

Pacifica Company Policy: Intellectual Property Rights and Brand Integrity

This Policy outlines the terms and conditions between the Volunteer **“Employee”** and the Organization **“Pacifica Acquisitions Institute”** or **“Pacifica”** for which they are providing volunteer services.

1. Purpose

The purpose of this policy is to establish guidelines and expectations for all Volunteers of Pacifica regarding intellectual property rights and brand integrity. This policy aims to safeguard Pacifica Acquisition Institute's intellectual property assets, including trademarks, copyrights, patents, trade secrets, and other proprietary information, while upholding the reputation and integrity of the Pacifica brand.

2. Scope

This policy applies to all Volunteers of Pacifica, including full-time, part-time, temporary staff members, Volunteer Directors, Assistant Volunteers, apprentice, contract workers. It encompasses all activities and responsibilities related to intellectual property rights and brand integrity, including content creation, social media usage, product development, marketing, and communications.

3. Intellectual Property Rights

- 3.1 Ownership: All intellectual property created by Volunteers during the course of their employment with Pacifica shall be deemed the exclusive property of Pacifica, unless otherwise specified in a separate written agreement.
- 3.2 Confidentiality: Volunteers are obligated to maintain the confidentiality of Pacifica's proprietary information and trade secrets, both during and after their tenure with the company.
- 3.3 Proper Use: Volunteers shall only use intellectual property, including trademarks, copyrighted materials, and patented technologies, in strict compliance with applicable laws and with the explicit authorization granted by Pacifica.

4. Brand Integrity

- 4.1 Authorized Usage: Volunteers must utilize Pacifica's brand assets, such as logos, slogans, and visual elements, solely in accordance with the brand guidelines established by Pacifica.
- 4.2 Social Media Usage: Volunteers shall exercise discretion and professionalism when engaging on social media platforms, ensuring that their actions do not reflect negatively on Pacifica or compromise its brand integrity.
- 4.3 Representation: Volunteers are prohibited from creating social media accounts, websites, or any online platforms that employ Pacifica's name, trademarks, or copyrighted materials without obtaining prior written authorization from Pacifica.
- 4.4 Compliance with Policies: Volunteers are expected to comply with all policies and guidelines related to brand integrity, including those governing advertising, public relations, and marketing.

5. Violations and Consequences

- 5.1 Reporting Violations: Volunteers who become aware of any potential violations of intellectual property rights or brand integrity must promptly report such incidents to their supervisor or the designated authority within Pacifica.
- 5.2 Disciplinary Actions: Violations of this policy may result in disciplinary measures, up to and including termination of employment. Additionally, Volunteers may face legal consequences and be held personally liable for any infringements on intellectual property rights or damage to Pacifica's brand reputation.

- 5.3 Volunteer Violation Terms: Any Volunteer found to be in violation of this policy may face consequences including, but not limited to, written warnings, suspension, demotion, loss of privileges, financial penalties, legal action, and termination of employment, as determined by Pacifica in its sole discretion.

7. Compliance with Laws and Regulations

This policy shall be implemented in full compliance with all applicable laws, regulations, and international conventions pertaining to intellectual property rights and brand integrity.

By acknowledging and abiding by this policy, Volunteers affirm their commitment to upholding Pacifica's intellectual property rights, preserving brand integrity, and contributing to the overall success of the company.

Please note: In order for this document to be admissible, you must sign using your first name and last name together. You can not use only one name such as 'John' or 'Smith'. Your name submission should be 'John Smith' as an example, or the document will be voided along with your services to CMP.

Volunteer: _____ (Print name)

Volunteer: _____ (Signature) Date: _____