



LEGAL NOTICE

Global AI Policy

The principles Assivo applies to its use of artificial intelligence, and the limits of what this Policy promises.

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Article I. Purpose, Status, and Interpretation

Section 1.01 Purpose

This Global AI Policy (this "Policy") states the principles that Assivo, Inc. ("Assivo") applies to the use of artificial intelligence, machine learning, large language models, and automation tools ("AI Tools") by its personnel in Assivo's own operations and in work performed for clients.

Section 1.02 Status of This Policy

This Policy is a statement of principles adopted by Assivo for its own purposes. It is not a contract, a warranty, a certification, or a representation about the use of AI Tools in any particular engagement, and it creates no right in any client, individual, or other Person and no duty of care. Whether, how, and subject to what restrictions AI Tools are used in a client engagement is governed exclusively by the written agreement between Assivo and that client (the "Client Agreement"), which prevails over this Policy in the event of any inconsistency.

Section 1.03 No Reliance

No Person should rely on this Policy in deciding whether to engage Assivo or to provide information to Assivo. Clients that require specific commitments regarding AI Tools should address them in the Client Agreement.

Section 1.04 Point in Time

AI Tools, their capabilities, and the law governing them change rapidly. This Policy describes Assivo's general approach as of its effective date and may be revised or withdrawn at any time without notice. The version published at the address shown on the cover of this document is the authoritative version, and any other copy is superseded by it.

Section 1.05 Definitions

- (a) "**Client Data**" means data that a client provides to Assivo, or that Assivo accesses in a client's systems, in the course of an engagement.
- (b) "**Personal Information**" has the meaning given in Assivo's Privacy Policy.
- (c) "**Person**" means any individual or entity.
- (d) "**Assivo Group**" means Assivo, Inc. together with its present and future parents, subsidiaries, affiliates, branches, and delivery entities in any jurisdiction, and their respective successors and assigns; and "**Assivo**" includes each member of the Assivo Group where the context permits. References to Assivo's personnel include the personnel of each member of the Assivo Group and of its subcontractors.

Article II. Principles

Section 2.01 Human Accountability

AI Tools assist Assivo personnel; they do not replace personnel's responsibility for the work. Assivo expects that output of an AI Tool that contributes to a client deliverable is reviewed by a person before it is relied on.

Section 2.02 Client Authority

Assivo expects its personnel to use AI Tools on Client Data only where the Client Agreement permits, to follow any restriction or instruction the client gives regarding AI Tools, and to answer client questions about the use of AI Tools in their engagement.

Section 2.03 Confidentiality and Data Protection

Assivo expects its personnel not to enter Client Data, Personal Information, or Assivo confidential information into any AI Tool unless Assivo has approved the tool for that purpose and its terms are consistent with Assivo's confidentiality and data protection obligations, including that the provider does not use the data to train models available to others.

Section 2.04 Lawful and Fair Use

Assivo seeks to use AI Tools in compliance with applicable law, including data protection, intellectual property, consumer protection, and anti-discrimination law, and not to make decisions producing legal or similarly significant effects on individuals solely by automated means where the law requires human involvement.

Section 2.05 Transparency

Assivo aims to be candid with clients about material uses of AI Tools in their work where the Client Agreement, the nature of the work, or applicable law calls for it.

Section 2.06 Security

AI Tools used by Assivo are subject to the same vendor assessment, access control, and monitoring expectations as other technology in Assivo's environment.

Section 2.07 Intellectual Property

Assivo expects its personnel to respect the intellectual property rights of others when using AI Tools, and to observe the Client Agreement's terms regarding ownership of deliverables produced with the assistance of AI Tools.

Article III. Governance

Senior management is responsible for this Policy. Assivo maintains internal guidance, which is confidential, on approved AI Tools and acceptable use, and revises it as tools and law change. Assivo personnel are expected to follow that guidance. This Policy does not describe the internal guidance.

Article IV. Limitations of AI Tools

AI Tools may produce output that is inaccurate, incomplete, biased, out of date, or infringing, and their behavior may change without notice. Assivo does not warrant the output of any AI Tool and does not control the providers of AI Tools. Assivo's obligations regarding the accuracy, quality, or fitness of any deliverable are exclusively those in the Client Agreement, whether or not AI Tools were used in producing it.

Article V. Disclaimer

TO THE FULLEST EXTENT PERMITTED BY LAW, THIS POLICY IS PROVIDED FOR INFORMATION ONLY, WITHOUT WARRANTY OF ANY KIND, AND ASSIVO DISCLAIMS ALL LIABILITY ARISING FROM ANY PERSON'S USE OF OR RELIANCE ON IT.

Article VI. Contact

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Attention: Technology

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Outside Counsel

Legal inquiries concerning this Global AI Policy may be directed to Assivo's outside counsel. This does not replace any notice address specified in this document.

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Contacting counsel through this document does not create an attorney-client relationship between Neal, Gerber & Eisenberg LLP and the person making contact. Counsel represents Assivo, Inc. only. Routine inquiries may also be sent to hello@assivo.com.

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