

| Policy History |
|--|
| Policy No. IM1 |
| Approving Jurisdiction: President |
| Administrative Responsibility: Provost & Vice President Academic |
| Effective Date: March 15, 2023 |

Copyright Compliance Policy

A. CONTEXT AND PURPOSE

1. This policy is to ensure that Kwantlen Polytechnic University (the “University”) complies with the Copyright Act of Canada (the “Copyright Act”).
2. Copyright is the sole right to produce, reproduce, or allow others to reproduce, a work or any substantial part of the work, in any material form. Copyright subsists in any original work which exists or is fixed in any tangible medium of expression. Ideas and data alone cannot be copyrighted. Only the copyright holder can reproduce the work or grant permission for others to do so.
3. Copyright protects a wide range of original material including, but not limited to, works in print, photographs, music, films, digital media, artwork, performances and software.

B. SCOPE AND LIMITS

1. This policy applies to all University employees and students who reproduce and use copyright protected works in all media and formats in the course of University teaching, learning, research and administrative activities. This policy does not address copyright in materials produced by University employees and students.
2. This policy does not apply when University employees and students participate in non-University activities or in organizations that operate independent of the University, for example outside employment, volunteer or other activity in an area unrelated to University activities, or activity conducted wholly while on an unpaid leave of absence away from the University.

C. STATEMENT OF POLICY PRINCIPLES

1. It is the policy of KPU to comply with the Copyright Act.
2. Every employee and student of the University is expected to comply with the Copyright Act.

3. The University will take all reasonable steps to ensure that its faculty, staff, administrators, and students are aware of, and adhere to, the provisions of the Copyright Act.
4. The Provost & VP Academic is responsible for the implementation of the copyright policy and may delegate authority for the procedures.

D. DEFINITIONS

Refer to Section A in the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

E. RELATED POLICIES & LEGISLATION

Copyright Act of Canada (R.S.C, 1985, C42)
Employee Code of Conduct
KFA Collective Agreement
ST2 Student Academic Integrity
ST7 Student Conduct (Non-Academic)

F. RELATED PROCEDURES

Refer to Procedure IM1, *Copyright Compliance*