

AI Governance Policy

Version: 1.0

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Approved By: Chief AI Ethics and Compliance Officer (CAIECO)**

1. Purpose

This policy defines Orbitel.ai's governance framework for responsible development, deployment, and management of Artificial Intelligence (AI) systems.

It ensures that AI technologies are safe, ethical, explainable, and compliant with applicable laws and ethical guidelines.

2. Scope

Applies to all:

- AI models, algorithms, and voice-processing systems developed or deployed by Orbitel.
- Datasets used for training, testing, and validation of AI systems.
- Employees, partners, and vendors involved in AI design, data labeling, or deployment.

3. Governance and Responsibilities

- **Chief AI Ethics and Compliance Officer (CAIECO):** Oversees AI governance framework and compliance with ethical standards.
- **AI Ethics Committee:** Reviews new model deployments, bias assessments, and AI impact statements.
- **Engineering and Data Science Teams:** Implement responsible AI principles in design and training.

4. Policy Principles

a. Fairness and Non-Discrimination

- AI models must be designed to treat all individuals and groups equitably.
- Regular fairness audits identify and mitigate bias in training datasets.

b. Transparency and Explainability

- Orbitel provides clear documentation describing how AI models work and what data they use.
- Explainability features are built into AI outputs where feasible, allowing customers to understand key decision factors.

c. Accountability and Oversight

- Each AI project must designate a responsible owner accountable for compliance and ethical deployment.
- AI use cases undergo risk classification and approval before production rollout.

d. Security and Privacy by Design

- AI systems are developed with embedded data protection, encryption, and access control mechanisms.
- Personal data used in AI training is anonymized, pseudonymized, or consent-based.

e. Human-in-the-Loop (HITL)

- Human review and intervention mechanisms exist for critical decisions impacting users or customers.

f. Compliance and Regulatory Alignment

Orbitel adheres to emerging frameworks such as the **EU AI Act**, **OECD AI Principles**, and **NITI Aayog's Responsible AI Guidelines (India)**.

5. Monitoring and Audit

AI models are reviewed bi-annually for accuracy, bias, performance drift, and compliance with ethical standards.

Orbitel maintains internal documentation of AI datasets, training parameters, and performance evaluations.

6. Public Transparency

Orbitel publishes information about AI ethics, governance frameworks, and audit summaries on its website to promote accountability and customer trust.