



Intellectual Property Rights Policy

Effective Date: January 2026

Process Owner(s): Director of Operations

Last Reviewed: January 2026

Next Scheduled Review: January 2027

Version: 1.0

Description and Context

This policy outlines the Association for the Improvement of American Infrastructure's (AIAI) commitment to respecting and protecting intellectual property rights in all materials used in its learning events. It establishes guidelines for the creation, use, and distribution of original works and third-party copyrighted materials, ensuring compliance with relevant laws and regulations.

This policy applies to all AIAI learning events and CEU-eligible continuing education and training (CE/T) activities, including materials developed by employees, contractors, instructors, subject matter experts, and third-party contributors.

Approval/Responsible Party

Process Owner: Director of Operations

Responsible for the implementation, interpretation, and enforcement of this Intellectual Property Rights Policy. This includes overseeing the appropriate use of original and third-party materials in AIAI learning events, ensuring compliance with applicable licensing and copyright requirements, and addressing any potential violations in coordination with organizational leadership.

Definitions

- **Intellectual Property (IP):** Creations of the mind, including inventions, literary and artistic works, designs, symbols, names, and images used in commerce.
- **Copyrighted Material:** Any work that is protected under copyright law, including books, articles, videos, music, and software.
- **Original Works:** Content created by employees or contractors of the organization for use in learning events.

Policy

All intellectual property created, developed, or conceived by employees in the course of their employment with AIAI, or using AIAI time, resources, data, or systems, is the exclusive property of AIAI, unless otherwise agreed in writing.

This includes, but is not limited to, software, code, algorithms, AI models, data, research, documentation, designs, inventions, trademarks, trade secrets, and any related materials. Employees must promptly disclose any work or invention related to AIAI's business and, where required, assign all associated intellectual property rights to AIAI. Confidential information and trade secrets must be protected during and after employment.

Employees may not use, copy, disclose, or distribute AIAI intellectual property or third-party intellectual property without proper authorization. Introduction of third-party or open-source materials into AIAI systems must comply with applicable licenses and company approval processes.

Learners may use AIAI instructional materials for personal educational purposes, but may not reproduce, distribute, or commercialize such materials without written permission.

All instructional materials used in AIAI learning events are subject to review to ensure compliance with this policy and applicable intellectual property requirements.

Compliance with this policy is monitored as part of AIAI's instructional material review and internal audit processes to ensure that all CE/T activities adhere to applicable intellectual property standards.

Non-Compliance

Failure to adhere to this policy may lead to legal action, financial penalties, and disciplinary measures, including termination of employment or contracts. AIAI reserves the right to take appropriate action to protect its intellectual property and uphold this policy.

To report any suspected breach of this policy, please contact:

Bobby Vanderhoof
Director of Operations
bvanderhoof@aiai-infra.org