



AI usage charter

1. **DayTwo**

is committed to clearly informing its clients, from the commercial proposal and throughout the mission, of the use cases, objectives, benefits and limitations of the AI used. This transparency includes a description of human controls, privacy safeguards, and the scope of use of third-party tools.

2. **Validation and inventory of authorized tools**

Only AI tools validated by DayTwo can be used for professional purposes. DayTwo maintains an internal inventory of authorized tools, specifying their purposes, versions, security configurations, hosting locations, and support terms. Any tool that is not listed is strictly prohibited.

3. **Use reserved for mastered areas and systematic human control**

AI is only used on subjects for which the team has sufficient prior expertise to frame, verify and interpret the results. Any deliverable incorporating an AI contribution is subject to a human review of substance (accuracy, consistency, risks) and form (style, clarity, compliance with the mandate).

4. **Strict pseudonymization of clients in AI-processed content**

Documents (reports, notes, analyses, minutes) submitted to AI must never mention the real name of the client, but only a pseudonymized internal identifier assigned at the start of each case. No direct identifiers, sensitive metadata, or personal data should be transmitted to AI tools.

5. **Minimization of personal data relating to customer contacts**

Documents sent to the IAs must never contain a surname or any other unnecessary personal data. By default, only pseudonymized first names or functional roles are used. Any exceptions must be justified by the purpose, documented and approved by the client.

6. **Use of non-public internal documents subject to explicit consent**

Any internal document of the non-public client (presentations, procedures, policies, templates) may only be used with AI after the client's explicit and prior consent, documented and archived. The scope, purpose and security guarantees are an integral part of this agreement.

7. **Review, Approval, and Accountability for Deliverables**

No AI-generated or AI-assisted content is delivered to the customer without validation by a qualified member of the DayTwo team. This validation covers

factual verification, risk analysis (hallucinations, bias, inappropriate language, non-compliance) and alignment with contractual expectations. DayTwo takes responsibility for its deliverables.

8. **Ongoing training and sharing of prompt engineering best practices**

DayTwo organizes and updates mandatory ongoing training on prompt engineering, data security, model limitations, and critical evaluation of AI outputs. Good practices are documented in a living internal repository (OneNote), accessible to all and revised periodically.

9. **Standardized prompt repository and change management**

Standard prompts validated in DayTwo methodologies are the mandatory starting point for quality, consistency, and traceability reasons. Contextual adaptations are permitted where necessary for the purpose of the mandate, provided that they are documented, versioned and, where appropriate, subject to approval according to the level of risk.

10. **Minimal retention and scheduled deletion Data, prompts and renders** containing client information are only kept for as long as is strictly necessary for the mission. By default, DayTwo applies a scheduled deletion on D+90 after the final report is delivered, unless otherwise documented by contract. No inter-client reuse without verified anonymization is carried out.