



INTELLECTUAL PROPERTY POLICY

3. PO-EA-04
4. VERSION 1
5. JULY 2020

INTELLECTUAL PROPERTY POLICY

Quantum Safety Consulting Corp (hereafter “Quantum Safety” “Quantum” “The Company”) is committed to competing fairly, ethically, and legally in the marketplace. We expect a commitment to fair and just competition from our employees and consultants and conduct our business under these standards. This commitment to fairness includes respecting the intellectual property of suppliers, students, business partners, competitors, original equipment manufacturers and all other independent service organizations our corporation may encounter while conducting business. No company employee, third-party consultant or contractor, or agent should steal or misuse the intellectual property rights owned or maintained by another.

PURPOSE

The purpose of this policy is to help maintain Quantum Safety’s reputation as a fair competitor, ensure the integrity of the competitive market in intellectual property and comply with federal and state laws that regulate intellectual property, trade secrets and industrial espionage.

APPLICABILITY

This policy applies to all employees, independent contractors, third-party consultants, agents, officers, directors of the Quantum Safety, subsidiaries, business units, partnerships and joint ventures where Quantum Safety has a major ownership position, a consulting position, or exercises management control.

All Quantum Safety are entrusted to keep confidential all company trade secrets, intellectual property and public trademarks entrusted to them while under the employment of Quantum Safety.

QUANTUM SAFETY’S INTELLECTUAL PROPERTY

Quantum Safety is committed to protecting its own intellectual property, information, processes, technology, logos, brochures and promotional material trademarks from infringement by others. Quantum Safety’s informational tools are available at our disposal because of significant investment of time and funds. As a company, the protection of our intellectual property is paramount to us. If it becomes available to others who have not made similar investments in it, Quantum Safety would lose its competitive advantage and compromise our ability to provide high quality services to our community and our customers.



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Quantum Safety's intellectual property includes confidential business information, trade secret technology (including computer software and systems and knowhow related to them), patented inventions and processes, common use trademarks, trade dress, service marks, logos and copyrighted works. It is the responsibility of every Quantum Safety employee to protect the company's intellectual property. It is the responsibility of Quantum Safety managers and supervisors to foster and maintain awareness of the importance of protecting the Company's intellectual property.

INTELLECTUAL PROPERTY OF OTHERS

Quantum Safety is committed to respecting the intellectual property of others. Any misappropriation of business information and trade secrets (including computer systems, software and related knowhow), infringement on patents, common use trademarks, trade dress, trademark and service marks and copyrights, are complex issues. Employees and managers alike should seek expert advice from Quantum Safety executives and attorneys if present on site to address specific issues that arise with respect to our business, business practices or fair use opportunities. In many instances Quantum Safety can perform searches for pre-existing patents, trademarks or service marks, common use trademarks or copyrights or state and federal law on fair use to help you avoid infringing conduct.

Data collection on Quantum Safety's competitors is strictly regulated by legal, ethical resources to prevent tainting Quantum Safety operations with improper introduction of the proprietary information of third parties or accidental or maliciously willful infringement of others property. Substantial penalties, both civil and criminal, may be levied against you and Quantum Safety for misappropriation of trade secrets and breach of intellectual property that are avoidable through compliances with our intellectual property policy and goodwill use of common sense through Quantum Safety supervisors and the company's attorneys.

It is not improper to accumulate information concerning competitors or seek to inform yourself on the actions of competitors, and it is generally not unethical or illegal to make use of the information as part of our business. Quantum Safety or any other business could hardly go on without being able to use information it has developed regarding its competitors to analyze the marketplace and make well informed business decisions. However, care must be taken by all Quantum Safety employees, third-party consultants, independent contractors and agents to utilize only what resources have been ethically and legally sourced, avoiding anything which could cause embarrassment or legal action against Quantum Safety. When a situation is unclear, employees, independent contractors, third-party consultants and agents should err on the side of caution and consult with Quantum Safety management. Quantum Safety may in its discretion further consult with the company's attorneys.

Quantum Safety employees, independent contractors, third-party consultants, and agents should be careful of obtaining information from a competitor from a former employee, as they may be bound by a nondisclosure obligation or specific noncompete agreements between the former employee and their



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former employer. Quantum Safety expects the aforementioned to do their due diligence in ensuring the legal and ethical sourcing of any information, but generally we recommend that any information obtained from a former employee not be used unless it's thoroughly vetted. Quantum Safety does expect its employees and other contractors to use all information which is generally known and used by persons of their training and experience, and all information which is generally known in the industry.

ILLUSTRATIVE EXAMPLES

The following are examples of the actions that might constitute a violation of the laws protecting intellectual property of Quantum Safety's policies. If you encounter a similar situation, you are encouraged and expected to contact your supervisor for assistance.

I. Copyright Infringement

- Installing computer software on more than one computer without a proper license
- Making or maintaining copies of computer software, including providing copies to customers without a proper license
- Copying a third-party's documentation, technical manuals, or use manuals without permission
- Downloading information from a subscription database without permission

II. Trademark, Patent, or Trade Dress Infringement

- Using a slogan, name or symbol for goods or services that is confusingly similar to that used by another.
- Making or using a process, product, or device that incorporates patented ideas or features belonging to another.
- Failing to act upon notice or information that Quantum Safety may be infringing on another's patent.
- Using the overall look or design that is confusingly like that of another product or service and causing confusion in the minds of consumers as to who they may be dealing with

III. Trade Secret Infringement

- Disclosing to others any information from or protected from disclosure by a supplier, contractor, consumer or other third party.
- Stealing, soliciting or using the trade-secret information of another without express written permission from the owner, violating state and federal rules on competition and trade secrets.
DO NOT DIRECTLY OR INDIRECTLY SOLICIT OR ALLUDE, OBTAIN OR USE TRADE-SECRET INFORMATION BELONGING TO OTHERS FROM POTENTIAL EMPLOYEES, NEW OR EXISTING COMPANY EMPLOYEES, INDEPENDENT CONTRACTORS, THIRD-PARTY CONSULTANTS, OR AGENTS, ORIGINAL EQUIPMENT MANUFACTURERS, SUPPLIERS, VENDORS, CUSTOMERS OR OTHERS. IF YOU BECOME AWARE THAT ANY OF THE AFFORMENTIONED MAY BE USING OR DISCUSSING TRADE SECRETS OF THEIR FORMER EMPLOYER OR ANOTHER THIRD PARTY IN THEIR WORK FOR QUANTUM SAFETY, YOU MUST CONSULT WITH COMPANY MANAGEMENT IMMEDIATELY.



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IV. Company Trade Secrets

- Quantum Safety executives, supervisors, employees, independent contractors, third-party consultants and agents should not disclose company proprietary or confidential information to third parties with whom Quantum Safety is doing business such as: suppliers, licensees, except as specifically needed for the third party to perform the services or task requested. Such third parties should be provided the information only on a “need to know” basis to allow them to perform the specific services or task requested. In the most necessary cases, a third party will be asked to sign a non-disclosure agreement with specific trade secrets that may be required for their anticipated work with Quantum Safety. All disclosure of company proprietary or confidential information may only be made after the confidentiality agreement has been entered with the third party.

NONCOMPLIANCE

Any Quantum Safety employee who is found to be in violation of this policy will be subject to disciplinary action up to and including termination. All third-party affiliates and subcontractors found to be willfully violating this policy will be subject to disciplinary action up to and including termination of contract.