

MEMORANDUM

To: All Alternergy Officers, Employees, Contractors, and Project Partners

From: The Executive Committee
Alternergy Holdings Corporation

Through:

Atty. Ina Arriola
General Counsel and Compliance Officer

Date: October 7, 2025

Subject: ***IMMEDIATE PROHIBITION on AI Meeting Recording, Transcription,
Reporting Tools, and Auto-Join Calendar Integrations***

1. Purpose

To mitigate data privacy and security risks across Alternergy operations, this memorandum **prohibits** the use of unapproved AI tools that record, transcribe, summarize, or report on meetings, and the linking of such tools to company or personal calendars that automatically join meetings.

2. Policy

Effective immediately, the following are **strictly prohibited** on any Alternergy device, account, network, or workflow:

- 2.1. Use of AI or bot services that record, transcribe, summarize, analyze, or generate reports of meetings or calls (e.g., Otter.ai, Read.ai, and similar tools).
- 2.2. Linking or authorizing any AI bot or service to calendars so that it automatically joins or observes meetings.
- 2.3. Uploading or syncing any meeting audio, video, chat logs, participant lists, or notes from Alternergy meetings to external AI platforms.
- 2.4. Granting access to external AI applications that connect to Alternergy calendars, address books, or conferencing tools.

3. Rationale

These tools pose serious risks of data leakage, unauthorized recording, and uncontrolled distribution of confidential information, exposing the Company to regulatory, contractual, and reputational liabilities.

4. Scope

- 4.1. This policy applies to **ALL** Alternergy personnel regardless of employment status, including permanent, probationary, project-based, contractual, and consultancy arrangements.
- 4.2. All personnel are likewise **required to cascade** this directive to project partners, including contractors, consultants, suppliers, and service providers engaged in Alternergy projects, and to ensure that their teams and representatives comply immediately.

5. Exceptions

Any legitimate need for recording or transcription must use Company-approved tools and secured storage, with documented consent and written approval from management and IT Security. Submit exception requests to the email addresses provided in Section 9 below, with justification, data handling measures, and retention period. ***No tool may be used until formal written approval is granted.***

6. Implementation

- 6.1. IT will disable known AI meeting bots and remove unauthorized calendar integrations.
- 6.2. Managers must ensure team and partner compliance.
- 6.3. Employees must review connected apps and revoke unapproved access immediately.

7. Non-Compliance

Violations of this directive, or failure to ensure compliance within one's project teams or partner organizations, may result in disciplinary action under Company policy, without prejudice to legal remedies.

8. Support and Assistance

Employees or project partners who need help identifying or removing unauthorized AI tools, reviewing calendar integrations, or checking connected applications may contact the IT Department through it-support@alternergy.com, which is available to assist in ensuring full compliance with this policy and safeguarding Company data.

9. Reporting

Report suspected violations or data exposure to ina.arriola@alternergy.com or kimberly.pagdilao@alternergy.com, and it-support@alternergy.com immediately.

10. Effectivity

This Memorandum takes effect upon issuance. Full compliance is required immediately.