BUSINESS AI USE ON COMPANY LAPTOPS POLICY

COMPANY PROPERTY & INTERLECTUAL PROPERTY PROTECTION

Our Commitment

At **BioWize**, we are committed to providing premium, highly skilled, and compliant offshore talent that seamlessly integrates into our Australia and New Zealand clients' operations. We are a Labour Sending Unit (LSU) that bridges the gap between offshore demand and skilled human resources by delivering reliable, efficient, and ethical staffing solutions from Timor-Leste.

1. General

At BioWise we recognise that artificial intelligence tools and technologies are becoming an increasingly important part of how modern businesses operate, and we are committed to embracing innovation that improves the way we work. This Business AI Use Policy has been developed to provide clear and consistent guidelines for all employees using AI tools on behalf of the company, setting out how AI may be used appropriately, what is expected of employees when using these tools, and how company property, data, and intellectual property must be protected at all times. We ask that all employees approach the use of AI responsibly and with the same level of professionalism and integrity they would apply to any other aspect of their work, and in turn, the company is committed to supporting employees in using these tools effectively and confidently.

2. Purpose

This policy ensures sensitive business information is protected when using Artificial Intelligence (AI) tools on company-issued laptops. The Company has approved Microsoft Copilot (Company Microsoft Account) as the secure platform for handling sensitive business information.

3. Scope

This policy applies only to management and administration staff using company-issued laptops. It does not regulate AI use on personal devices, provided no sensitive business information is involved.

4. Approved AI Platform

Sensitive business information may only be entered into Microsoft Copilot when users are logged in with their Company Microsoft work account.

5. Restricted AI Platforms

Sensitive business information must not be entered into any non-approved AI platforms on a company laptop, including (but not limited to):

- ChatGPT
- Google Gemini
- Claude
- Perplexity

Non-sensitive or publicly available information may be used with other AI tools.

6. Sensitive Business Information Includes

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- Client or Customer information
- Work Instructions, IMS Systems and Procedures
- Employee personal information or HR-related records and documents
- Finance information (pricing, payroll, budgets)
- Contracts, information shared under legal privilege, complaints, investigations
- Confidential and/or proprietary information including reports, internal emails.
- Operational, workforce or strategic information
- IT system, security, or access-related information

If unsure, the information should be treated as sensitive by default.

7. Usage Requirements

- Confirm you are logged into Microsoft Copilot (Company account) before entering sensitive information.
- Do not enter passwords or access credentials into any AI tool.
- Review AI-generated output for accuracy and appropriateness.
- Always maintain confidentiality and professional judgement.

8. Compliance and Reporting

Failure to comply with this policy may result in disciplinary action, removal of system access, or further investigation. Any accidental entry of sensitive business information into a non-approved AI platform must be reported immediately to IT or HR.

Application of the Policy - This policy is applicable to BioWize management and employees who have been provided systems access and company laptops for use during the course of their duties.

Consultation - BioWize is committed to consultation and cooperation between management and employees. BioWize will formally educate and disseminate information that relates to full compliance with the Business AI Use on Company Laptops Policy and/or changes to the Policy which affect LSU solution requirements, services and outcomes.

Communication of the Policy - All personnel authorised under the application of the policy are to receive information about the policy as part of their employment onboarding procedures.

Review - The policy will be reviewed at least annually to capture any significant changes to the business; in the absence of changes the policy remains valid for a period of 24 months.

Aaron Langley	**Tony Armindo**
Chief Executive Officer	Chief Operating Officer

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Acknowledgement Form

I, _____ confirm that I have read and understood the purpose, scope and requirements of the Business AI Use on Company Laptops Policy. I agree to comply with the Policy without reservation.

Signature: _____ Date: _____

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