

AI policy of Example Construction Ltd

This policy says which AI tools we use, with which data, who decides, how we learn to work with AI and how we check what AI produces. It applies to everyone who works for Example Construction Ltd, contractors included. Version 1.0, 1 October 2026, approved by the managing director.

1. Approved tools

Tool and plan	Used for	Why this plan
ChatGPT Business	Quote texts, emails, site reports	Business plan: does not train on our data by default
Microsoft 365 Copilot	Email and documents in Outlook and Word	Only sees what the user can already see
Free chatbot versions	Not approved	May train on what you type

2. Data that never goes in

This data never goes into an AI tool, approved or not, unless the managing director allows it in writing:

- National ID numbers and passports of clients or staff
- Health data, including after an accident on site
- Clients' full drawings and bills of quantities without their consent
- Passwords, access codes and bank details

3. Who decides

Roles:

- Managing director: approves new tools and this policy
- Project lead: decides which AI text goes to a client
- Everyone: reports errors and doubts to the managing director

4. AI literacy

Anyone who works with AI gets a short training before starting and a refresher every year. We keep a register of who completed what. No fixed level or certificate is required; it has to fit what each person does with AI.

5. Review and labelling

A person reviews whatever AI writes or makes before it leaves the company. We say so when:

- a client asks whether a text was made with AI
- an image or video looks real and was made or heavily edited with AI
- a chatbot on our site talks to clients: it says it is AI

Approved on

Next review