

ILF GROUP ARTIFICIAL INTELLIGENCE POLICY

ILF stands for improving quality of life by ethical and responsible innovation

1. Our Commitment

- We are committed to fostering innovation in a secure, structured and technically sound working environment.
- We welcome the opportunities offered by Artificial Intelligence (AI) as a new technology, and at the same time recognize and actively manage the potential risks associated with it.
- We stay aware of changes to our business environment, remain flexible in our approach to adapt to current requirements, and value AI as an important factor for continuous improvement of our service offerings.
- Our services are always provided in full compliance with our values and established standards, independent of the technology applied. Quality and integrity of our services will not be compromised for efficiency gains.

2. Ethics

- At ILF, AI systems will be used in a responsible and ethical manner, fully in line with applicable laws and governmental regulations.
- Application of AI tools leading to discrimination or bias against employees, applicants and business partners in any selection or procurement process is forbidden and will not be tolerated.
- Sensitive information in the meaning of the EU General Data Protection Regulation will not be processed utilizing AI.

3. Reliability and Accountability

- We utilize only well-proven AI applications hosted in technically sound and centrally controlled environments, pre-selected by in-house professionals assigned to this task.
- All AI systems at ILF are administered and governed by responsible staff members, ensuring competent human control at every step of development and utilization.
- Prior to implementation, all AI developments are verified regarding reliable and safe functionality, applying defined test sequences by adequately qualified persons. Identified malfunctions will be documented and rectified in a structured manner.
- AI-generated content shall always be subject to human checks by subject-matter experts for relevance, correctness and completeness prior to any further processing. Applicable copyrights, industrial property rights and established principles of good engineering practice will always be observed.
- AI systems at ILF are subject to regular audits, to ensure compliance with defined standards, verify data quality of system output and identify potential areas of improvement.

4. Privacy and Security

- ILF undertakes every conceivable effort that all AI applications are designed and set up in a secure manner, avoiding any exposure to cyber threats or data leakages. The applicable Information and Data Security regulations are not compromised by AI applications.
- Data privacy and applicable confidentiality obligations will always be respected, independent of applied technologies.

5. Transparency and Equality

- ILF provides transparent application guidance by adequate user trainings, dedicated workflows and expert community support to ensure that capabilities, limitations and risks of applied AI systems are correctly understood, so that related applications can be used in a conscious, competent and efficient manner.
- AI applications at ILF are available to empower and engage all staff members, regardless of their backgrounds, nationality or organizational position.

6. Scope

- This policy applies to all directors, managers and employees of ILF Group companies.
- It relates to all AI-based applications used in ILF.