

### **Intellectual Property Claim Reporting Information**

SAGE respects the rights of all intellectual property holders. In this regard, SAGE has adopted and implemented this policy that provides for a procedure to address potentially-infringing material appearing in connection with the SAGE services or website.

- 1) If you believe that your intellectual property rights have been infringed upon, you may submit a written claim (email is acceptable) to the SAGE legal department. Your claim must include:
  - a) Identification of the work(s) or intellectual property right(s) claimed to have been infringed;
  - b) Identification of the material that is claimed to be infringing or to be the subject of infringing activity and the complaining party is requesting to be removed or access to which is to be disabled, and information reasonably sufficient to permit us to locate the material (e.g., a URL, SAGE Product Code, or the like);
  - c) Information reasonably sufficient to permit us to contact the complaining party;
  - d) A statement that the complaining party has a good-faith belief that use of the material in the manner complained of is not authorized by the intellectual property owner, its agent, or the law;
  - e) A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; and
  - f) A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Please submit your claim to:

Postal Mail: SAGE  
Attn: Legal Department  
16301 Quorum Drive, Suite 200A  
Addison, TX 75001

Email: [legal@sageworld.com](mailto:legal@sageworld.com)

Please note that, with respect to alleged infringement of copyrightable works, the foregoing address designates SAGE's Copyright Agent with regard to the Online Copyright Infringement Liability Limitation Act of the Digital Millennium Copyright Act, 17 U.S.C. § 512.

- 2) After receiving an infringement claim, we will (a) notify the company or individual that provided the material to us and (b) remove the material from our website or database within five (5) business days.
- 3) The party that provided such material to us may then file a counter-notice if they choose. Counter-notices shall include:
  - a) Identification of the material that is claimed to be infringing or to be the subject of infringing activity;

- b) Information reasonably sufficient to permit us to contact the responding party;
  - c) A statement that the responding party has a good-faith belief that use of the material in the manner complained of is authorized by the intellectual property owner, its agent, or the law;
  - d) A statement consenting to the jurisdiction of the responding party's local US Federal District Court or, if outside of the United States, to the US Federal District Court in Dallas, Texas; and
  - e) A physical or electronic signature of a person authorized to act on behalf of the responding party.
- 4) If a proper counter-notice is received, we will generally provide a copy to the complaining party and wait 10-14 business days. If a lawsuit has not been filed during such period, we may, in our discretion, re-post the material to our website or database. In some cases, if material is reposted, we may request an indemnification agreement from the party providing the material if they choose to continue to have to the material included on our website or in our database.

**Please Note:** Although this policy is used as a guideline for allegations of intellectual property infringement, we expressly reserve the right to handle a particular claim of infringement in any manner that we deem most appropriate given the particular circumstances at issue. Furthermore, all information displayed on our websites or posted in our databases is subject to removal at any time for any reason or for no reason. We are not obligated to post or include anyone's data, information or material on our websites or in our databases.

If you have any questions regarding this policy, please contact the SAGE legal department.

Last updated March 5, 2015