Managers, have the right to share, edit and reproduce these documents where necessary.

Any unauthorized access or sharing, editing and reproduction is strictly restricted and if an employee is found sharing, editing or reproducing these documents without the ED's, Board and Project Manager's permission will be taken to disciplinary action accordance with the staff terms and conditions of service.

6. BENEFICIARY INFORMATION

The policy seeks to keep information about our beneficiaries in different projects and programs private and confidential.

The ED, Projects Managers, Projects officers and community volunteers have full access to these documents but do not have the permission to share, edit or reproduce them. If there shall rise any need to share, edit or reproduce these documents, the ED, Project Manager shall be consulted before they are shared, edited or reproduced.

Unauthorized sharing, editing or reproduction of these documents shall be dealt with in accordance with the disciplinary terms and conditions of service of the organization.

7. DONOR INFORMATION/ PARTNER INFORMATION

This policy strictly seeks to keep information about the organizations donor/partner information confidential at any cost.

Donor/partner information is an intellectual property and shall at any cost be kept confidential. The ED, the Board and senior employees (Managers) have full access to these documents but do not have the permission to share, edit or reproduce these documents. The ED has the capacity to give permission for the sharing, editing and reproduction of these documents.

Unauthorized access or sharing of these documents is prohibited and if an employee is found sharing, editing or reproducing these documents, he/she shall be dealt with in accordance to the disciplinary terms and conditions of service.

8. FINANCIAL MANAGEMENT POLICY

Financial documents like Finance management policy, organizations annual budgets, pay slips, grant documents, are intellectual property for the organization and should at all times be kept private and confidential. This policy seeks to keep these documents off sight from people with no access to these documents.

The ED, Finance manager and the accountant have full access to these documents. Where necessary, these employees have the permission to share, edit and reproduce these intellectual documents.

No other employee apart from the ED, finance manager, the Board and accountant has the access to these documents or permission to share, edit and reproduce them. Any attempt to access, edit, share or reproduce these documents is strictly prohibited and any employee found editing, sharing or reproducing shall be dealt with in accordance to the organization disciplinary terms and conditions.

9. **ANTI-FRAUD POLICY**

The Anti-fraud policy is also an intellectual document the organization has and it is a must to keep it confidential. This policy seeks to keep it confidential as it is at all times supposed to be.

Every employee has access to this document but does not have the permission to change, edit, share or reproduce this document. If there shall rise any need to change, edit, share or reproduce this document, the board of trustees shall be fully involved and is entitled to grant that permission of changing, editing, sharing or reproducing this document.

If there shall be an incident where by an employee has been found sharing, editing, or reproducing this document, he/she shall be dealt with in accordance to disciplinary terms and conditions of services.

10. **THE CONSTITUTION**

The constitution like any of the above mentioned documents is an intellectual property and shall at any cost be kept private and confidential. This policy seeks to maintain and keep this confidentiality.

Every employee has access to this document but does not have access to change, share, edit or reproduce. If there shall be any need to share, change, edit or reproduce, the ED, Board and senior Managers shall at any circumstance be involved in the process.

RISE board of trustees will be legally the custodian of the constitution.

Any unauthorized access, edit, sharing or reproduction of the constitution by any employee of the organization, consultants, donors/partners and beneficiaries shall be dealt with in accordance with staff disciplinary terms and conditions of service and law of Malawi.

11. LOGOS AND EMBLEMS OF THE ORGANIZATION

Logos and other Emblems are also intellectual properties the organization has and shall at all times be kept private and confidential.

The ED, the Board of trustees, Project Managers and senior department Heads have access to these documents but do not have the permission to change, edit or share these documents. If there shall be any need to change, edit or share these documents the above mentioned parties shall be entirely involved in the process.

No NGO or Community Based Organization working with RISE shall use RISE logos and other Emblems RISE has for its activities without first seeking authorization through the Executive Director and approval from the Board of Trustees.

Any unauthorized usage, edit, sharing or reproduction of these documents by both the above mentioned employees or their junior's is strictly restricted and if anyone is found using, editing, sharing or reproducing these documents without the Board of trustees, ED's, Managers and Senior officers knowledge shall be dealt with in accordance to disciplinary terms and conditions of the service.

RISE board of trustees will be legally the custodian of all the logos and other emblems the organization has.

12. RESEARCH FINDINGS

Research findings are intellectual properties the organization has and shall at any time be kept confidential. This policy seeks to keep this confidentiality.

The Board of trustees, ED, Senior Managers and Heads of departments have direct access to these documents but their juniors have access to these documents after permission has been granted by their Seniors.

Any unauthorized access to these documents by any of the employees shall be dealt with in accordance to disciplinary terms and conditions of service.

CONCLUSION

This policy seeks to protect and prevent unauthorized sharing, editing and reproduction of the organizations intellectual property.

Other policies (ICT policy, Human resource policy, The Travel Policy, Anti-fraud policy Human resource manual, Strategic plan, Monitoring and evaluation plan, Project proposal templates, Beneficiary information, Donor information/ partner information, Financial management policy, The Constitution, logos and emblems of the Organization, Anti-fraud policy and Research findings are intellectual properties RISE has and shall at any time be protected and prevented from unauthorized sharing, editing and reproduction.

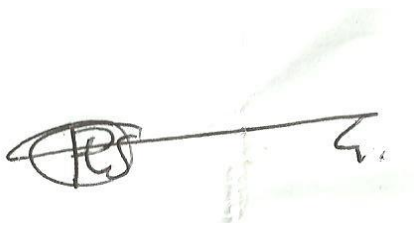
RISE board of trustees shall be legally the custodian of all the RISE documents, policies and intellectual properties

THIS POLICY IS HEREBY APPROVED AND ENDORSED BY THE RISE BOARD OF TRUSTEES HEREUNDER SIGNED:

Name: Mr. Peter L.S Chikakula

Position: Board of Trustees Vice Chairperson

Signature:

A handwritten signature in black ink, consisting of a stylized circular emblem followed by a horizontal line and a small flourish.