

Institute of Quarrying Australia



IQA Policy

National Secretariat

Copyright Policy

Policy Number:	P9	Version:	P9-02
Date Adopted:	17/2/ 2015	Contact:	Company Secretary

Introduction

The Institute of Quarrying Australia ('IQA') is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the IQA.

Subject to these responsibilities, the IQA is committed to the widest possible dissemination of its ideas and findings where these may assist members and the Quarrying industry.

Purpose

The purpose of this policy is to clarify the status of material subject to copyright used by the organisation, and to remove any possible misunderstandings about ownership of copyrights.

Policy

Production of copyright material

Information and material created by employees or contractors of the IQA in any form, entirely on their personal time and the subject matter not being related to the IQA's business, and not involving the use of the organisation's facilities or materials shall be the property of the creator.

An individual's "personal time" shall mean time other than that for which they receive salary or payment (in the case of employees and contractors) or perform assigned functions (in the case of volunteers).

Employees, contractors or volunteers who claim that material was made or created on personal time have the onus of demonstrating this proposition.

With the exception of material created on personal time, all materials that result from activities carried out for the IQA, or developed with the aid of the IQA's facilities, or developed through funds administered by the IQA, shall be the property of the IQA, except by specific prior written agreement.

Works by independent contractors shall be owned in accordance with the contract under which the work was created. The IQA shall ensure that there is a written contract for work by an independent contractor specifying ownership.

Any dispute between the IQA and its employees, contractors or volunteers, or between employees or between volunteers, on issues of copyright ownership shall be determined by the IQA's Chief Executive Officer ('CEO'), or where a dispute exists involving the CEO, then by the Board.

Use of copyright material

Employees, contractors and volunteers of the IQA are required to observe all applicable copyright laws and regulations.

The CEO is required to implement procedures that will ensure

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

Copyright on IQA materials

All information and materials in any form produced by or on behalf of the IQA are copyright. Permission to reproduce such materials depends on the category into which they fall.

All materials produced by or on behalf of the IQA will be classified by the CEO into one of the following classes.

1. Those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act and any licensing agreement between the user and the IQA. (eg: IQA educational PDP training booklets, wPDP's, ePDP's and associated training material, QMCS.)
2. Those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers. (eg: IQA brochures, calendars, strategic plans etc.)
3. Those materials that are copyright and that may nonetheless be reproduced without conditions. (eg: IQA conference advertisement material, technical meeting invitations, fundraising invitations etc.)
4. Those materials that are not copyright.

The copyright policies of the IQA are binding on all employees, contractors and volunteers. The copyright policies of the IQA, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee and shall be included in the orientation material given to every volunteer.

Responsibilities

It is the responsibility of CEO to ensure that:

- Employees, volunteers and contractors are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees, volunteers and contractors to ensure that they comply with this policy.

Production of copyright material

A statement of this copyright policy shall be included in the organisation's terms and conditions of employment.

The IQA will keep records of any discussions made with any employee regarding any agreements as to the copyright status of any material.

Contracts made by the IQA with third parties shall specify in writing the copyright status of any material produced under that agreement.