



Responsible AI Use and Tender Assurance Policy

Human accountability, evidence control and safe use of AI-assisted tools

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Rule: AI may assist research, administration, drafting and quality assurance; it may not create authority, evidence, commitments or professional judgement that Oclas cannot independently verify.

Permitted uses

- Structure source material, identify omissions, improve readability and prepare clearly labelled drafts.
- Support non-authoritative research, comparison, summarisation, calculations and quality checks with human verification.
- Automate low-risk administrative work where the inputs, outputs and approval route are controlled.

Prohibited or restricted uses

- No invention of qualifications, partners, references, insurance, pricing, performance, savings, legal status or buyer requirements.
- No upload of client-confidential, security-sensitive, special-category or third-party personal data to an AI service without authority, necessity assessment and suitable contractual safeguards.
- No autonomous operational, engineering, safety, regulatory, legal, investment, recruitment or procurement decision.
- No use of unverified output as a source; no fabricated citation; no concealed AI use where disclosure is required.

Assurance process

1. Classify the task and information before selecting any tool.
2. Minimise and, where possible, anonymise inputs; use approved account and security controls.
3. Preserve authoritative sources and mark assumptions, gaps and AI-generated drafts.

4. Verify factual claims, calculations, citations, names, dates, legal statements and commitments against primary evidence.
5. Apply competent human review and explicit approval before external issue or submission.
6. Record material AI use, the purpose, tool, controls, reviewer and outcome where required by the buyer, client or risk level.

Tender-specific controls

Tender responses are checked against the procurement documents, buyer clarifications, the Central Digital Platform record and evidence held by the bidder or confirmed partners. AI is not permitted to infer missing partner commitments, reference contacts, insurance cover, prices, signatures or declarations. Final responsibility remains with the bidder, and material AI use is disclosed accurately.

Security, privacy and intellectual property

Use must comply with the Oclas Data Protection, Privacy and Information Security Policy, client confidentiality, intellectual-property rights and tool terms. Outputs are treated as potentially inaccurate or non-unique until verified. Access is least-privilege and revoked when no longer required.

Monitoring and response

Suspected data leakage, harmful output, material error, bias, infringement or policy breach is stopped, contained, recorded and escalated. Affected work is rechecked, stakeholders are notified where required, and lessons are incorporated into controls. The policy is reviewed as technology, law and buyer requirements change.

Approval and control

This policy applies to all AI-assisted work performed under the Oclas name, including tendering, delivery, communications and internal administration.

Approved by: Sheyi N. Lisk-Carew, Founder and Principal | **Version:** 1.0

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