

## AI POLICY FOR SAMCERT AB

**Introduction** By focusing on the positive aspects of AI and its potential to improve our services and processes, we hope that this policy will encourage responsible and innovative use of AI within SamCert AB and support our customers in their AI journey. We look forward to exploring the many possibilities of AI together with our employees, consultants and customers.

**Purpose** This policy aims to promote responsible and efficient use of artificial intelligence (AI) within SamCert AB. We see AI as an opportunity to improve our services and processes, while respecting the protection of privacy and the correct handling of personal data. The policy applies to how we view AI, that we possess the necessary expertise and how we use AI in our processes, and how we communicate this to our customers and partners. As senior consultants in ISO management systems, we must be well informed and up-to-date and support our customers in their AI journey to develop their business processes.

**Target group** All employees, contracted consultants and our customers.

### Responsibility

**Management:** The CEO is responsible for setting rules and approving all use of AI systems\* within the company.

**Employees and consultants:** Everyone who uses AI-powered tools (AI systems) at SamCert AB should be aware of their responsibility to use the technology ethically and in accordance with the company's values. Users should be aware of the limitations and potential bias of AI models. All employees and consultants must identify and report potential risks and opportunities to the CEO via the email address [kma@samcert.se](mailto:kma@samcert.se). Deviations and incidents must also be reported.

**Customers:** We ask and inform our customers about how we use AI in our services and what data is collected. We respect the customer's privacy and use AI only for purposes approved by the customer.

### Transparency and integrity

**Transparency:** We will be transparent with the use of AI in our services and communicate clearly with our customers. We will emphasize the importance of all users understanding how AI affects their work and decisions.

**Security and data protection:** We will ensure that our AI systems are protected against unauthorized access and data breaches. Personal data stored or collected by AI systems shall be handled in accordance with applicable data protection laws, including the GDPR and other privacy requirements\*\*, in accordance with our [Privacy Policy](#).

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## Education and awareness

**Training:** All employees and consultants must be trained in AI literacy as well as responsible use of AI systems and their ethical aspects in accordance with the current personal training plan. We conduct continuous training to stay up-to-date on AI development and how AI technology is used responsibly and ethically, with clear guidelines.

**Awareness:** We promote awareness of AI among our employees, partners, and customers. The basic rule is that we are not allowed to use any AI systems without them being approved by SamCert AB. The request must be submitted to the CEO, after which SamCert AB evaluates and approves systems with AI. We only allow approved AI systems for use in our business in accordance with this policy and applicable procedures.

## Monitoring and follow-up

**Monitoring:** We monitor the use of AI to ensure compliance with this policy. Any deviations are reported to the CEO and investigated. If personal data is disclosed or suspected to have been released in public AI systems, it must be investigated as a personal data breach.

**Follow-up:** This policy is reviewed regularly and updated as necessary.

**Commitments** We are committed to complying with all relevant laws\*\*\* and other requirements that apply to our use of AI. Additionally, we are committed to constantly improving our quality management system to ensure that we continue to use AI responsibly and effectively.

Approved 2024-08-28

Ann-Sofie Gustafsson

CEO SamCert AB

\* AI system used by SamCert: Copilot Edge for business. SamCert's SaaS application "Lagwebben" developed by a programming provider using .NET (Microsoft) based on our requirements. The team web does not currently include AI features, but may do so in the future.

\*\* The Data Protection Act, LEK (Electronic Communications Act), the ePrivacy Directive (Privacy and Electronic Communications Directive) for our own part and are familiar with the following legal requirements on behalf of our customers, the Security Protection Act, the Camera Surveillance Act, Registry Statutes (e.g. the Patient Data Act), the NIS Directive (Directive on Security of Network and Information Systems), the Cybersecurity Act, the Data Governance Act and the Schrems II decision.

NIS2 in Sweden: The Inquiry has submitted the interim report SOU 2024:18 New rules on cyber security with proposals on how the NIS2 Directive should be implemented and proposes that the proposals should enter into force on 1 January 2025.

The AI Act (the AI Act was established by the Commission on 13 June 2024 and entered into force on 1 August 2024)

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