**OPEN SOURCE COMPLIANCE**

Recommended Engineering Practices



## DO NOT

* Remove or in any way disturb existing licensing or copyright information.
* Rename open source modules or components.
* Copy/paste open source code into proprietary or third party source code or vice versa without proper approval. Follow your company’s policy.
* Commit open source or third party code source into an internal product source tree without prior approval. Follow your company’s policy.
* Merge or mix source code incoming under different licenses without prior approval. These instances are reviewed on a case-by-case basis due to the implications with respect to license compatibility and the arguments that could be made with respect to what is considered a derivative work. Follow your company’s policy.
* Discuss compliance practices with individuals outside of your company.

## DO

* Request approval to use open source software before you commit the code into the product repo.
* Request approval before you link proprietary code to an open source library or vice versa. Follow your company’s policy.
* Update the changelog for every file you modify to reflect the date of change, the author, and a short 1 line description of the change applied.
* Document the interfaces between any code you are writing as it helps understand the interactions and clarify compliance concerns.
* Save the web page documenting the license of the source code package you downloaded, and save a mint copy of the package in a backup location.
* Verify that the license of the open source software you are about to upgrade is the same as the current version you are using . License changes can occur between versions.
* Verify that the license in the source code package matches that described on the project web site. In the event of discrepancy, contact the project for clarification.