

CODE OF CONDUCT FOR STAFF

emda, as a public body, is required to demonstrate best practice both internally and externally. These Codes have been produced to help demonstrate these principles of best practice. Areas covered:

- Official Secrets Act
- Intellectual Property Rights
- Gifts and Hospitality

Confidentiality – Official Secrets Act 1989

You will not at any time during or after your appointment, disclose to any person (except in the course of your employment and in the proper discharge of your duties or as required by law) any confidential information concerning the affairs of *emda*. You will use your best endeavours to prevent unauthorised publication or disclosure of any confidential information.

Intellectual Property

Background.

This is a field becoming more complex and which will increasingly affect all our actions and will continue to do so as work becomes more knowledge-based.

Factors driving the growing importance of intellectual property:

- The growth of knowledge-based industries such as information technology (IT), entertainment, financial services etc
- The relative decline of heavy industries and the automation of production;
- The value of products increasingly reflects the knowledge and design content, rather than their material content or physical existence;
- What is held in employees' heads, and the designs and information they use at work, are becoming the most valuable assets organisations possess

Legislation currently in place includes the Patents Act 1977, the Copyright, Designs and Patents Act 1988 and the Trade Marks Act 1994.

The EU has set in place provisions for harmonisation and is improving protection across the national boundaries of the individual members; trademarks may be registered in all countries signatory to the Madrid Protocol of 1995 and registration is via the World Intellectual Property Organisation in Geneva. The EU trade mark system was introduced in the UK in 1996.

For further information on our Code of Conduct, please contact our Human Resources team on 0115 988 8501