

EG
INTELLECTUAL PROPERTY (IP) CHECKLIST

DO'S	DON'TS
<p>User Logins Credential</p> <ul style="list-style-type: none"> • Only use the individual login credentials assigned to you by EG. • Only use passwords provided to you by EG/created by you. 	<p>User Login Credential</p> <p>DO NOT share your individual login credentials with anyone.</p> <p>DO NOT share your passwords with anyone.</p>
<p>Use of Service</p> <ul style="list-style-type: none"> • Only use the EG Service for the benefit of your business and in the ordinary course of business. • Only use EG Services in accordance with normal usage parameters for your business i.e. usage relating to agreed permitted listings. 	<p>Use of Service</p> <ul style="list-style-type: none"> • DO NOT Use the Service for benefit of any unauthorised person or entity (including affiliate companies of your business unless the EG contract specifically lists them or allows use by your affiliate companies) • DO NOT use the Service in breach of the terms and conditions
<p>Uploading images, .pdfs, documents</p> <ul style="list-style-type: none"> • Only upload or key in information, documents (incl .pdfs), text, photos, images, plans or data that you know are <p>EITHER</p> <ul style="list-style-type: none"> • created either by you/someone in your team <p>OR</p> <ul style="list-style-type: none"> • that you have explicit written consent or a written licence that explicitly allows you to upload the information to our Service (and not just a licence allowing you to use the material in your business) 	<p>Uploading images, .pdfs, documents</p> <p>DO NOT upload or key in any information, documents, text, photos, images, plans or data that:</p> <ul style="list-style-type: none"> • is owned (or you have reason to believe it is owned) by any other third-party service provider, for example, if you can see that it is watermarked or has a copyright notice which is not yours. • is downloaded from a third-party service provider (unless you have an express consent or licence to do so) even if: <ul style="list-style-type: none"> • the information, document, text, photo, image, plan originally came from your firm; or • you are subscriber to that third-party service; or • members of your firm have previously downloaded from third party service providers into your firm's own databases.
<p>Using content from our services</p> <ul style="list-style-type: none"> • Only share any of the information, documents (incl .pdfs), text, photos, images, plans or data made available on EG services internally within your 	<p>Using content from our services</p> <ul style="list-style-type: none"> • DO NOT share any of the information, documents (incl. pdfs), text, photos, images, plans or data on our Services with any third parties, unauthorised persons or

<p>organisation or otherwise in accordance with the terms of your licence.</p>	<p>anyone else other than in accordance with the terms and conditions.</p> <ul style="list-style-type: none">• DO NOT transfer or resell any of the information, documents (incl. pdfs), text, photos, images, plans or data on our service to anyone outside your business.• DO NOT upload any of the information, documents (incl. pdfs), text, photos, images, plans or data use from our service onto any third-party service• DO NOT remove any EG IP or logos from any of our information, documents (incl. pdfs), text, photos, images, plans or data• Do not use the materials on the database beyond your normal usage - check your Order Form and terms and conditions if you have questions or talk to EG
--	---