



INTELLECTUAL PROPERTY POLICY

Al Hilal Charity Foundation (1077)



Principles of this Policy

1. This policy shall not conflict with the laws and regulations applicable in the Kingdom of Saudi Arabia.
2. This policy shall not conflict with international treaties and agreements to which the Kingdom is a party.
3. Respect and protect the intellectual property rights of other entities.
4. Take the necessary measures to protect intellectual property rights developed by the Foundation.
5. Promote innovation and empowerment and prevent the exploitation of innovations for personal benefit.

Definitions: For the purposes of this policy, the following terms shall have the meanings assigned to them unless the context requires otherwise:

Intellectual Property (IP): The creations of the human mind, including but not limited to inventions, copyrights, trademarks, publishing rights, drawings, designs, models, specifications, concepts, processes, databases, trade names, and other intellectual assets.

Commercial Exploitation: The utilization of exclusive rights associated with intangible assets in commerce, industry, and services, directly or indirectly, including but not limited to patents and industrial designs.

Policy: The principles, procedures, and instructions adopted by the Foundation for managing intellectual property matters.

Intellectual Property Management: A set of administrative procedures and processes carried out by the Foundation to manage and organize intellectual property.

Patent: A protection document granted to an inventor for a specified period.

Work (Protected Work): Any literary, scientific, or artistic work.



Author: The person who creates the work.

Copyright: The rights granted to the creator of a protected work.

Trademark: Any distinctive sign, including names, words, signatures, letters, symbols, numbers, titles, seals, drawings, images, shapes, colors, combinations of colors, sounds, or scents, used or intended to distinguish goods or services from those of others or to indicate the provision, inspection, or monitoring of services.

Trade Secrets: Any information that meets the following conditions:

1. It is not generally known in its final form or precise components and is difficult to obtain by persons who normally deal with such information.
2. It has actual or potential commercial value because it is confidential.
3. The owner has taken reasonable measures appropriate to its nature and circumstances to maintain its confidentiality.
4. It is protected against unauthorized infringement of intellectual property rights.

Scope of the Policy: This policy covers all fields of intellectual property, including but not limited to:

- Patents
- Copyrights and related rights
- Trademarks
- New plant varieties
- Integrated circuit layout designs
- Undisclosed commercial information
- Any other matters related to intellectual property

The policy applies to all parties governed by the Foundation, including employees, consultants, contractors, and any related parties identified by the Foundation.



General Intellectual Property Policy

Disclosure Policy

1. The Foundation shall prepare the necessary disclosure forms, whether electronic or paper-based, and explain them clearly to the disclosing party.
2. Employees must fully disclose intellectual property developed under this policy within the period specified by the Foundation in a clear and understandable manner.
3. The Foundation shall preserve, document, classify, and maintain the confidentiality of all disclosed information.

Evaluation of Disclosed Intellectual Property

1. The Foundation shall evaluate disclosed intellectual property using recognized professional methods within a period determined by the responsible office.
2. The Foundation shall notify the disclosing party of the evaluation results and any actions taken.
3. If both parties agree on the evaluation outcome, the responsible office shall complete the required procedures in accordance with this policy.

Intellectual Property Ownership Policy

A. Patents

The Foundation may adopt any of the following options according to its strategic objectives:

1. Ownership of the protection document may be shared between both parties.
2. The Foundation may own inventions developed by its employees, while the employee remains entitled to fair compensation in accordance with Article 6(b) of the Saudi Patent Law and related regulations.



3. The employee may own the intellectual property protection document, while the Foundation may obtain a license in exchange for assignment or agreed consideration.

B. Trademarks

Any trademark developed within the Foundation, or related to products or services provided by the Foundation, shall be the exclusive property of the Foundation.

C. Copyrights

1. Literary works shall belong to their authors if the work is not part of their official duties and was not created using the Foundation's resources.
2. Literary works shall belong to the Foundation if they are created as part of the author's official duties or developed using the Foundation's resources.
3. Literary works prepared for academic purposes shall belong to the entity employing the author.
4. The Foundation may assign ownership of any literary work to its creator.
5. Moral rights shall remain permanently vested in the author and may not be waived or transferred under any circumstances.

General Policy for Intellectual Property Registration

A. Patents

1. The Foundation shall evaluate ideas and determine their eligibility for patent protection.
2. The Foundation shall seek to register patents first in the Kingdom of Saudi Arabia to benefit from priority rights.



3. The Foundation shall bear registration fees for patent applications it owns. Where another party owns the patent application, that party shall bear the applicable fees.

Authorities Responsible for Patent Registration and Protection

1. The **Saudi Authority for Intellectual Property (SAIP)** is the official governmental authority responsible for receiving and processing intellectual property protection applications.
2. The **Patent Office of the Gulf Cooperation Council (GCC)** serves as the regional patent registration authority.

B. Trademarks

1. The Foundation shall seek to register trademarks associated with its products and services wherever such products and services may be utilized. It shall also ensure that no similar trademark exists in the target jurisdiction.
2. The Foundation shall be responsible for paying registration fees and completing all registration-related procedures.

C. Copyrights

1. Copyright registration is not required in member states of international copyright conventions. Protection begins from the date of publication of the literary work.
2. The Foundation shall seek to register copyrights whenever possible to document publication in accordance with applicable regulations.
3. Computer software and architectural designs may be registered with the Saudi Authority for Intellectual Property, although such registration is optional.

