



AI POLICY

MYTY



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1. Introduction

The development and use of AI systems and applications have positive aspects that are of great interest to the MYTY Group. We would like every agency and employee in the MYTY Group to be actively aware of the potential and opportunities presented by AI. We encourage the use of AI and the discovery of the possibilities AI offers for providing innovative solutions and increasing efficiency. At the same time, it is important to be aware of the potential concerns and risks that can be posed by handling, applying and trying out AI. Our guidelines are therefore also intended to raise awareness and provide guidance on how to handle such challenges responsibly.

These guidelines set out the principles for the use of artificial intelligence (AI) within the MYTY Group.

All the AI systems and applications used within the MYTY Group should be clearly identified and documented. This includes AI-supported software, chatbots, predictive analysis systems, automation tools etc. Employees should be informed about these systems, their purpose and how they function. When using AI, employees should comply with guidelines that ensure that no confidential or protected information is passed on to an AI system, that AI is used respectfully and professionally and that all applicable laws and regulations are adhered to.

2. Scope of applicability

These guidelines apply to all branches of the MYTY Group, their subsidiaries and their respective service providers.

The guidelines apply personally to all employees at the offices stated in clause 2,



including insofar as they carry out their jobs outside of the branches. Employees in this respect are all persons working for the MYTY Group and its subsidiaries.

In practical terms, the guidelines apply to all the AI systems and applications used within the MYTY Group.

3. Absolute usage prohibitions

The use of any AI systems and applications is prohibited if these

- a) contravene the ethical principles of the offices stated in clause 2
- b) exclusively serve the purpose of making personal evaluations about a subject (especially work performance, physical and mental resilience, people's cognitive or emotional abilities, compiling predictions about the delinquency of individual persons or groups of persons)
- c) are for illegitimate purposes..

4. Usage principles

The use of AI systems and applications shall be exclusively for business purposes in accordance with the following guidelines.

The use of any AI systems and applications must be documented for the respective procedure. This applies in particular if the results are intended to serve as the basis for business decisions.

Respecting final decision about the use of AI systems and applications is the responsibility of all employees.



The respective company is responsible for compliance with the legal regulations and contractual obligations towards the provider when using AI systems and applications. If the AI systems and applications are to be linked with internal systems, there must be an approval process in each case.

If an account is required for the use of an AI system or application, this must be made available exclusively by the IT officer after previous approval by the management of the respective company and only through the access data provided.

5. Input restrictions

If it cannot be verifiably ensured that the entered data and information are not being used for training the respective AI systems and applications, inputting the following should be avoided:

- a) personal data, Art. 4 No. 1 GDPR, especially as defined by Art. 9 GDPR
- b) corporate and business secrets
- c) information that could be classified as confidential in the interest of the MYTY Group or due to a contract
- d) information or data that is to be treated as confidential on the basis of a law
- e) if applicable, information and details relevant to security
- f) works that may be subject to copyright.

Paragraph f) also applies in case there are own rights in favour of the usage rights of the MYTY Group and its subsidiaries.

Paragraphs b), e) and f) apply accordingly with regard to third-party rights.



Input should be avoided that allows the results to draw conclusions about a natural person.

6. Usage restrictions for the results

- a) The results must always be checked by an employee in accordance with clause 2. (principle of human verification). The check should include, in particular, the criteria of currency, reliability, freedom from discrimination, objectivity, misdirection and accuracy. If even just one criterion is not fulfilled, the result should not be used or else undergo prior human correction.
- b) Despite compliance with clause 3., the results could affect third-party rights. Therefore, this must also be checked and in case of doubt, the result should not be used.
- c) The results should also be checked as to whether they contain personal data. This must be erased before further use.
- d) Even if there is no usage restriction according to a) and b), there should be no unrevised further third-party use of the results.

7. Labelling

Even for use of the results according to clause 4. labelling may be necessary to indicate that the work result was achieved using AI systems and applications. This applies in particular if the AI systems and applications used apply a so-called digital watermark to their results.

Attention must be paid as applicable to transparency obligations pertaining to the use of AI.



8. Training obligation

Every employee as defined by clause 2. must make use of the training regularly offered by the MYTY Group and its subsidiaries.

9. Sanctions

These guidelines are part of the work contract and therefore contraventions can represent a breach of contractual duties and be sanctioned accordingly.

10. Service providers

Service providers of the MYTY Group and its subsidiaries must issue guidelines that essentially correspond to these guidelines.