

**POLICY MANUAL**  
**CHAPTER 6 – HUMAN RESOURCES POLICIES**  
**6.18 – INTELLECTUAL PROPERTY AND CONFIDENTIALITY POLICY**

**PURPOSE**

This policy summarizes the Mississippi Lottery Corporation’s (the “MLC” or the “company”) employees’ responsibilities as they relate to confidentiality and Intellectual Property (as defined below). The objective of the policy is to further the interests of the MLC and to permit the MLC to comply with its obligations, including obligations to the State of Mississippi and the MLC’s retailers, customers and vendors, and others with whom the MLC may have similar obligations regarding confidentiality and inventions.

**POLICY**

**Ownership of Employee Intellectual Property**

By accepting employment, a MLC employee agrees that the MLC will own any and all inventions, ideas and discoveries, literary and artistic works, designs, and symbols, names and images (“Intellectual Property”) that, in the MLC’s sole opinion, are made on company time or with company assets, that relate to the MLC’s business, or that are required to meet the MLC’s obligations, and that the employee will assist the MLC in perfecting and protecting its title to the Intellectual Property.

**Protection of Confidential Company Information**

During the course of their employment at the MLC, employees may have access to the MLC’s confidential, secret and proprietary information. MLC employees should maintain such information in confidence and use such information only in the interest of the MLC.

The employee may use or disclose information learned or acquired through his or her association with the MLC only for the performance of his or her job or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Of possible value to MLC competitors.
- Potentially damaging to MLC retailers, customers and vendors, or of possible value to their competitors.
- Information received under an express or implied secrecy obligation.
- Information received from third parties outside the MLC.

Confidential company information is just for the MLC’s use and is not intended for distribution outside the company. Distribution of such information requires both a need to know and a right to know the information requested.

Information acquired by an employee in the course of his or her employment with the MLC must not be used for the employee's individual benefit. Access to MLC confidential information does not carry with it personal benefit or advantage to MLC employees but imposes an obligation on every employee to keep such information confidential and to use it solely in the interest of the MLC.

When in doubt, the employee should treat information acquired in the course of employment at the MLC in the strictest confidence and consult the MLC Vice President of Human Resources for clarification.

### **Procedure**

In furtherance of the objectives of this policy, all MLC employees will be required to sign a confidentiality and intellectual property agreement in a form prescribed by the MLC.