

AI Policy

Information Security – Controlled Document

1 Scope

This policy defines the Encompass's approach to the use and development of AI systems. It applies to all employees, contractors and third parties who use or develop AI software within Encompass Corporation.

AI includes any software that includes functionality designed to make non-deterministic predictions, perform complex tasks or that would typically require human intelligence or creativity.

2 Background

The AI policy is informed by Encompass's business strategy, ESG policy and risk appetite. Its purpose is to establish a framework for setting AI objectives and guidelines for the responsible, secure use and development of AI software.

As software, AI falls within the scope of the Organisation's information security management system. The policy should be read in conjunction with Encompass Corporation's Information Security policies and code of conduct. The selection and use of AI tools is subject to review and approval to ensure compliance with this and related policies.

3 Roles & Responsibilities

Role	Responsibility
All Employees and Associates	Responsible for compliance with this policy when using or developing AI software and reporting any deviations or exceptions from it.
System Owners	Responsible for ensuring the systems they own comply with these standards.
Information Security Team	Responsible for defining and monitoring compliance of this policy.
CEO	Responsible for approving substantive changes and exceptions to this document.



4 AI Policy Statement

Encompass is committed to developing innovation and efficiency through AI while ensuring a people-first approach that is aligned with our company values and culture.

Responsible Use:

Encompass will ensure that it leverages AI technology in a responsible manner, acknowledges the limitations and risks inherent in AI and will be accountable in its use and development of AI tools.

Transparency & Oversight:

Encompass is committed to being transparent in its use of AI. Human oversight is essential to ensure that AI is aligned with regulatory and ethical standards and business objectives.

Where AI is used to inform decisions, we will clearly disclose its use and provide explanations that are appropriate to the context, enabling stakeholders to understand how outcomes are generated, their limitations, and when human oversight or review applies.

Bias and Fairness:

Employees involved in AI development and implementation will actively work to identify and mitigate biases in data and algorithms to ensure fair and equitable outcomes.

Reliability & Monitoring

AI tools have limitations and may not be 100% factual, accurate or reliable. AI output will not be presented or treated as fact without appropriate verification.

Continuous monitoring and auditing will be used to identify and address misalignment, performance anomalies or biases.

Intellectual Property, Security & Data Protection

Encompass Corporation will continue to protect its intellectual property rights, respect the rights of others and ensure the security and privacy of data in the use of AI.

Compliance & Assurance

Encompass is committed to maintaining compliance with regulatory, contractual and ethical requirements in the development of AI, supported by 3rd party assurance wherever it's appropriate.

5 Exceptions

Exceptions to this policy should be raised with the Information Security team who will advise accordingly.

Distribution

This document is classified as Third Party Confidential and may be shared with 3rd parties under NDA. Implementation details are considered confidential, may be described in documentation marked Internal and are not for external distribution.

Document History

Date	Edit By	Substantive Change?	Change Description
22/08/2024	CISO	Y	Initial version
27/03/2025	CISO	N	Reviewed and updated to clarify that AI tools fall under the ISMS
16/05/2025	CISO	Y	Added section 4.3 for clarity.
12/06/2026	CISO	Y	Re-written for clarity.