

# Responsible AI and AI Transparency Policy

Fellowship Intelligence LLC | Last Updated: May 2026

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## 1. Purpose

Fellowship Intelligence LLC ("Fellowship Intelligence," "we," "us," or "our") provides governance frameworks, decision- support systems, diagnostics, and advisory services that may incorporate artificial intelligence technologies. This Responsible AI and AI Transparency Policy explains how Fellowship Intelligence approaches the responsible design, deployment, and use of artificial intelligence systems within our services. The purpose of this policy is to promote transparency, accountability, and responsible AI use in alignment with our governance-first operating philosophy.

## 2. Scope

This policy applies to artificial intelligence technologies used within Fellowship Intelligence software platforms, internal analytical tools and processes, diagnostic programs and assessments, AI-enabled decision-support systems, and custom systems designed or implemented through Fellowship Intelligence.

## 3. AI as Decision-Support Infrastructure

Fellowship Intelligence uses artificial intelligence primarily as analytical and decision-support infrastructure. AI systems within our services are designed to assist with information organization and structuring, pattern recognition across data and analytical inputs, analytical synthesis of information streams, scenario exploration and option mapping, and structured reasoning support.

AI systems do not replace human judgment. All final decisions remain the responsibility of the user or client organization. Fellowship Intelligence does not represent AI outputs as authoritative conclusions or as a substitute for qualified human analysis.

## 4. Human Oversight

Human oversight is a foundational requirement of Fellowship Intelligence services. AI-generated outputs should be reviewed and evaluated by qualified individuals before being relied upon for operational, strategic, or policy decisions. Fellowship Intelligence does not delegate organizational decision-making authority to automated systems.

## 5. Transparency in AI Use

When Fellowship Intelligence services incorporate AI technologies, those systems may be used to analyze user- provided information, generate structured outputs, assist in organizing or summarizing information, and support analytical reasoning processes.

Fellowship Intelligence will indicate when AI-assisted tools or systems are material components of a delivered service. Outputs generated with AI assistance may contain errors, omissions, or incomplete reasoning and should be treated as analytical inputs subject to qualified human review before any operational or strategic reliance.

## **6. Third-Party AI Providers**

Fellowship Intelligence uses third-party artificial intelligence systems in the development of advisory work product and in internal operations. The following discloses the AI providers currently in use, the scope of their use, and the data protection arrangements in place.

### **Service-Adjacent AI Providers**

The following providers are used to develop, draft, and refine advisory work product. Client personal data is subject to the restrictions described for each provider.

Anthropic, PBC, Claude AI models, accessed via the Anthropic Commercial API.

Used for internal advisory work, governance framework development, document drafting, and content generation. A Data Processing Agreement with Anthropic has not yet been executed. Client personal data is not processed through Anthropic systems under the current operating model. This restriction is enforced through FI's internal AI governance policies and will be updated upon DPA execution.

### **Privacy policy: [anthropic.com/legal/privacy](https://anthropic.com/legal/privacy)**

OpenAI, LLC, GPT models, accessed via the OpenAI API and ChatGPT business account.

Used for supplementary analytical and content generation tasks. A Data Processing Agreement is in effect with OpenAI (executed May 4, 2026). Consumer ChatGPT (personal or free tier) is not used for FI business purposes.

### **Privacy policy: [openai.com/policies/privacy-policy](https://openai.com/policies/privacy-policy)**

Google LLC, Workspace AI features (Gemini), standalone Gemini, and NotebookLM.

Accessed via Fellowship Intelligence's Google Workspace Business Plus account. All three products, Gemini embedded in Workspace applications, Gemini via [gemini.google.com](https://gemini.google.com), and NotebookLM, are accessed through Workspace account credentials and are governed by the Google Workspace Business Plus Data Processing Agreement.

### **Privacy policy: [workspace.google.com/terms/dpa\\_terms.html](https://workspace.google.com/terms/dpa_terms.html)**

Wispr Flow (Wispr, Inc.), AI voice dictation, accessed via enterprise account.

Wispr Flow processes audio input to generate text transcriptions and is used by Fellowship Intelligence for internal dictation of drafts, communications, and operational notes. Because Wispr Flow operates as a real-time voice input layer, audio transmitted through it may incidentally include client-adjacent content depending on what is being dictated at the time of use, including references to client organizations,

engagement context, or work product in progress.

Wispr Flow is configured under an enterprise account with data controls that prohibit training on Fellowship Intelligence audio data. A formal Data Processing Agreement with Wispr has not yet been executed. Until a DPA is in place, FI internal policy restricts dictation to non-client-identifying content. The specific approved uses, prohibited inputs, and operating restrictions are defined in the FI AI Tool-Specific Policies.

## **Privacy information: wispr.ai**

### **Internal Operations AI Tools**

Fellowship Intelligence uses additional AI tools for internal content creation, research, and operations. These tools include AI-assisted video and audio production tools, research synthesis tools, and design platforms. These tools are governed by FI's internal AI Tool-Specific Policies. Voice dictation (Wispr Flow) is disclosed separately above as a conditional processor due to its potential to incidentally transmit client-adjacent audio content.

Client personal data does not enter the internal operations AI tools listed in this section. The data boundary for voice dictation is governed by the Wispr Flow entry above and the restrictions defined in the FI AI Tool-Specific Policies.

### **Limited Control Over Third-Party Systems**

Fellowship Intelligence does not control the underlying design, training data, or operational characteristics of third-party AI systems. The disclosure of a provider above does not constitute an endorsement of that provider's data practices for all use cases. Clients operating in sensitive or regulated environments should review relevant third-party provider policies before submitting information through services that incorporate third-party AI.

## **7. Data Use and AI Systems**

Fellowship Intelligence does not use client confidential information submitted through its services to train proprietary AI models owned or operated by Fellowship Intelligence. Where services require processing of user-submitted information by third-party AI systems, information handling is governed by the applicable third-party provider's terms and any data processing agreement in effect.

Clients should not submit information through AI-enabled services that exceeds the sensitivity level appropriate to the service context and the data handling commitments of the applicable provider.

## **8. Responsible Use Expectations**

Users of Fellowship Intelligence services are expected to use AI-enabled tools responsibly and in compliance with the Fellowship Intelligence Acceptable Use Policy. AI systems must not be used to produce deceptive or fraudulent content, impersonate individuals or organizations, conduct harassment or unsolicited communications, facilitate unlawful surveillance, or develop malicious software.

## **9. Limitations of AI Systems**

AI results are probabilistic, not certain. AI systems are constrained by training data that may be incomplete or outdated. AI systems may lack situational context required for high-stakes decisions. Outputs may contain factual errors or omissions requiring human correction. Fellowship Intelligence makes no warranty that AI-assisted outputs are complete, accurate, or appropriate for any specific use case.

## **10. Continuous Evaluation**

Fellowship Intelligence continually evaluates how artificial intelligence technologies are incorporated into its services and will adjust practices as technology capabilities, governance standards, and regulatory expectations evolve. This includes maintaining and updating the list of third-party AI providers as our technology stack changes.

## **11. Policy Updates**

Fellowship Intelligence may update this policy periodically, including to reflect changes to the list of third-party AI providers. Updated versions will be posted on the Fellowship Intelligence website with a revised "Last Updated" date.

## **12. Contact**

Questions regarding this policy may be directed to:

[contact@fellowshipintelligence.com](mailto:contact@fellowshipintelligence.com) [www.fellowshipintelligence.com](http://www.fellowshipintelligence.com)

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