



5, Highlands Court, Cranmore Avenue
Solihull, West Midlands B90 4LE
www.mancommercialprotection.co.uk

Tel: 0121 733 8484

ARTIFICIAL INTELLIGENCE (AI) POLICY

Page 1 of 2

Approved by:
I. McCallister Chief Executive
Officer (CEO)

Date

January 2026

INTRODUCTION

This policy outlines the framework for the responsible use throughout the business of Artificial Intelligence (AI) technologies. It aims to ensure that AI systems are used for ethical and transparent purposes only and are only used to benefit the business while minimizing risks associated with bias, privacy violations, and misuse.

SCOPE

This policy applies to all AI systems developed, deployed, or utilized by MAN Commercial Protection.

Including both internal and third-party AI solutions. It covers all AI-related activities, including but not limited to data collection, system design, implementation, use, and ongoing monitoring.

ETHICAL PRINCIPLES

MAN Commercial Protection deem that all AI systems must be used in alignment with the following ethical principles:

- **Fairness:** AI should operate without bias and ensure unprejudiced outcomes for all users.
- **Transparency:** AI systems must be understandable, explainable. Users should be informed when interacting with AI-driven systems.
- **Human-Centered:** AI should enhance human well-being and augment human decision-making, rather than replace it. Human oversight should always be possible.
- **Privacy and Data Protection:** Personal data used by AI systems must be handled in compliance with relevant privacy laws.

DATA USE AND PRIVACY

- **Data Collection:** Data used for AI model training and operational purposes must be gathered ethically. Data collection should respect individual privacy and rights.
- **Data Minimization:** Only data required for the effective functioning of the AI system should be collected.
- **Data Security:** No financial or personal data can be inputted into AI systems at any point. This includes but is not limited to client information, employee information or any sensitive business information.

TRANSPARENCY AND EXPLAINABILITY

- **Transparency:** AI systems must be transparent, with clear documentation outlining how they operate, make decisions, and interact with users.
- **Explainability:** Whenever an AI system decides or recommendation that affects individuals, those impacted must have access to an explanation of the decision-making process.
- **Auditing and Monitoring:** Regular audits will be conducted to ensure compliance with this policy.

USE OF AI

AI must only be used with your managers approval only.