

Employee IP Onboarding Acknowledgement (India)

First-day IP awareness document covering ownership, confidentiality, obligations, and prior employer IP

HOW TO USE THIS TEMPLATE

1.	Execute on the FIRST DAY of employment — before any work begins.
2.	This is the foundational IP document for every new employee.
3.	Employee must read this carefully — not just sign at the bottom.
4.	Keep original in the employee's personnel file. Provide a copy to the employee.
5.	This acknowledgement supplements the IP assignment clauses in the main employment agreement.

EMPLOYEE AND EMPLOYMENT DETAILS

Employee Full Name	[Full legal name as per PAN]
Employee ID / Payroll Number	[Assigned on joining]
Department	[Department name]
Designation	[Job title]
Date of Joining	[DD Month YYYY]
Employment Type	[Permanent Full-Time / Contractual / Part-Time / Probationary]
Reference to Employment Agreement	[Date of Employment Agreement signed]
Manager / Reporting Authority	[Name and designation]

SECTION 1 — IP OWNERSHIP: WHAT BELONGS TO THE COMPANY

The employee acknowledges and confirms their understanding of the following IP ownership principles:

1. All work created in the course of employment belongs to the Company. This includes all software, source code, algorithms, data structures, APIs, product features, design work, creative content, marketing materials, research findings, technical documentation, business processes, inventions, and any other work product created by the employee in connection with their employment — whether created during working hours or outside them, using Company equipment or personal equipment — provided the work relates to the Company's business.

2. All inventions and innovations belong to the Company. Any invention, discovery, or innovation conceived or developed by the employee during employment that relates to the Company's current or anticipated business is the Company's property, regardless of whether the employee is specifically assigned to develop it.

3. IP assignment is an automatic obligation. The employee's employment agreement contains an IP assignment provision that automatically assigns to the Company all work product and inventions meeting the above description. No additional signature or instrument is needed for the assignment to be effective, though the employee agrees to sign any additional documents the Company requests to perfect its title.

4. Prior employer IP does not come with the employee. The employee must not bring to the Company, incorporate in any work product, or share with any colleague any confidential information, trade secrets, or

proprietary IP belonging to any previous employer. The Company does not wish to receive such information.

SECTION 2 — CONFIDENTIAL INFORMATION: WHAT MUST BE PROTECTED

2.1 The employee acknowledges that in the course of employment, they will have access to Confidential Information that is extremely valuable to the Company and must be strictly protected. Confidential Information includes:

- Source code, algorithms, system architecture, technical specifications, and product roadmaps;
- Customer names, contact details, purchase history, and relationship information;
- Pricing structures, cost models, and commercial terms with customers and suppliers;
- Business plans, growth strategies, and market expansion plans;
- Financial data, investor information, valuation details, and cap table;
- Personnel information including compensation, performance, and HR data;
- Investor names, investor terms, and fundraising strategy;
- Trade secrets, proprietary methodologies, and know-how; and
- Any other non-public information about the Company's operations.

2.2 The employee shall: (a) not share any Confidential Information with anyone outside the Company without prior written authorisation; (b) not discuss Confidential Information in public places, on social media, or in any context where it could be overheard or accessed by unauthorised persons; (c) use Confidential Information only for the purpose of performing their role; and (d) protect it with the same care they would use for their own most valuable personal information.

SECTION 3 — PRACTICAL IP DO'S AND DON'TS

DO ✓	DON'T ✗
Commit code to the Company's official repository	Keep code only on personal devices or accounts
Use only Company-approved tools and platforms	Use personal tools that give third parties access to Company IP
Report any new inventions via the Invention Disclosure Form	File patents in your own name for work-related inventions
Lock your screen when away from your workstation	Leave confidential data visible on screen in shared spaces
Check with the IP team before using open-source libraries	Include GPL/AGPL/copyleft code without approval
Disclose all outside work to HR before starting it	Moonlight for competitors without disclosure and approval
Return all Company property and delete data on exit	Retain Confidential Information after leaving the Company

SECTION 4 — KEY IP POLICIES AND DOCUMENTS

The employee confirms receipt of and obligation to comply with the following Company IP and related policies:

<pre>Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': 'Policy / Document' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Policy / Document', textColor=Color(266667, 266667, 266667, 1), us_lines=[])]) 'style': 'bulletText': None 'debug': 0) #Paragraph</pre>	<pre>Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': 'Purpose' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Purpose', textColor=Color(266667, 266667, 266667, 1), us_lines=[])]) 'style': 'bulletText': None 'debug': 0) #Paragraph</pre>	<pre>Paragraph('caseSensitive': 1 'encoding': 'utf8' 'text': 'Received?' 'frags': [ParaFrag(__tag__='b', bold=1, fontName='Helvetica-Bold', fontSize=8, greek=0, italic=0, link=[], rise=0, text='Received?', textColor=Color(266667, 266667, 266667, 1), us_lines=[])]) 'style': 'bulletText': None 'debug': 0) #Paragraph</pre>
<p>Employment Agreement (with IP assignment clause)</p>	<p>Primary IP assignment obligation</p>	<p>■ Yes</p>
<p>Employee Moonlighting Policy</p>	<p>Governs outside employment and freelance work</p>	<p>■ Yes</p>
<p>Open-Source Use Policy</p>	<p>Rules for using open-source libraries and tools</p>	<p>■ Yes</p>
<p>Trade Secret Identification and Protection Policy</p>	<p>Identifies and protects the Company's trade secrets</p>	<p>■ Yes</p>
<p>Invention Disclosure Form (IDF)</p>	<p>Used to disclose new inventions to the IP team</p>	<p>■ Yes</p>
<p>Remote Work / WFH IP Policy</p>	<p>IP and security obligations when working remotely</p>	<p>■ Yes</p>
<p>Exit IP Obligations and Clearance Checklist</p>	<p>IP obligations on leaving the Company</p>	<p>■ Yes</p>

SECTION 5 — PRE-EXISTING IP DISCLOSURE

The employee discloses the following pre-existing IP owned by them that may be relevant to the Company's business:

<p>Pre-existing inventions, software, or IP relevant to the Company</p>	<p>[Describe all items, or write 'NONE — I have no pre-existing IP relevant to the Company's business']</p>
<p>Any non-compete or IP restriction from previous employer</p>	<p>[Describe all restrictions, or write 'NONE']</p>
<p>Any open-source projects or side projects that could overlap with Company work</p>	<p>[Describe, or write 'NONE']</p>

EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

I confirm that: (a) I have read and understood this IP Onboarding Acknowledgement; (b) I have received copies of all policies listed in Section 4; (c) I understand that all work I create in the course of my employment is the Company's property; (d) I will not use or bring any confidential information from previous employers; (e) I will disclose all new inventions via the Invention Disclosure Form; and (f) my pre-existing IP disclosures in Section 5 are complete and accurate.

EMPLOYEE	HR REPRESENTATIVE
[Employee Full Name]	[HR Name and Designation]
Signature: _____	Signature: _____
Employee ID: _____	Date: _____
Date (First Day of Employment): __	

IMPORTANT NOTE

This Acknowledgement must be executed on the employee's first day of work, alongside the Employment Agreement. Failure to execute this document on Day 1 creates IP ownership ambiguity. Template only — not legal advice.

PRACTICAL GUIDANCE FOR NEW EMPLOYEES

6.1 Questions About IP Ownership. If at any point during employment the employee is uncertain whether a particular piece of work, invention, or creation belongs to them or the Company, they should ask the IP Manager or HR before proceeding. The default rule is that all work that relates to the Company's business belongs to the Company. It is far better to ask than to assume and create an IP dispute later.

6.2 Using Open-Source Software. The Company's codebase may incorporate open-source libraries and tools. Before adding any new open-source dependency to any Company project, the employee must check: (a) whether the licence is permissive (MIT, Apache, BSD — generally acceptable) or copyleft (GPL, AGPL, LGPL, EUPL — requires prior approval); (b) whether the licence is compatible with the Company's commercial licensing model; and (c) whether the Company's Open-Source Use Policy requires specific approval. Adding a copyleft dependency without approval can create serious legal obligations for the Company, including requirements to open-source proprietary code.

6.3 Social Media and IP. The employee must not share, post, or discuss any non-public information about the Company's products, technology, roadmap, customers, financial results, or business plans on LinkedIn, Twitter/X, Slack (public channels), GitHub public repositories, blog posts, or any other public forum. General sharing of publicly available information about the Company is acceptable, but any technical details about the Company's proprietary technology must be approved by the Communications team before publication.

6.4 Security of Company IP. The employee is responsible for taking reasonable precautions to prevent unauthorised access to Company IP: use strong, unique passwords for all Company accounts; enable two-factor authentication on all systems that support it; lock your screen whenever you leave your workstation; do not leave confidential documents visible in shared workspaces; do not use public WiFi for accessing Company systems without a VPN; and report any suspected security incidents, phishing attempts, or data breaches to the IT security team immediately.

6.5 Annual IP Refresher. The Company will provide an annual IP awareness refresher to all employees. Attendance is mandatory. The refresher will cover developments in the Company's IP portfolio, reminders of key IP obligations, case studies of IP incidents, and updates to IP-related policies. Completing the annual refresher is a condition of continued employment.