



Artificial Intelligence (AI) Usage Policy

OSI Office & Educational Furniture Ltd

Purpose

This policy sets out how Artificial Intelligence (AI) tools may be used within Office Supplies for Industry LTD T/A OSI Office & Educational Furniture to support business activities while ensuring data security, accuracy and responsible use.

Scope

This policy applies to all employees, contractors and temporary staff who use AI tools as part of their work activities.

Acceptable Use

AI tools such as ChatGPT or similar technologies may be used to assist with:

- Drafting documents, reports and procedures
- Research and information gathering
- Content development and marketing support
- Administrative and operational tasks

All outputs generated by AI tools must be reviewed by a member of staff before use.

Data Protection and Confidentiality

Employees must not enter confidential or sensitive information into AI systems, including:

- Customer personal data
- Financial information
- Supplier contracts
- Internal confidential documents

AI tools should only be used with non-sensitive information.



Accuracy and Verification

AI-generated information must always be reviewed and verified before being used in:

- official documents
- communications with customers
- operational procedures

Responsibility for the accuracy of information remains with the employee using the AI tool.

Compliance

Use of AI must comply with:

- Company data protection policies
- GDPR requirements
- Information security policies

Monitoring and Review

The company may review the use of AI tools periodically to ensure they are being used responsibly and effectively.

Approval

Approved by:

Jody Walker – Internal Operations Manager

Date: 09/03/26

Reviewed

Annually