



K&A GROUP ARTIFICIAL INTELLIGENCE (AI) POLICY

This policy defines the mandatory requirements for the approved, secure, and responsible use of Artificial Intelligence (AI) at K&A to support productivity, innovation, and the development of digital services and engineering solutions, while ensuring alignment with business needs, client and contractual obligations, legal and regulatory requirements, and K&A governance standards.

This policy applies to

- Employees, consultants, temporary staff and contractors acting on behalf of K&A
- Internal use of AI tools, including approved third-party and internally managed services
- Design, development, integration, deployment, support and operation of AI-enabled solutions for clients, including structured and unstructured data processed, generated, or accessed by AI systems and tools across all K&A geographies and legal jurisdictions to make cross-border applicability explicit.

Core principles

AI shall be used only for legitimate business purposes that support K&A objectives and controlled delivery.

Accountability & Human oversight: Human accountability for decisions, outputs, actions and deliverables shall remain with an identified owner and shall not be delegated to AI. AI generated content, analysis, code, recommendations and other outputs shall be reviewed and validated before use, release, submission or reliance.

Privacy & Data Protection: K&A and client data shall be handled in accordance with applicable information classification, privacy, confidentiality, contractual, and legal requirements.

Compliance: K&A shall comply with applicable local legal, regulatory requirements and industry standards.

Safety, Security & Reliability: AI capabilities shall be implemented and operated with security, access, monitoring and change controls proportionate to risk.

Only approved AI tools, services, models, agents, and integrations may be used for K&A business activities.

AI solutions developed and deployed for clients shall be subject to stronger design, testing, validation, risk and approval controls than internal productivity uses.

Transparency and Explainability: AI solutions we develop must be designed to be explainable, their reasoning must be interpretable by the humans who use, oversee, or are affected by them.

As AI users, we shall be transparent about the use of AI systems.

Fairness: We shall ensure all AI solutions are fair, unbiased, and equitable, with regular assessments to identify and mitigate bias in data, models and design outputs, preventing unfair impacts on stakeholders and project outcomes.



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Prohibited

The following are prohibited unless formally approved:

- Use of AI tools not on the Approved AI Tools Register.
- Use of restricted, confidential, or client data in any unauthorised AI tool.
- Release of AI-generated output without human review and validation.
- Any action that breaches applicable legal, regulatory, intellectual property, privacy, confidentiality or contractual obligations

Exceptions

Exceptions shall be formally requested, justified, approved, documented and time bound.

This policy will be reviewed annually and updated as technology, law, and organizational needs evolve.

A handwritten signature in blue ink, appearing to read 'N. K.', positioned above a horizontal line.

Dr Najib Khatib
Chairman & CEO