

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

The purpose of this policy is to provide clear guidance on the responsible and secure use of Artificial Intelligence (AI) tools, including but not limited to ChatGPT, Microsoft Copilot, Google Gemini, Anthropic Claude, and similar platforms. This policy aims to protect Trident's data, intellectual property, and reputation while enabling employees and contractors to safely leverage AI to enhance productivity, creativity, and innovation.

2. Scope

This policy applies to all employees, contractors, consultants, and third parties who access or use AI tools for business-related purposes on behalf of Trident (collectively referred to as "Users").

3. Definitions

- **AI Tools:** Any publicly or privately available generative artificial intelligence systems, including text, image, or code generation platforms.
- **Confidential Information:** All non-public information relating to Trident, its clients, vendors, partners, or employees, including trade secrets, financial data, business strategies, intellectual property, and personally identifiable information (PII).
- **AI-Generated Content:** Content, code, data, or recommendations generated by an AI tool in response to a User prompt.

4. Guiding Principles

- AI is a tool to assist users in working efficiently, creatively, and effectively. It should be used in approved, safe ways to support productivity and innovation.
- AI must be used without exposing Trident or client confidential information. Prompts should contain only public, generic, or non-sensitive data.
- AI can suggest or draft content, but Users remain fully responsible for the final output, which must meet Trident standards and professional judgement.
- AI-generated content should be considered a draft or suggestion. Users must verify accuracy and suitability before use.

- When appropriate, disclose AI assistance in creating drafts, summaries, or ideas.

5. Acceptable Uses

AI tools may be used to support Trident business activities in the following ways:

- Generating ideas for marketing campaigns, content outlines, project names, or process improvements.
- Drafting routine communications, summarising meeting notes, or producing first drafts of reports and presentations, subject to review.
- Gathering background information, industry trends, or topic overviews, ensuring fact-checking.
- Using AI to explain concepts, improve writing, or provide practice scenarios.
- Drafting FAQs, checklists, or templates for repeatable tasks.
- **Data Organisation:** Summarising non-sensitive information into bullet points, tables, or structured outlines.

Users are encouraged to use AI responsibly for idea generation, efficiency, and inspiration, provided outputs are verified and safe boundaries are observed.

6. Prohibited Uses

AI tools must not be used for:

- Entering, uploading, or sharing confidential or sensitive information, including intellectual property, trade secrets, or PII.
- Drafting or finalising legal, financial, medical, or compliance-related documents without qualified human review.
- Making binding business, contractual, or compliance decisions without human oversight.
- Producing or distributing harmful, discriminatory, offensive, or misleading content.
- Plagiarism, misrepresentation, or falsely claiming AI-generated work as wholly original human work where disclosure is required.
- Connecting AI tools directly to Trident systems, databases, or networks without IT and Security authorisation.

7. Data Security & Privacy

- Only Trident-approved AI tools may be used for business purposes.
- All prompts and outputs must comply with Trident's Data Protection Policy and applicable privacy laws, including UK GDPR.
- AI-generated content must not be stored in unsecured environments or shared with unauthorised third parties.

8. Compliance & Monitoring

- Trident reserves the right to monitor and audit AI usage to ensure compliance with this policy.
- Violations may result in disciplinary action, up to and including termination of employment or contract.
- Legal action may be taken in cases of breach of confidentiality, intellectual property infringement, or regulatory non-compliance.

9. Roles & Responsibilities

- **Users:** Ensure all AI use aligns with this Policy and exercise sound professional judgement.
- **Managers:** Communicate this Policy to their teams and monitor compliance.

- **IT & Security:** Approve AI tools and monitor for security risks.
- **Compliance & Legal:** Review and update this Policy to reflect changes in law, regulation, or AI technology.

10. Policy Review

This Policy will be reviewed annually or sooner if required by changes in law, technology, or business practices. Updates will be communicated to all Users.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027