

□ **EXAMPLE OF RULES AND REGULATIONS
GOVERNING CONDUCT IN THE WORKPLACE**

**RULES AND REGULATIONS CONCERNING THE
USE OF WORKS PROTECTED BY COPYRIGHT**

(Name of company/organisation) respects the rights of all persons participating in the creation and dissemination of works protected by copyright, such as music, films, software programs, games and other literary, artistic and scientific works created by third parties.

The employees of (name of company/organisation) may not download, make available, save or distribute unauthorised copies of works protected by copyright via the Internet by using (name of company/organisation)'s systems, equipment or other materials.

The employees of (name of company/organisation) may not use the network to install file-swapping systems or systems to manage a server or a P2P index, without the prior permission of (conformity officer).

(Conformity officer) is responsible for application of these rules. Any questions relating to the copying and distribution of works protected by copyright should first be put to him/her.

Activities detected which are in violation of these rules and regulations shall immediately be discontinued, whilst files found to infringe these rules shall immediately be deleted or confiscated.

Employees of (name of company/organisation) who infringe these rules and regulations expose themselves to the appropriate disciplinary sanctions.