

## Global Intellectual Property and Innovation Policy

*All Colleagues, Contingent Workers and Suppliers (excluding Germany)*

### 1. Purpose

To set out JM's policy relating to its Innovation Portfolio and Intellectual Property, turning scientific expertise and creative thinking into compelling new sustainable solutions delivering real value for our customers.

### 2. Definitions

Word	Definition
<b>OneJM Innovation Portfolio</b>	JM-wide portfolio encompassing full R&D spend, built on core business' innovation portfolio and Corporate R&D innovation portfolio
<b>Technology Roadmap</b>	A document that illustrates the technology development plan at a given level within the organisation and which links technology resources to business objectives by pulling together information on markets and drivers, product development options and technology investment areas
<b>Intellectual Property</b>	Patents, trade marks, copyrights, design rights, trade secrets, inventions, confidential information (not exhaustive)
<b>Confidential Information</b>	Information (whether JM's or belonging to another party) which is not publicly available and includes, but is not limited to, information, samples, technical and business knowledge, technical drawings, specifications, know how and data
<b>Trade Secret</b>	Confidential Information which has commercial value because it is secret and is subject to reasonable steps to keep it secret

### 3. Policy

JM needs clarity, transparency and execution rigour in our innovation portfolio to successfully deliver sustainable solutions for our customers and value for the business. We will ensure our OneJM Innovation Portfolio aligns with JM's strategy, that our projects focus on our customers' needs, combine operational realism with innovation, and take sustainability considerations into account.

As a science and technology company, JM ensures that the results of our innovation portfolio are protected and acts as required to protect and prevent unauthorised disclosure or use of our Intellectual Property and maximise the value of our Intellectual Property to JM. As a responsible and ethical organisation, JM respects the Intellectual Property of others and acts accordingly.

Together, these enable us to develop and retain leadership positions in our chosen markets, balance risk with innovation, and assure the viability of our innovations.

We will:

- Develop and annually update Technology Roadmaps to connect strategic direction to products and technologies
- Follow an innovation governance framework and process that manages risk, considers sustainability impact, involves technology, commercial and operational colleagues at all process stages, and facilitates well-informed decision making
- Apply principles of good project and programme management to our innovation activities, sharing best practice and lessons learned

*Work with external partners and collaborators to drive value and learnings*

- Identify and protect our Intellectual Property to provide competitive advantage, whether by patent rights or trade secret protection or other means and assert our rights against infringement or misappropriation
- Strictly manage how JM Confidential Information is disclosed externally

- Protect the JM brand through use of registered and unregistered trade marks
- Not knowingly infringe the valid Intellectual Property rights of another party by producing or selling a product or other commercial offering
- Not knowingly misappropriate or disclose without approval another party's Confidential Information received under an obligation of confidentiality
- Update leadership teams and Board annually on Innovation and Intellectual Property portfolio, including progress against agreed key metrics
- Ensure all employees are aware of their confidentiality obligations during and after employment at JM, by way of employment contracts, offer letters or other means, such as training

We will put this policy into practice by applying effective standard and procedures; supported by training and best practice activities, to ensure we retain and grow the business in a managed and responsible way.

#### 4. Exceptions

Any requests for exceptions to this policy must be addressed to the Innovation Portfolio Director and the Group IP Director and approval for such exception received from the Policy Owner, JM's General Counsel and the relevant business GLT member.

#### 5. Consequences of breach

Any breach of this policy could result in disciplinary proceedings, including termination of employment.

#### 6. References

##### 6.1 Associated Standards

- Research and Development Innovation Project Management Framework Standard [Project Management Standard.docx \(sharepoint.com\)](#)
- Research and Development Innovation Portfolio Management Standard [Portfolio Management Standard.docx \(sharepoint.com\)](#)
- Intellectual Property Standard [Intellectual Property - Intellectual Property Standard - July2022.pdf - All Documents \(sharepoint.com\)](#)

##### 6.2 Associated Procedures

- R&D Innovation Project Management Framework [Research, Development and Innovation \(RD&I\) Portfolio Project Management \(sharepoint.com\)](#)
- Trade Secret Management Procedure [Intellectual Property - Trade Secret Management Procedure - July 2022.pdf - All Documents \(sharepoint.com\)](#)

##### 6.2 Associated Materials

- [IDEO myJM site](#)
- [Intellectual Property Department's myJM site](#)

### 7. Appendix

#### 7.1 Document responsibilities

Document Role	Business roles
Approver (GLT Sponsor)	Chief Technology Officer
Owner	Chief Technology Officer
Writer	IP Director Innovation Portfolio Director

#### 7.2 Version control

Version	Date	Change
1.0	09/11/2022	Replaces former Intellectual Property Policy and Research, Development and Innovation Portfolio Management. The new policy sets out JM's approach to IP and Innovation and the principles which all colleagues are expected to adopt. The details in the original policies can now be found in the various updated Standards.