



Intellectual Property Right Policy

1.0 Overview

The term "Intellectual Property Right (IPR) refers to the legal rights granted by applicable laws to protect the creations of the intellect.

From an information security management point of view, **ANDREW YULE & COMPANY LIMITED** comply with the required laws, regulations and contractual obligations.

Mandatory requirements can come in the form of labour laws, IT-related safety requirements, intellectual property rights/copyrights laws, privacy, data encryption and protection laws and its essential to maintain list of Legal and Other requirements.

2.0 Purpose

The purpose of this policy is to ensure compliance with legislative, regulatory and contractual requirements related to intellectual property rights and use of proprietary software products.



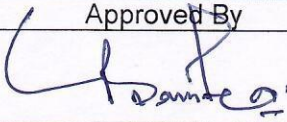
3.0 Scope

It covers the regulations and contractual obligations. Identified requirements that may impact the organization to determine if the implemented security measures are sufficient for compliance or whether additional measures are required to satisfy the requirements.

4.0 Policy

ANDREW YULE & COMPANY LIMITED shall ensure that:

- IPR created by employees or associated non-employees during the course of his/her duties or employment, including but not limited to all copyrights, trademarks, patents, inventions, and know how associated with the works, research, data, design shall belong to the organization and shall be managed appropriately.
- Software are acquired only through known and reputable sources, to ensure that copyright is not violated.
- Appropriate asset registers are and all assets are identified with requirements to protect intellectual property rights.
- Proof and evidence of ownership of licenses, master disks, manuals and designs are maintained.

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- Controls are implemented to ensure that any maximum number of users permitted within the licence is not exceeded.
- Reviews are carried out so that only authorized software and licensed products are installed.

5.0 Policy Governance

The following table identifies who within **ANDREW YULE & COMPANY LIMITED** is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

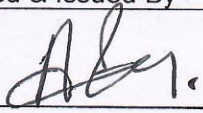
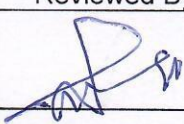
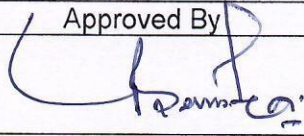
Responsible	Director
Accountable	CISO
Consulted	Process Owners
Informed	Employees of ANDREW YULE & COMPANY LIMITED

Dy. General Manager (P&A) of **ANDREW YULE & COMPANY LIMITED** is responsible for ensuring that all staff and managers are aware of security policies and that they are observed.

CISO need to be aware and have a responsibility to ensure staff has sufficient, relevant knowledge concerning the security of information and systems.

Designated Process owners and owners of systems, who have responsibility for the management of **ANDREW YULE & COMPANY LIMITED** systems and inherent information, need to ensure that staff have been made aware of their responsibilities toward security.

Designated owners of systems and information need to ensure they uphold the security policies and procedures.

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6.0 Responsibility

Dy. General Manager (P&A)	Approves the Policy document.
CISO	CISO and Project Manager's are responsible for implementing and monitoring this policy.
Internal Security Audit Team	Responsible for reporting findings based on observations related to the implementation of the policy
Employees of ANDREW YULE & COMPANY LIMITED	All employees of ANDREW YULE & COMPANY LIMITED shall be guided by the information category in their security related handling of company's information and are required to follow the policy. The employees dealing with Third Party entities are required to instruct Third Party persons to follow the policy while working in ANDREW YULE & COMPANY LIMITED premises.

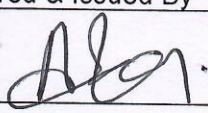

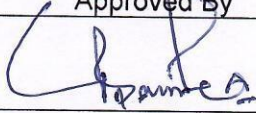
7.0 Breaches of Policy

Breaches of this policy and/or security incidents can be defined as events which could have, or have resulted in, loss or damage to **ANDREW YULE & COMPANY LIMITED** assets, or an event which is in breach of the **ANDREW YULE & COMPANY LIMITED** security procedures and policies.

The **ANDREW YULE & COMPANY LIMITED** will take appropriate measures to remedy any breach of the policy and its associated procedures and guidelines through the relevant frameworks in place.

If any user is found to have breached this policy, they may be subject to **ANDREW YULE & COMPANY LIMITED** disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

All employees have a responsibility to report security incidents and breaches of this policy as quickly as possible through the Company's Incident Reporting Procedure. This obligation also extends to any external organization contracted to support or access the Information Systems of the **ANDREW YULE & COMPANY LIMITED**.

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