

DEXTRANS WORLDWIDE GROUP

Artificial Intelligence (AI) Usage Policy

1. Purpose

This policy establishes clear guidelines for the responsible use of Artificial Intelligence (AI) tools within Dextrans Worldwide Group. It aims to enhance productivity and innovation while safeguarding confidential information, customer data, and the company's strategic interests.

2. Scope

This policy applies to:

- All Dextrans employees across all countries and business units
 - All corporate devices, systems, and networks
 - Any use of AI tools for business-related purposes
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3. Guiding Principle

"If the information is confidential or sensitive, it must not be shared with public AI platforms."

4. Permitted Use of AI Tools

Employees may use AI tools for the following purposes:

- Drafting and improving emails, reports, and presentations
 - Conducting general research and learning
 - Summarizing non-sensitive documents
 - Generating ideas, proposals, and content frameworks
 - Supporting productivity tasks (e.g., formatting, templates, translations)
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5. Prohibited Use of AI Tools

The following information must **NOT** be entered into any public or non-approved AI platforms:

- Customer information (names, shipment details, contracts)
 - Pricing, quotations, rates, and cost structures
 - Internal Standard Operating Procedures (SOPs) and workflows
 - Financial data (revenue, margins, forecasts, internal reports)
 - Strategic plans, expansion strategies, or internal discussions
 - Any document marked **Confidential** or **Internal Use Only**
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6. Controlled / Sensitive Use

For any business-critical or sensitive use of AI tools:

- Prior review and approval from Corporate HQ is required
 - Data must be anonymized wherever possible
 - Users must exercise professional judgment at all times
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7. Roles & Responsibilities

All Employees

- Comply with this policy
- Exercise caution when using AI tools

Country Managers (CMs)

- Ensure awareness and enforcement within their teams
- Act as first-level escalation for any concerns

Solutions & Innovation Team

- Define and maintain AI governance framework
 - Advise on safe and effective AI usage
 - Evaluate and recommend approved AI platforms
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8. Compliance & Enforcement

Non-compliance with this policy may result in disciplinary action, depending on the severity of the breach.

9. Future Developments

Dextrans will continue to enhance its AI capabilities through:

- Identification of approved and secure AI platforms
 - Staff training and awareness programs
 - Integration of AI into business workflows
 - Monitoring and continuous improvement of AI usage
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10. Effective Date

This policy is effective immediately and will be updated as the organization's AI governance framework evolves.

Dextrans Worldwide Group – Solutions Dept.

Equip - Integrate - Optimize