



Copyright and Intellectual Property Policy

1. Purpose

Pinion Institute recognises intellectual and creative property as something to be used responsibly, attributed appropriately and protected according to applicable law and agreement.

This Policy establishes the general principles governing ownership, use, attribution, licensing and protection of intellectual property associated with Pinion Institute and Twelve Feathers Press.

It applies alongside the **Intellectual and Academic Honesty Policy**, relevant contributor and publishing agreements, the **Operating Framework**, and applicable copyright and intellectual-property law.

2. Scope

This Policy may apply to intellectual and creative material including:

- books and manuscripts;
- research monographs;
- methodologies and scholarly frameworks;
- educational materials;
- journals and study resources;
- articles and presentations;
- photographs and illustrations;
- artwork and design;
- maps, figures, tables and diagrams;
- audio and audiovisual material;
- digital resources;
- website content;
- branding;
- databases and compilations;
- unpublished research and creative work;
- other original intellectual or creative material.

The existence of an association with Pinion Institute does not, by itself, determine ownership.

3. General Principle of Ownership

Intellectual property should remain with its lawful owner unless ownership is expressly transferred or another legal rule determines ownership.

Participation in Pinion Institute, contribution to an Institute activity, membership, collaboration or publication through Twelve Feathers Press does not, by itself, transfer copyright or other intellectual-property ownership.

Where ownership or permitted use is important to an activity, it should be documented rather than assumed.

4. Founder-Owned Intellectual Property

Intellectual property personally created or owned by the Founder remains the property of the Founder unless expressly assigned.

This may include:

- books;
- monographs;
- theories and methodologies;
- journals;
- educational resources;
- creative works;
- illustrations or designs owned by the Founder;
- works published under the Founder's legal name or a pseudonym;
- other original material created or acquired personally by the Founder.

Use of such material through Pinion Institute or publication through Twelve Feathers Press does not, by itself, transfer ownership.

Where ongoing use is intended, the relevant rights may be documented through licences, publishing agreements or other permissions.

5. Contributor-Owned Intellectual Property

Contributors ordinarily retain ownership of intellectual or creative material they own or create unless a different arrangement is expressly agreed.

Where Pinion Institute wishes to:

- display;
- reproduce;
- distribute;
- adapt;
- publish;
- promote;
- archive;
- include in educational or research material;
- otherwise use

a contributor's work, an appropriate permission or licence should be obtained where required.

A licence may be limited according to purpose, duration, format, territory or another agreed condition.

6. Institutional Materials

Some materials may be created or acquired specifically for the operation of Pinion Institute.

These may include:

- policies and procedures;
- administrative templates;
- website material;
- institutional databases;
- branding resources;
- organisational documents;
- commissioned operational resources;
- other materials developed specifically for institutional use.

Ownership should not be inferred merely from where a document is stored or used.

Where ownership is material, it should be identified in the Institute's records.

7. Twelve Feathers Press

Twelve Feathers Press is a registered business name used as the publishing imprint associated with Pinion Institute.

Publication through Twelve Feathers Press does not, by itself, transfer copyright to the publisher.

Publishing rights should be established through an appropriate agreement or licence.

Such rights may include authority to:

- edit;
- reproduce;
- manufacture;
- distribute;
- sell;
- market;
- make available digitally;
- create agreed formats or editions;
- undertake other publishing activities specified in the agreement.

The extent of those rights depends upon the relevant publishing agreement.

8. Copyright and Publishing Rights Are Distinct

Copyright ownership and publishing rights are not necessarily the same.

An author may retain copyright while granting Twelve Feathers Press permission to publish and sell a work.

Likewise, ownership of a manuscript does not automatically confer unrestricted authority to use third-party material contained within it.

All required rights and permissions should therefore be considered independently.

9. Collaborative Work

Where two or more people contribute substantially to a project, ownership and authorship should be clarified where reasonably possible before substantial work is undertaken.

Relevant matters may include:

- individual contributions;
- joint authorship;
- ownership;
- editorial control;
- publication rights;
- permission for continuing use;
- treatment of incomplete work;
- withdrawal of a collaborator;
- later reuse or adaptation.

Participation in meetings, discussion or feedback does not automatically create joint copyright or joint ownership.

10. Commissioned Work

Where Pinion Institute or Twelve Feathers Press commissions work from another person, the agreement should specify the intended intellectual-property arrangement.

Depending on the circumstances, this may involve:

- ownership remaining with the creator;
- a licence granted to Pinion Institute or Twelve Feathers Press;
- assignment of specified rights;
- another agreed arrangement.

Payment for commissioned work does not necessarily determine copyright ownership by itself.

The required rights should therefore be stated expressly.

11. Employee and Contractor Material

Where Pinion Institute later engages employees or contractors, intellectual-property ownership should be addressed according to the relevant legal relationship and written agreement.

The Institute should not assume that material created by a contractor automatically belongs to Pinion Institute.

Appropriate contractual terms should be used where ownership, licensing or continuing use is material to the engagement.

12. Third-Party Material

Before using material belonging to another person, Pinion Institute and contributors should consider whether permission or another lawful basis for use is required.

Third-party material may include:

- text;
- images;
- photographs;
- maps;
- illustrations;
- music;
- video;
- tables;
- diagrams;
- unpublished material;
- archival documents;
- other protected works.

Attribution alone does not necessarily provide permission to reproduce a protected work.

13. Permissions

Where permission is required, records should identify, as appropriate:

- the material concerned;
- the rights holder;
- what use has been permitted;
- format;
- territory;
- duration;

- attribution requirements;
- restrictions;
- any payment or fee;
- evidence of permission.

Permission should be sufficiently clear for the intended use.

14. Moral Rights and Attribution

Authors and creators should be appropriately attributed where required.

Material should not be falsely attributed to another person.

Works should not be subjected to treatment that unlawfully infringes applicable moral rights.

Even where copyright ownership has been assigned or licensed, attribution and integrity obligations may continue.

15. Research and Community Material

Where research or community participation involves:

- interviews;
- oral histories;
- community knowledge;
- photographs;
- personal narratives;
- culturally significant material;
- unpublished contributions,

legal ownership may be only one aspect of responsible use.

Consent, confidentiality, cultural responsibility, ethical representation and agreed limitations may also apply.

Permission to access material does not automatically constitute permission to publish it.

16. Digital Content

Digital material is protected according to the same underlying principles as physical material.

A document, image, resource or publication being accessible online does not mean it may be freely copied, altered, redistributed or sold.

Restricted member or contributor material must not be reproduced outside its intended environment without appropriate authority.

17. Artificial Intelligence

Artificial intelligence and automated systems must not be used to reproduce, repurpose or exploit protected Institute, Founder-owned or contributor material without appropriate authority.

Restricted, confidential or unpublished material must not be entered into external AI systems where doing so would breach:

- copyright;
- confidentiality;
- privacy;
- contractual obligations;

- agreed restrictions.

Responsibility remains with the person using the system.

18. Brand and Identity Assets

The names, logos, visual identity and other branding associated with Pinion Institute and Twelve Feathers Press may be subject to business-name, copyright, trade-mark or other legal interests.

Their use should be authorised and consistent with applicable branding and representation requirements.

Registration of a business name does not, by itself, determine the extent of intellectual-property protection.

19. Use of Institute Material by Members and Contributors

Access to Institute material does not ordinarily create an unrestricted licence to reuse it.

Members and contributors may use material only:

- within permissions expressly provided;
- according to applicable licences;
- as permitted by law;
- under another agreed arrangement.

Where uncertainty exists, permission should be sought before substantial reproduction or redistribution.

20. Publication and Promotion of Contributor Material

Pinion Institute may wish to feature, link to, promote or display material created by contributors.

Where the intended use requires permission, appropriate permission should be obtained.

Permission to link to publicly available material does not necessarily imply endorsement, partnership or continuing obligation to promote that material.

Pinion Institute retains editorial discretion over what material it chooses to feature, promote or continue displaying.

21. Withdrawal of Material

Where a contributor withdraws from participation, previously granted rights do not automatically cease unless the relevant agreement provides for termination or withdrawal.

Any continuing use should be determined by:

- the applicable licence;
- publishing agreement;
- contributor agreement;
- contractual terms;
- another lawful basis.

This is one reason important permissions should be documented clearly.

22. Intellectual Property Register

Pinion Institute should progressively maintain an **Intellectual Property Register** for significant assets.

The Register may record:

- work or asset;
- creator;
- owner;
- date created or acquired;
- relevant project;
- publication status;
- licences granted;
- licences received;
- restrictions;
- business-name or trade-mark information;
- succession or estate considerations where relevant.

The Register is an internal administrative tool and does not itself determine legal ownership.

23. Founder Succession and Intellectual Property

Succession to governance of Pinion Institute does not automatically transfer Founder-owned intellectual property.

Founder-owned works remain subject to the Founder's ownership, licences, publishing agreements, estate arrangements or other lawful transfer.

A successor Director does not acquire copyright merely by assuming governance responsibility.

The separation between Institute governance, business succession and intellectual-property succession is further addressed in the **Foundational Charter** and **Founder's Declaration and Governance Framework**.

24. Concerns or Suspected Infringement

A concern involving unauthorised use, copying, plagiarism, infringement or misuse of intellectual property may be raised with the Founder and Director.

Depending on the circumstances, action may include:

- clarification;
- correction;
- attribution;
- removal of material;
- withdrawal of permission;
- contacting the relevant person or platform;
- seeking professional advice;
- taking another proportionate step.

Where legal ownership or infringement is uncertain or materially significant, appropriate intellectual-property or legal advice should be sought rather than making unsupported assumptions.

25. Relationship to Academic Honesty

Copyright compliance and academic honesty are related but distinct.

Material may require citation even where copyright permission is not required.

Conversely, attribution does not automatically make reproduction lawful.

Academic integrity concerns are addressed through the **Intellectual and Academic Honesty Policy**.

26. Review

This Policy should be reviewed when:

- significant publishing activity develops;
- contributor relationships expand;
- new forms of collaborative work are introduced;
- Pinion Institute's legal structure changes;
- significant intellectual-property assets are acquired;
- relevant law or publishing practice materially changes.

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