

1. Purpose

This policy establishes guidelines for the use of Artificial Intelligence (AI)-based tools during company meetings, both internal and external, in order to ensure transparency, protection of sensitive data, and compliance with current regulations, particularly in the automotive and home appliances sectors.

2. Scope

This policy applies to all employees, collaborators, and partners of the group involved in digital meetings (e.g., Microsoft Teams, Zoom, Google Meet), whether internal or with customers, suppliers, or other stakeholders.

3. General rules

• Prior Authorization

The use of AI tools (e.g., Read.ai, Otter.ai, Copilot, etc.) to record, transcribe, or analyse meetings is prohibited without explicit consent from all participants.

• Transparency and communication

If authorized, it must be clearly communicated at the beginning of the meeting that an AI agent is present, specifying:

- The name of the tool
- The function performed (e.g., transcription, analysis, summarization)
- The data storage method

• Restrictions with Customers and External Partners

The use of AI tools in meetings with customers, suppliers, or external partners is prohibited without written consent.

In sectors such as automotive and home appliances, where discussions often involve confidential projects, prototypes, patents, or product data, it is essential to protect intellectual property and contractual confidentiality.

• Access and Automatic Recording

It is forbidden to configure AI agents to automatically join meetings without the user's presence or direct control. Every access must be voluntary and deliberate.

• Data Storage and Processing

Data collected through AI tools must be processed in accordance with GDPR and internal data protection policies.

Storing or sharing sensitive content (e.g., technical specifications, test data, product documentation) on platforms not approved by the IT department is

prohibited.

4. Responsibilities

- Team leaders are responsible for ensuring the correct use of AI tools.
- The IT department may conduct periodic checks and provide support for secure configuration of such tools.

5. Sanctions

Improper use of AI tools may result in disciplinary action, including suspension of access to company digital tools and, in more serious cases, legal action.

6. Review

This policy will be reviewed in the event of relevant regulatory, technological, or contractual updates.

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References: