

Responsible AI Use Policy Summary

Public policy summary

Classification

Public document

Effective date

18 June 2026

Owner

OLYVENRA LTD Management

Review cycle

Annual or earlier if required

Purpose

Sets public expectations for responsible, ethical, controlled and human-reviewed use of AI tools.

This public summary supports first-stage assurance and communicates the standards expected before OLYVENRA enters or supports a business relationship.

Policy position

This document sets OLYVENRA's public position for the named policy area. It is designed for external assurance and early-stage counterparty review, not as a substitute for a signed agreement or full internal procedure.

Sets public expectations for responsible, ethical, controlled and human-reviewed use of AI tools.

Scope

The policy applies to OLYVENRA personnel, representatives, suppliers, partners, introducers and other counterparties involved in enquiries, sourcing work, business development or document exchange.

Core Commitments

- Maintain a clear and proportionate control environment for responsible ai use policy summary.
- Act lawfully, ethically and transparently in every commercial interaction.
- Apply counterparty review where identity, legitimacy, sanctions, product risk or reputation risk requires additional assurance.
- Keep accurate records of relevant decisions, approvals, documents and communications.
- Escalate concerns where a matter may create legal, compliance, security, human rights or reputational risk.
- Apply the policy before accepting a sensitive enquiry, introducing a counterparty or exchanging controlled documents.

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- Check identity, legitimacy, sanctions exposure, product sensitivity and reputational risk where the context requires it.

Practical application

- Apply the policy before accepting a sensitive enquiry, introducing a counterparty or exchanging controlled documents.
- Check identity, legitimacy, sanctions exposure, product sensitivity and reputational risk where the context requires it.
- Keep communication factual, professional and traceable.
- Escalate unclear, high-risk or regulated matters to management before proceeding.

Records and evidence

- Maintain proportionate records of requests, decisions, approvals, documents shared and key communications.
- Retain public document versions so clients and partners can confirm which summary was active at the time of review.
- Use controlled templates only for qualified matters and approved counterparties.

Stakeholder Expectations

- Clients, suppliers and partners should provide accurate information, disclose relevant risks and avoid misleading statements.
- Any suspected breach or concern may be reported to info@olyvenra.com for review.

Controlled material

- Commercial terms, fee schedules, commission wording and non-circumvention provisions are not published.
- Business continuity, IT disaster recovery and detailed internal procedures are shared only where required for assurance and approved by management.

Review and Contact

This document is a public summary. It does not replace a contract, legal advice or any controlled internal procedure. OLYVENRA may update this document as its operating environment changes.