

## **Tiny Air Limited Intellectual Property Policy**

### **1. Policy Statement**

Tiny Air Limited recognizes the importance of intellectual property (IP) and is committed to protecting and managing IP assets effectively. This policy sets forth guidelines for the creation, protection, and use of IP to ensure it supports the company's goals and complies with applicable laws.

### **2. Scope**

This policy applies to all forms of intellectual property created, used, or managed by employees, contractors, and partners of Tiny Air Limited.

### **3. Objectives**

To identify and protect significant IP assets

To promote awareness and understanding of IP rights among employees and stakeholders

To establish procedures for the exploitation and commercialization of IP

To ensure compliance with national and international IP laws and regulations

### **4. IP Ownership**

Intellectual property created by employees in the course of their employment is owned by Tiny Air Limited, unless otherwise agreed in writing.

IP created by contractors or partners should be addressed through clear agreements specifying ownership, rights, and responsibilities.

### **5. Identification and Protection of IP**

Regular audits will be conducted to identify and evaluate IP assets.

Appropriate measures, such as patents, trademarks, copyright registration, and trade secrets, will be taken to protect valuable IP.

### **6. Use of Third-Party IP**

Employees and contractors must ensure that third-party IPs are used in compliance with licensing agreements and copyright laws.

Prior approval is required for the use of third-party IP to avoid infringement.

### **7. IP Licensing and Commercialization**

The company may license or sell IP rights as part of its business strategy. Such transactions must be approved by the designated authority within the company.

All agreements related to IP licensing or transfer must comply with company policies and legal requirements.

### **8. Confidentiality and Non-Disclosure**

Confidential information and trade secrets must be protected through non-disclosure agreements (NDAs) and appropriate security measures.

Employees and contractors are required to maintain the confidentiality of IP information.

### **9. Training and Awareness**

Regular training sessions will be conducted to raise awareness about IP rights, responsibilities, and protection strategies among employees.

Guidance will be provided on identifying potential IP assets and the process for protection.

### **10. Enforcement and Dispute Resolution**

Tiny Air Limited will actively monitor for IP infringements and take appropriate legal action to protect its IP assets.

Procedures for handling IP disputes internally and externally will be established.

### **11. Policy Review and Update**

This policy will be reviewed annually or as needed to reflect changes in IP laws, industry practices, and company operations.

Amendments to the policy will be approved by the Board of Directors.

### **12. Implementation**

This policy is effective as of 16/11/2022 and is binding on all employees, contractors, and partners of Tiny Air Limited.