

ARTIFICIAL INTELLIGENCE GUIDELINES

Keppel has developed a set of 10 Commandments for Safe AI Exploration to manage the use and implementation of AI across individuals as well as projects. Our commitment to these guidelines ensures data privacy, accountability, ethics, and cybersecurity, while also addressing potential biases associated with AI use and development. The guidelines were created through consultation among Keppel's Cybersecurity, Risk & Compliance, Data, and Information Technology teams, and draw on external AI policies and governance frameworks such as Singapore's Model AI Governance Framework and the European Union's AI Act.

We have committed to these guidelines by making it part of our annual mandatory compliance training and declaration exercise for all employees. We have also developed extended training materials comprising case studies and rationale for these guidelines and made it a mandatory curriculum for any individual or team who would be utilizing or developing AI tools in the course of their work.

Keppel 10 Commandments for Safe AI Exploration:

Conform and comply

1. We shall use AI in compliance with prevailing laws, regulations, standards & policies.
2. We shall use only Keppel-approved AI tools for our work in Keppel.
3. We shall proactively safeguard data privacy and protect the cybersecurity of systems in the use and/or development of AI.
4. We shall not infringe on third-party rights.

Perform and seek best practice

5. We shall use AI transparently and appropriately by acknowledging the use of AI in content generation, and using AI with proper justifications.
6. We shall maintain proper documentation in our use of AI tools to ensure transparency in the use and/or development of AI.
7. We shall use AI responsibly by maintaining human oversight, judgment, accountability and control when operating AI, including authentication of AI-generated content.
8. We shall uphold fairness by actively identifying, mitigating and avoiding AI biases.

Transform ways of working and culture

9. We shall, as individuals, actively upskill ourselves with AI knowledge and literacy.
10. Each of us shall actively foster a collaborative AI environment within Keppel and call out any deviations from the 10 commandments as outlined here.



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