



Company Assets and Confidential Information Policy

Use of Company Assets

At Acuti Labs, company assets are provided to help employees perform their job duties effectively. These assets include physical property, electronic systems, and intellectual property. Employees are expected to use these assets responsibly and for legitimate business purposes only.

- **Permissible Use:** Employees may use company assets for work-related activities and minor, incidental personal use, provided it does not interfere with job performance, create significant costs, or violate any laws or company policies.
- **Prohibited Use:** Employees must not use company assets for personal gain, illegal activities, or any purpose that could harm the company's reputation or interests. This includes unauthorized software installations, accessing inappropriate websites, and using company resources for political activities.

- **Care and Maintenance:** Employees must take reasonable care of company assets, ensuring they are properly maintained and protected against damage, loss, or theft. Any issues should be reported to the relevant department immediately.

Protection of Confidential Information

Confidential information is a valuable asset of Acuiti Labs and must be protected at all times. This includes all non-public information that might be useful to competitors or harmful to the company if disclosed.

Definition: Confidential information includes, but is not limited to, business plans, financial data, marketing strategies, client lists, trade secrets, and proprietary software (whether or not recorded in documentary form). It may relate to the business of Acuiti Labs or to any of its business contacts.

- **Handling Confidential Information:** Employees must use confidential information only for its intended purpose and must not disclose it to unauthorized parties. This obligation continues even after the employment relationship ends.
- **Nondisclosure Agreements:** Upon joining Acuiti Labs, employees are required to sign confidentiality and nondisclosure agreements. These agreements outline the responsibilities and legal obligations regarding the protection of confidential information.
- **Labeling and Disposal:** All confidential documents must be properly labeled and securely stored. When no longer needed, they must be disposed of in a manner that ensures confidentiality, such as shredding paper documents or securely deleting electronic files.

Intellectual Property Rights

Definitions:

- **Employment IPRs:** All intellectual property rights (IPRs) made, created, originated, written, designed, or developed by employees (whether alone or with others) during the course of carrying out duties for Acuiti Labs or any other Group Company, regardless of whether created during normal working hours or using the property or facilities of the Group.
- **Intellectual Property Rights:** This includes, but is not limited to, patents, utility models, copyrights, moral rights, trademarks, service marks, business names, domain names, design rights, computer software rights, database rights, trade secrets, and confidential information, whether registered or unregistered, and all similar or equivalent rights worldwide.

Ownership and Assignment of Employment IPRs

To the fullest extent permitted by law, employees acknowledge and agree that all Employment IPRs subsisting (or which may in the future subsist) shall belong to and vest in Acuiti Labs solely and absolutely. Employees hereby assign to Acuiti Labs (by way of present and future assignment) all Employment IPRs in perpetuity worldwide on an unrestricted basis.

If any Employment IPRs do not automatically vest in Acuiti Labs, employees agree to hold such rights in trust for the benefit of Acuiti Labs until they are vested fully in the Company.

Employee Obligations Regarding Employment IPRs

Employees must:

- **Disclosure:** Notify and disclose to Acuiti Labs in writing full details of all Employment IPRs immediately upon their creation, providing explanations, demonstrations, and necessary information as requested by Acuiti Labs to help the company understand, use, and protect these rights.
- **Non-Exploitation:** Not use, exploit, or disclose any Employment IPRs without the prior written consent of Acuiti Labs.
- **Cooperation:** At the request and expense of Acuiti Labs, employees must execute documents and perform actions required to fully vest the Employment IPRs in Acuiti Labs and ensure the Company's protection of these rights globally.

Waiver of Moral Rights

Employees irrevocably and unconditionally waive all present and future moral rights under applicable copyright laws (such as the UK Copyright, Designs, and Patents Act 1988) that relate to any Employment IPRs, allowing Acuiti Labs to use and modify the works without requiring further permission or attribution.

Special Obligation for Inventions

Employees acknowledge that, given the nature of their duties and the responsibilities arising from them, they have a special obligation to further the interests of Acuiti Labs in regard to any Employment Inventions. This includes the automatic assignment of such inventions to the Company as per the provisions of relevant laws (such as the Patents Act 1977 in the UK).

Further Assignment of Rights

If any Employment IPRs do not automatically vest in Acuiti Labs by law, employees agree to execute further deeds of assignment as required by the Company. Disputes regarding such assignments will be referred to arbitration as per relevant legal provisions.

No Additional Compensation

Except where otherwise provided by law, employees are not entitled to any further remuneration or compensation in respect of Employment IPRs beyond what is outlined in their employment agreement (if applicable). This does not affect employees' statutory rights under applicable laws, such as the Patents Act 1977 in the UK.

Attorney Authorization

Employees irrevocably appoint Acuiti Labs as their attorney to execute documents, use their name, and take actions necessary for obtaining full benefit and protection of the Employment IPRs under this clause.

Post-Termination Obligations

The obligations regarding Employment IPRs remain in full effect after the termination of employment. Employees must continue to cooperate as necessary to ensure that all Employment IPRs are protected and remain vested in Acuiti Labs.

Information Security

Information security is paramount to protecting Acuiti Labs' data and maintaining the trust of our clients and stakeholders. All employees are responsible for safeguarding the integrity, confidentiality, and availability of company information.

- **Access Control:** Employees must use unique, secure passwords and access credentials to protect company systems and data. Access to sensitive information should be granted only on a need-to-know basis.
- **Data Protection:** Personal and sensitive data must be handled in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) for operations in the EU and other relevant regulations across all locations where Acuiti Labs operates
- **Incident Reporting:** Any suspected data breaches, security incidents, or vulnerabilities must be reported immediately to the IT department. Prompt reporting allows for timely investigation and mitigation of potential risks.
- **Training and Awareness:** Employees must participate in regular information security training to stay informed about the latest threats and best practices for protecting company data.