



## IS YOUR COMPANY AT RISK for Copyright Infringement?

Corporate misuse of intellectual property primarily occurs because of lack of individual and collective knowledge in an organization. Many employees who use copyrighted materials every day in the workplace are unaware of the permissions or restrictions that apply to this content. Take this quick quiz to find out if your organization could be at risk for copyright infringement:

### Corporate Assessment Questionnaire

*Have you or has anyone in your organization:*

- Copied an Industry Standard to:
  - Provide to a co-worker? Yes\_\_\_ No\_\_\_
  - Provide to a supplier? Yes\_\_\_ No\_\_\_
  - Provide to a development partner? Yes\_\_\_ No\_\_\_
  
- Scanned an Industry Standard to:
  - Save on a hard drive? Yes\_\_\_ No\_\_\_
  - Include in company documentation? Yes\_\_\_ No\_\_\_
  - E-mail to a co-worker? Yes\_\_\_ No\_\_\_
  - E-mail to a supplier? Yes\_\_\_ No\_\_\_
  - E-mail to a development partner? Yes\_\_\_ No\_\_\_
  - Store on a Corporate Internet? Yes\_\_\_ No\_\_\_
  
- E-mailed a copyrighted document you have downloaded to a:
  - Co-worker? Yes\_\_\_ No\_\_\_
  - Supplier? Yes\_\_\_ No\_\_\_
  - Development partner? Yes\_\_\_ No\_\_\_
  
- Included excerpts or entire documents from a third party in your company documentation? Yes\_\_\_ No\_\_\_
  
- Included excerpts or entire documents in your sales collateral? Yes\_\_\_ No\_\_\_
  
- Included Standards Documents or excerpts in your CD-ROMS to distribute to the field? Yes\_\_\_ No\_\_\_

**How to use this Corporate Self-Assessment:**

Print this brief questionnaire and randomly submit it to 10 employees or managers of employees who use content such as design standards, technical documents, or any documents that are protected by copyright. Ask them to answer the questions truthfully and anonymously.

**Scoring:** Count the number of “Yes” answers. Even a single “Yes” could put your company at risk for a costly copyright infringement action.

**Education not litigation:** To learn more about educating employees on the proper use of Intellectual Property, visit [www.ip-shield.com](http://www.ip-shield.com)