

## 6.4 Corporate Software Policy

### Intent

The employer regularly requires the use of various software packages to conduct business effectively. As such, when licensing third party software, the employer will respect all copyright protection legislation.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to this software policy. Where a Collective Agreement is silent on the issue, this policy shall dictate the requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The employer will adhere to all applicable legislation and regulations in the performance of our corporate activities, including copyright legislation and software license agreements.

The employer strictly prohibits the creation and/or use of pirated software, illegal file sharing, downloads and/or uploads of copyright materials and will apply appropriate disciplinary actions in the event of any breach of this policy.

Unauthorized duplication of software can create unnecessary legal liability for both the company and the employee in terms of both civil and criminal penalties under Canada's Copyright Act.

All purchased software must be registered to the employer and the department that will utilize it. To avoid issues involving staff turnover, the employer will not register software in the name of the individual user.

The employer shall retain the original copy of the purchased software, as well as all applicable warranty information, user manuals, license agreements, and receipts in an appropriate location for storage. The employer shall create and maintain a backup copy for use in an emergency.

Any materials downloaded must be scanned using anti-virus software prior to installation.

If an employee requires the use of software for working from home, they must contact management to determine if the license agreement will allow for this.

Employees are prohibited from installing or otherwise using software or other copyrighted material that has not been authorized by the company. As such, any software brought from home cannot be used in the employer computers.

The employer may perform a software audit on any company owned computer, at any time, to ensure compliance with the Corporate Software Policy.