

# Co-operative Assistance Network Limited (CAN)

## Policy on Use of Material Copyrighted to Others

### **Policy**

CAN will:

- Not knowingly infringe the copyright of any other individual or organisation
- Always where possible credit quotes, sources and references

### **Implementation Strategy**

Reasonable effort must be made to contact the copyright holders of any material that CAN wishes to use, quote or extract from to gain permission to do so. The permission so granted should be confirmed by email or in writing. Copyright holders must always be credited as such on all such materials.

Where affordable and reasonable license fees are requested they should be met. Where such fees are either not affordable or not reasonable in the opinion of Product Development Team Leader some other way of achieving the required objective must be found that does not infringe copyright.

This policy, implementation strategy and guidelines shall be referred to in induction programmes and the CAN Workers' Guide. The implementation of this point shall be the responsibility of the HR Department.

A mechanism for the reporting of breaches of copyright by workers shall be provided. The implementation of this point shall be the responsibility of Directors.

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This policy together with Policy on Assigning Intellectual Property Rights to Materials Published by CAN replaces CAN's Copyright Policy passed by Members on 18 December 2007.

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Responsible Department: Product Development

Implementation Date: 30 April 2018

Review period: 5 years

Next review due: 31 August 2022

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Agreed at Directors Meeting of 24 July 2017

Passed at Members Meeting of 30 April 2018