



## JOSEPHITE COMPANIONS LEADERSHIP TEAM

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### COPYRIGHT POLICY

#### 1. INTRODUCTION

The Josephite Companions Leadership Team is committed to ensuring that the intellectual property of writers, artists and others is appropriately recognised in any publication made by Josephite Companions, acknowledging the gifts of others.

#### 2. PURPOSE

The purpose of this policy is to clarify the status of material subject to copyright used by the Josephite Companion Movement and to remove any possible misunderstandings about ownership of copyright.

#### 3. POLICY

##### Production of copyright material

Material created by employees or volunteers of the Josephite Companion Movement in the course of their employment/work, irrespective of whether it is created using the name of the organization, facilities or materials, or during normal working hours, will belong to the Companion Movement.

#### 4. COPYRIGHT NOTICE

Staff and volunteers of Josephite Companions should ensure that every publication of the Movement, including any books, newsletters, brochures, forms, reports, songs, music and computer software, contains the following statement:

© Josephite Companions [State], Australia, (New Zealand) [Year of creation of material]

#### 5. USE OF COPYRIGHT MATERIAL

Staff and volunteers of Josephite Companions are required to observe all applicable copyright laws and regulations.

Staff and volunteers may use copyright material belonging to Sisters of St Joseph only for the purposes of their work for Josephite Companion Movement. Staff and volunteers may not reproduce, publish, distribute or adapt third party copyright material in the course of their work without the authorisation of the copyright owner.

Staff and volunteers may not download or reproduce text, photographs or illustrations found on the internet without authorisation of the copyright owner. This includes for use in internal or external newsletters, reports or presentations.

All non-generic images and illustrations should be sourced from and with the consent of the creator. Generic images may be obtained from a stock image supplier (eg Shutterstock or iStockphoto).

When reproducing or otherwise using third party copyright material, it cannot be assumed that just because something is on the internet that it is free for everybody to copy and use. This includes

images on Facebook or photo sharing websites such as Flickr. Acknowledgement of the source of the material does not overcome the need for authorisation; actual authorisation is still required.

Josephite Companions [State/Country] is required to institute procedures that will ensure:

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

## **6. COPYRIGHT ON MATERIALS**

All materials produced by or on behalf of the Josephite Companions are subject to copyright. Permission to reproduce such materials depends on the category into which they fall.

All materials produced by or on behalf of Josephite Companions [State/Country] will be classified 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 Josephite Companions.
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.
3. Those materials that are copyright and that may nonetheless be reproduced without conditions.
4. Those materials that are not copyright.

The copyright policies of the Josephite Companions are binding on all staff, whether paid or voluntary. The copyright policies 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.

## **7. MORAL RIGHTS**

Where it is reasonable to do so, staff and volunteers of the Josephite Companions should ensure that:

- a) When reproducing any written material, photograph or illustration, the creator should be acknowledged where it is appropriate to do so. It is generally appropriate to acknowledge the author of a report or article in a newsletter, but it is not appropriate to acknowledge the creator of a marketing brochure or promotional flyer, or where it is desirable for operational reasons that correspondence be sent out in the name of somebody else (such as in the name of a director, executive or manager).
- b) When reproducing any written material, photograph or illustration, a person should not be falsely attributed as the creator unless it is reasonable to do so. For example, some correspondence may need to go out in the name of a director, executive or manager even though it was written by somebody else.