

POLICY NAME:	GENERATIVE AI USAGE	DATE:	JANUARY 2026
POLICY REVISION:	01	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Jan 2026	

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's commitment to establishing a rigorous framework for the use of Generative AI, specifically are currently preferred application 'ChatGPT'. As a manufacturing leader, we must leverage innovation while maintaining the highest standards of safety, and confidentiality.

This policy is designed to:

- **Prevent Data Leakage:** Ensure proprietary document processes, manufacturing processes and CAD designs are never exposed to external training models.
- **Enforce Near-Absolute Accuracy:** Establish a verification workflow to ensure all AI-assisted outputs meet or exceed a 99% accuracy threshold.
- **Regulatory Compliance:** Ensure all AI interactions remain compliant with UK GDPR and industry-specific safety regulations.

3. SCOPE

This policy applies to all employees, contractors, and third-party partners. It governs the use of any Generative AI tool when:

- Accessed via Glass and Framing Solutions Limited networks or hardware.
- Used to process, draft, or analyse company data, regardless of the device's location.
- The output is intended for internal decision making or external distribution to clients and suppliers.

4. ACCOUNT SETUP AND MANDATORY PRIVACY LOCKDOWN

To ensure UK GDPR compliance and protect our trade secrets, the following setup is mandatory for all users:

- **REGISTRATION PROTOCOL**
 - **Work Email Only:** Accounts must be registered using your official company email address.
 - **Multi-Factor Authentication (MFA):** You must enable MFA in 'Settings > Security'. This is a non-negotiable security requirement.
- **PRIVACY CONFIGURATION**
 - OpenAI defaults to using your data to train its models. To stop this, you must:
 - Click on your 'Profile Icon' and select 'Settings'.
 - Navigate to 'Data Controls'.
 - Toggle 'OFF' the setting: "Improve the model for everyone".
 - **Verification:** Periodically check this setting to ensure it has not been reset by an update.

5. ACHIEVING 99% ACCURACY: THE VERIFICATION PROTOCOL

Because AI can "hallucinate" technical data, no output is considered 'Production Ready' without the following Triple-Validation Workflow:

- **Technical Cross-Reference:** Every figure, tolerance, legislation must be cross checked against our internal ERP system or official ISO / BS Standards.
- **Safety and Logic Stress Test:** Does the output contradict known physical manufacturing constraints or H&S (HSE) guidelines?

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- **Senior Sign Off:** Any technical document, SOP, or report created with AI assistance must be reviewed by a qualified supervisor to guarantee the 99% accuracy mandate.

6. THE “DO’S AND DON’TS” FOR MANUFACTURING

CATEGORY	DO (AUTHORISED)	DON’T (PROHIBITED)
Data Handling	Use AI for summarising public regulations or drafting general emails.	NEVER upload proprietary CAD files, blueprints, or patented material compositions.
Client Privacy	Use generic terms (e.g. “Customer A”) when drafting communications.	NEVER input names, addresses, or specific contract values into the prompt.
Code & Scripting	Use AI to draft basic Excel macros for administrative tasks.	NEVER use AI to write or fix code.
Quality Control	Use AI to suggest templates for non-critical reporting.	NEVER rely on AI for final Quality Assurance (QA) metrics or Safety Risk Assessments.

7. PROHIBITED ACTIVITIES

- **Legal and Financial:** Do not use ChatGPT or any other AI model to interpret UK tax law or draft binding supply contracts without legal review.
- **Production Safety:** AI must never be used to calculate load-bearing limits or machine safety distances.
- **HR and Recruitment:** Do not input employee performance reviews or CVs into the AI tool to avoid bias and GDPR breaches.

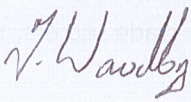
8. ENFORCEMENT

Compliance with this policy is a condition of employment. Failure to set privacy settings to “Private” or the unauthorised upload of proprietary client, estimating, financial and manufacturing data will be treated as a serious security incident and may result in disciplinary action.

9. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026