



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