



Responsible Use of Artificial Intelligence (AI) Policy

DOCUMENT INFORMATION

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1. Introduction

JK Cement Limited recognizes that Artificial Intelligence (AI) technologies are increasingly being used to enhance productivity, research, and decision support across business functions.

The organization is committed to the **responsible, ethical, and secure use of AI tools**, ensuring that their usage aligns with business objectives, regulatory expectations, and stakeholder trust.

This policy outlines JK Cement's principles for the **responsible use of AI tools**, particularly where such tools are used for research, analysis, and general assistance purposes.

2. Purpose

The purpose of this policy is to:

- ensure responsible and controlled use of AI tools
- protect organizational data and systems while using AI
- prevent misuse, bias, or unintended consequences of AI outputs
- establish accountability and governance for AI usage
- align with global expectations for ethical AI usage

3. Scope

This policy applies to:

- all employees, contractors, and authorized users
- usage of AI tools
- AI usage for research, content generation, analysis, and productivity support

This policy does **not** cover development of AI systems, as JK Cement currently uses AI tools for **assistive and research purposes only**.

4. Policy Statement

JK Cement permits the use of AI tools in a **controlled and responsible manner** for business-related purposes such as research, learning, productivity enhancement, and content drafting.

AI tools shall be used in a way that ensures:

- protection of organizational information
- human oversight in decision-making
- ethical and unbiased outcomes
- transparency and accountability

5. Responsible AI Principles

5.1 Respect for Data Privacy

AI tools shall not be used to process or input:

- sensitive business information
- confidential company data
- personal or regulated data

Users must ensure that no restricted or proprietary information is shared with AI platforms.

5.2 Cybersecurity Protection

Use of AI tools must not introduce security risks.

Users shall:

- access only approved AI platforms
- avoid uploading internal documents or credentials
- follow organizational cybersecurity guidelines

5.3 Avoidance of Bias

AI-generated outputs may contain bias or inaccuracies.

Users are responsible for:

- critically reviewing outputs
- validating information before use
- avoiding reliance on AI for sensitive or high-impact conclusions

5.4 Human Oversight (“Human in the Loop”)

AI tools are **assistive in nature** and must not replace human judgment.

- All critical decisions must be reviewed and approved by authorized personnel
- AI outputs must be validated before use in business decisions

5.5 Transparency and Explainability

Users must maintain transparency in the use of AI-generated content.

- AI-generated outputs should be reviewed and, where required, disclosed appropriately
- Outputs should be understandable and not used blindly

5.6 Accountability

Users are accountable for the outcomes of AI usage.

- AI tools are support tools, not decision-makers
- Responsibility for final output lies with the user

5.7 Defined Usage Boundaries

AI tools shall be used only for:

- research and learning
- general productivity support
- non-sensitive content drafting

AI shall **not be used for**:

- processing confidential or restricted data
- making autonomous business decisions
- generating misleading or unauthorized content

5.8 Ethical and Prohibited Use

JK Cement prohibits the use of AI systems for:

- manipulative or deceptive practices
- exploitation of individuals or vulnerabilities
- unauthorized surveillance or monitoring
- social scoring or profiling
- any activity that violates legal, ethical, or organizational standards

5.9 Environmental Consideration

JK Cement supports responsible technology usage and encourages the use of AI services that align with sustainable and energy-efficient practices, where feasible.

6. Governance and Monitoring

JK Cement shall:

- define acceptable use guidelines for AI tools
- periodically review AI usage practices
- update policy based on regulatory and technological developments
- ensure alignment with global AI governance expectations

7. Awareness and Training

Users may be provided with awareness regarding:

- safe and responsible use of AI tools
- risks associated with AI-generated content
- data protection considerations
- ethical implications of AI usage

8. Compliance

All users are expected to comply with this policy.

Non-compliance may result in:

- restriction of AI tool access
- disciplinary action as per organizational policies

9. Review of Policy

This policy shall be reviewed periodically to ensure alignment with:

- evolving AI technologies
- regulatory requirements
- business needs

Public Notice.

This policy outlines JK Cement's commitment to responsible use of Artificial Intelligence tools. It is intended for transparency and stakeholder awareness and does not disclose internal technical or operational details.