

The AMG Companies LLC Artificial Intelligence (AI) Acceptable Use Policy

Effective Date:	April 21, 2026
Owner:	Legal and IT
Approval:	Approved by Legal and IT on April 21, 2026
Review Cycle:	At least Annually
Applicability:	All AMG and AMG Group Company associates, contractors, and temporary workers

1. Purpose and Scope

Artificial Intelligence (AI) is one of the most important technologies of our time, and AMG is embracing it. Tools like Claude, ChatGPT, Google Gemini, Microsoft Copilot, Perplexity AI, DeepSeek, and Grok help us work faster, think better, and deliver more for the business. This policy explains how to use AI at AMG in a way that is safe, responsible, and aligned with our values.

It applies to everyone who works at AMG and to any use of AI tools for AMG business, whether on a company device or a personal one.

Our goals are simple:

- Enable employees to benefit from AI.
- Protect AMG's confidential information, our people, and our customers.
- Give you clear, practical guidance you can actually use.

2. Approved AI Tools

You may only use AI tools that AMG has approved. The current list is maintained in **Appendix 1** and is updated periodically as we evaluate new tools.

Today, AMG's primary approved AI tool is Claude (Anthropic Enterprise), available through your AMG credentials.

If you want to use an AI tool that is not on the list:

- Submit a request to the IT Department.
- Do not use the tool for AMG work until IT approves it.
- Free or personal-tier versions of approved tools (for example, a personal Claude or ChatGPT account) are NOT approved. Always use the AMG enterprise version.

3. Permitted Uses

We want you to use AI. Approved tools can help with a wide range of everyday work, including:

- **Drafting and editing:** emails, memos, presentations, reports, meeting notes.

- **Summarizing:** long documents, transcripts, research, or email threads.
- **Brainstorming:** ideas, outlines, project plans, and approaches to problems.
- **Research and learning:** explaining concepts, comparing options, getting up to speed on a new topic.
- **Analysis support:** reviewing data you are permitted to share with the tool, spotting patterns, drafting frameworks.
- **Contract review and analysis:** summarizing, extracting terms from, and comparing third-party contracts (see Section 4A).
- **Coding assistance:** for technical teams, writing, reviewing, and debugging code consistent with IT's secure development guidelines.
- **Translation and accessibility:** translating content or simplifying language for different audiences.

If a use case would clearly help your work and is not prohibited below, it is likely fine. When in doubt, ask your manager or Legal.

4. Prohibited Uses and Data Restrictions

Some information must never be entered into any AI tool, even an approved one. Do **NOT** upload, paste, or share the following:

- **Core Trade Secrets (never upload).** Do not upload, paste, or share the following with any AI tool, including approved enterprise tools:
 - Information formally designated by AMG as a trade secret.
 - Any information listed on AMG's Trade Secret Register (maintained by Legal; see Appendix 2).
- If the Trade Secret Register has not yet been established or does not list any items, this restriction applies to any information that AMG has formally designated in writing as a trade secret.
- **Employee personal data,** including names tied to HR records, compensation, performance, health, benefits, background checks, or similar information.
- **Information about possible M&A transactions,** including targets, valuations, deal terms, and the identities of parties involved.
 - **Exception: Diligence materials.** You may use approved enterprise AI tools to review, summarize, and extract information from documents obtained through a due diligence process (for example, target company contracts, corporate records, regulatory filings, organizational documents, IP schedules, and similar materials), provided that **all** of the following conditions are met:

- **No transaction context.** Do not include any information in your prompts that would identify the transaction, the parties, the deal structure, the valuation, or the strategic rationale. Upload the diligence document on its own, without framing it in the context of a potential acquisition, investment, or merger.
- **Scrub deal identifiers before uploading.** If a diligence document contains cover pages, watermarks, headers, footers, or metadata identifying the transaction or data room, remove or redact those elements before uploading.
- **No deal-room aggregation.** Do not use AI to aggregate, cross-reference, or synthesize findings across multiple diligence documents in a way that would reveal the scope, nature, or status of a transaction.
- **Clean team and AEO restrictions still apply.** If any diligence material is subject to a clean team protocol, outside-counsel-only designation, or "Attorneys' Eyes Only" restriction, it may not be uploaded to any AI tool regardless of this exception.
- **Antitrust-sensitive materials require Legal approval.** Competitively sensitive information obtained through diligence (pricing, customer lists, forward-looking business plans, competitive strategy) may only be uploaded with prior Legal approval, consistent with any applicable antitrust protocols.
- **Legal oversight.** Use of AI for diligence materials is permitted only under the direction of the Legal team or outside counsel managing the transaction.

When in doubt, ask the deal lead or Legal before uploading any diligence material.

- **Highly confidential company information,** including board materials, unreleased financials, and litigation strategy.
- **Third-party confidential information that cannot be upload by the terms of the applicable agreement.** Do not upload third-party confidential information into any AI tool if the applicable confidentiality agreement prohibits disclosure to service providers or AI tools. When in doubt, check with Legal.
- **Regulated data** (for example, personal data subject to GDPR, CCPA, or HIPAA) unless IT and Legal have specifically approved the use case.

You also may not use AI tools to:

- Violate any AMG policy, including the Employee Handbook or Information Security Policy.
- Circumvent IT controls, security reviews, or approval processes.

- Make final decisions about hiring, firing, promotion, discipline, credit, or other matters affecting people's rights without appropriate human review.
- Generate content that is unlawful, harassing, deceptive, or intended to mislead customers, regulators, or colleagues.

If you are unsure whether information is safe to share with an AI tool, treat it as confidential and ask first.

4A. Using AI for Contract Review and Analysis

Analyzing contracts, NDAs, and other third-party documents is one of the most valuable uses of AI at AMG. You may use approved enterprise AI tools (see Appendix 1) to summarize, extract terms from, compare, or review third-party contracts, subject to the following:

- **Use the enterprise tool only.** Never paste third-party contracts into a personal or free-tier AI account.
- **Check for AI-specific restrictions.** Before uploading, skim the confidentiality clause. If the contract specifically prohibits disclosure to AI tools, automated processing, or service providers, do not upload it. Escalate to Legal.
- **Heightened-sensitivity contracts require Legal review before AI use.** These include:
 - Contracts marked "Attorneys' Eyes Only" or with similar restricted-access designations.
 - M&A, financing, or strategic transaction documents.
 - Contracts involving regulated data (health, financial, children's data).
 - Contracts with government entities or that contain classified or export-controlled information.
 - Clean-team or antitrust-sensitive materials.
 - Brand License Agreements
- **Redact when practical.** If you only need AI help with specific provisions, paste just those provisions rather than the full agreement.
- **Treat outputs as confidential.** AI summaries and extractions inherit the confidentiality of the source document. Store and share them accordingly.

5. Content Guidelines

When you prompt an AI tool or use its output, apply the same judgment as you would to any other work product:

- **Keep it professional.** Prompts and outputs should match the tone you would use in a work email.

- **No discriminatory or harassing content.** Do not ask AI tools to generate content that targets, stereotypes, or demeans people based on race, sex, religion, national origin, age, disability, sexual orientation, gender identity, or any other protected characteristic.
- **Respect third-party IP.** Do not paste in large portions of copyrighted material you do not have rights to, and do not ask AI to reproduce copyrighted works, trademarks, or proprietary code.
- **No deception.** Do not use AI to impersonate real people, fabricate quotes, create deepfakes, or produce misleading content.
- **Disclose when appropriate.** If you are sharing AI-generated content externally in a context where the reader would reasonably expect it to be human-authored (for example, a published article), consider whether disclosure is appropriate. Follow any customer or regulatory requirements about AI disclosure.
- **Don't use AI to generate binding legal, financial, medical, or tax advice** to be delivered to others without appropriate professional review.

6. Accuracy and Verification

AI tools can be wrong. They can "hallucinate" facts, citations, names, numbers, and quotes that look convincing but are not real.

Before you rely on or share AI output:

- **Read it carefully.** Do not copy and paste without reviewing.
- **Verify facts, figures, names, dates, quotes, and citations** against a trustworthy source.
- **Check the logic.** If the output makes a claim that matters, make sure it holds up.
- **Take ownership.** You are responsible for any work product you send, whether or not AI helped create it. "The AI said so" is not an acceptable explanation.

The higher the stakes, the more careful your review should be.

7. Compliance Requirements

When using AI tools, you must follow:

- All AMG IT guidelines, including the Information Security Policy,.
- All other AMG policies, including the Employee Handbook, Privacy Policy, and Confidentiality obligations.
- Applicable laws and regulations, including those governing privacy, intellectual property, employment, consumer protection, and your industry.
- The terms of service of the approved AI tool you are using.

- Industry-standard practices for responsible enterprise AI use.

If any of these sources conflict, apply the stricter requirement and contact Legal or IT.

8. Additional Best Practices

A few more practical guidelines to help you get the most out of AI at AMG:

- **Start with the enterprise tool.** The AMG enterprise version of Claude is configured so that your prompts and outputs are not used to train public models. Personal accounts do not offer the same protections.
- **Use AI as a collaborator, not a replacement.** AI is best as a first draft, a brainstorming partner, or a second set of eyes. Your judgment is what makes the final product good.
- **Be mindful of bias.** AI outputs can reflect bias in their training data. Review outputs for fairness, especially when the content touches people, hiring, or customers.
- **Keep a record when it matters.** For significant decisions, save the prompt and output alongside your work so others can understand how you got there.
- **Report problems.** If an AI tool produces something inappropriate, leaks information it should not have, or behaves unexpectedly, report it to IT and Legal promptly.
- **Ask questions.** If you are unsure whether a use is permitted, ask your manager, IT, or Legal before proceeding. We would much rather answer a question than fix a problem.

Questions and Contacts

AI technology is developing rapidly, and the way we use it at AMG will continue to evolve. We expect to revisit and update this policy regularly to keep pace with new tools, new capabilities, and new risks as they emerge. No policy can anticipate every scenario, and this one is no exception.

In the meantime, if you have questions about a specific use case, talk to your manager and reach out to Legal or IT. We are here to help you use AI effectively and responsibly, and we welcome your questions.

- **Tool access and technical issues:** IT Help Desk
- **Policy questions and data sensitivity:** Legal
- **Reporting a concern:** IT or Legal

Policy Review

This policy will be reviewed at least annually and updated as AI technology and AMG's use of it evolves. Material updates will be communicated company wide.

Appendix 1: Approved AI Tools

Tool	Provider	Approved Uses	Notes
Claude (Enterprise)	Anthropic	General-purpose drafting, summarization, research, brainstorming, contract review, coding assistance	Access via AMG SSO. Enterprise terms; inputs not used for model training.
GC AI	GC AI	Legal Department approved use only	Legal Department approved use only

This appendix is maintained by IT and updated as new tools are approved. Check the intranet for the current version.

Appendix 2: Trade Secret Register

AMG's Trade Secret Register identifies information formally designated as core trade secrets under this policy. The register is maintained by Legal and reviewed annually.

The Trade Secret Register is currently under development. Until it is published, the Core Trade Secret restriction applies only to information that AMG has formally designated in writing as a trade secret. If you believe certain information should be on the register, contact Legal.