

Artificial Intelligence Policy

PURPOSE

This Policy enables safe and effective use of AI (Artificial Intelligence) technologies to enhance productivity and innovation while protecting EMtek and our clients from legal, security, and reputational risks.

ENHANCING EMTEK'S ENGINEERING SERVICES THROUGH AI

EMtek recognises Artificial Intelligence (AI) as a transformative technology that can significantly enhance our engineering consultancy services, improve client outcomes, and drive innovation across our multidisciplinary teams. Our goal is to harness AI capabilities responsibly to deliver high-value, efficient solutions for our clients while maintaining the highest standards of quality, security, and ethical practice.

EMtek's Commitment to Responsible AI Integration

EMtek is committed to the responsible adoption and use of AI technologies that augment our professional capabilities while ensuring compliance with all applicable laws, regulations, and industry standards. We ensure our employees are equipped with the knowledge and tools necessary to use AI safely and effectively, in service of our clients.

Our Approach Involves

- **Managing AI activities** in accordance with applicable legislation, international standards, and EMtek's risk management framework.
- **Using only approved AI tools** with company-provided accounts that meet our security, privacy, and compliance requirements.
- **Ensuring human oversight** of all AI-generated outputs, with qualified personnel reviewing content for accuracy, appropriateness, and compliance before use.
- **Protecting sensitive information** by prohibiting input of confidential client data, personally identifiable information, or proprietary EMtek information into AI systems.
- **Maintaining professional standards** by clearly identifying AI-assisted work and taking full responsibility for all outputs and decisions.
- **Providing comprehensive training** to ensure employees understand AI capabilities, limitations, and proper usage procedures.
- **Fostering open communication** about AI developments, challenges, and opportunities across the organisation.
- **Implementing robust governance** through our AI Governance Board to evaluate new internal and third-party vendor tools, assess risks, and ensure policy compliance.
- **Monitoring and auditing** AI usage to ensure adherence to policies and identify opportunities for improvement.
- **Responding promptly** to AI-related incidents or policy violations through established investigation and remediation procedures.
- **Supporting innovation** while maintaining appropriate controls to protect EMtek, our clients, and the broader community from AI-related risks.
- **Ensuring transparency** in our AI usage with clients, stakeholders, and regulatory bodies through means listed in our AI Procedure as required.
- **Addressing policy violations** through EMtek's established disciplinary procedures and corrective action processes.
- **Maintaining accountability** at all organisational levels to ensure responsible AI adoption aligns with our professional values and client commitments.