1. Purpose

The purpose of this Intellectual Property Policy is to safeguard and manage the intellectual property rights of Riverina Traffic Services Pty Ltd and ensure that the intellectual property created, acquired, or used by Riverina Traffic Services Pty Ltd is protected and utilised effectively. This policy applies to all employees of Riverina Traffic Services Pty Ltd.

2. Scope

This policy applies to all forms of intellectual property (IP) related to the business operations of Riverina Traffic Services Pty Ltd, including but not limited to:

- **Copyrights**: Texts, designs, documentation, software, and other original works.
- **Trademarks**: Riverina Traffic Services Pty Ltd's name, logos, slogans, and brand identifiers.
- **Trade Secrets**: Confidential business information, including customer lists, business plans, and proprietary methods.
- **Design Rights**: Original designs, schematics, and layouts used in Riverina Traffic Services Pty Ltd's products or services.
- **Domain Names**: Website domains registered in the name of Riverina Traffic Services Pty Ltd.

3. Ownership of Intellectual Property

3.1 Riverina Traffic Services Pty Ltd Owned IP

- All intellectual property created by employees of Riverina Traffic Services Pty Ltd during the course of their employment is the exclusive property of Riverina Traffic Services Pty Ltd, unless otherwise agreed in writing.
- Employees are required to promptly disclose any IP developed during their employment with Riverina Traffic Services Pty Ltd.

3.2 Third-Party IP

- Riverina Traffic Services Pty Ltd respects the intellectual property rights of third parties and expects its employees to do the same. Any use of third-party IP must be properly authorised and compliant with applicable laws and agreements.

4. Use of Riverina Traffic Services Pty Ltd Intellectual Property

4.1 Internal Use

- Employees may use Riverina Traffic Services Pty Ltd's intellectual property only for legitimate business purposes and in accordance with their role and responsibilities.

4.2 External Use

- Any external use of Riverina Traffic Services Pty Ltd's intellectual property, including sharing, publishing, or distributing materials, must be authorised by the appropriate Riverina Traffic Services Pty Ltd's employee. Unauthorised use of Riverina Traffic Services Pty Ltd's IP by external parties is prohibited and may result in legal action.

5. Confidentiality and Protection of Trade Secrets

- Employees must maintain the confidentiality of Riverina Traffic Services Pty Ltd's trade secrets and proprietary information during and after their engagement with Riverina Traffic Services Pty Ltd. Unauthorised disclosure or use of trade secrets is strictly prohibited.
- Physical and digital access to sensitive information should be restricted to authorised personnel only, and appropriate security measures must be in place to protect such information.

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6. Monitoring and Access to Riverina Traffic Services Pty Ltd Systems

- Riverina Traffic Services Pty Ltd reserves the right to monitor and access emails registered to Riverina Traffic Services Pty Ltd's domain (e.g., example@riverinatraffic.com.au), mobile devices registered to Riverina Traffic Services Pty Ltd, and any other systems, applications, or programs utilised for operational purposes.
- Upon cessation of employment, or at a date determined by Senior Management, employees' access to sensitive information may be suspended to safeguard Riverina Traffic Services Pty Ltd's interests.

7. Compliance and Enforcement

- Riverina Traffic Services Pty Ltd reserves the right to take legal action against any individual or entity that infringes on its intellectual property rights.
- Employees who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

8. Responsibilities

- **Employees**: Must understand and adhere to this policy, report any suspected infringement or misuse of Riverina Traffic Services Pty Ltd's intellectual property, and cooperate with any investigations or actions taken to protect Riverina Traffic Services Pty Ltd's IP.
- **Management**: Responsible for educating employees about this policy, monitoring compliance, and taking appropriate actions to enforce IP rights.
- **Senior Management:** Provides guidance on intellectual property matters, manages IP registrations and renewals, and handles disputes related to IP infringement.

10. Review and Amendments

- This policy will be reviewed annually or as needed to ensure it remains up to date with current laws and best practices. Amendments to this policy may be made by Riverina Traffic Services Pty Ltd at any time and will be communicated to all employees.

11. Effective Date

This Intellectual Property Policy is effective as of 20, August 2024 and will remain in force until amended or replaced by Riverina Traffic Services Pty Ltd.
This policy serves as a framework to ensure the protection of Riverina Traffic Services Pty Ltd's intellectual property rights. The policy can be further tailored to suit specific needs or legal requirements.

Signed by Chief Executive Officer:

Shane Egan: …… 12/02/2026

(Name) (Signature) (Date)

Owner	Riverina Traffic Services Pty Ltd
Date of Adoption/Amendment	**Revision No:**
January 2019	Original
February 2023	1
February 2024	2
August 2024	3
February 2025	4
February 2026	5

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