



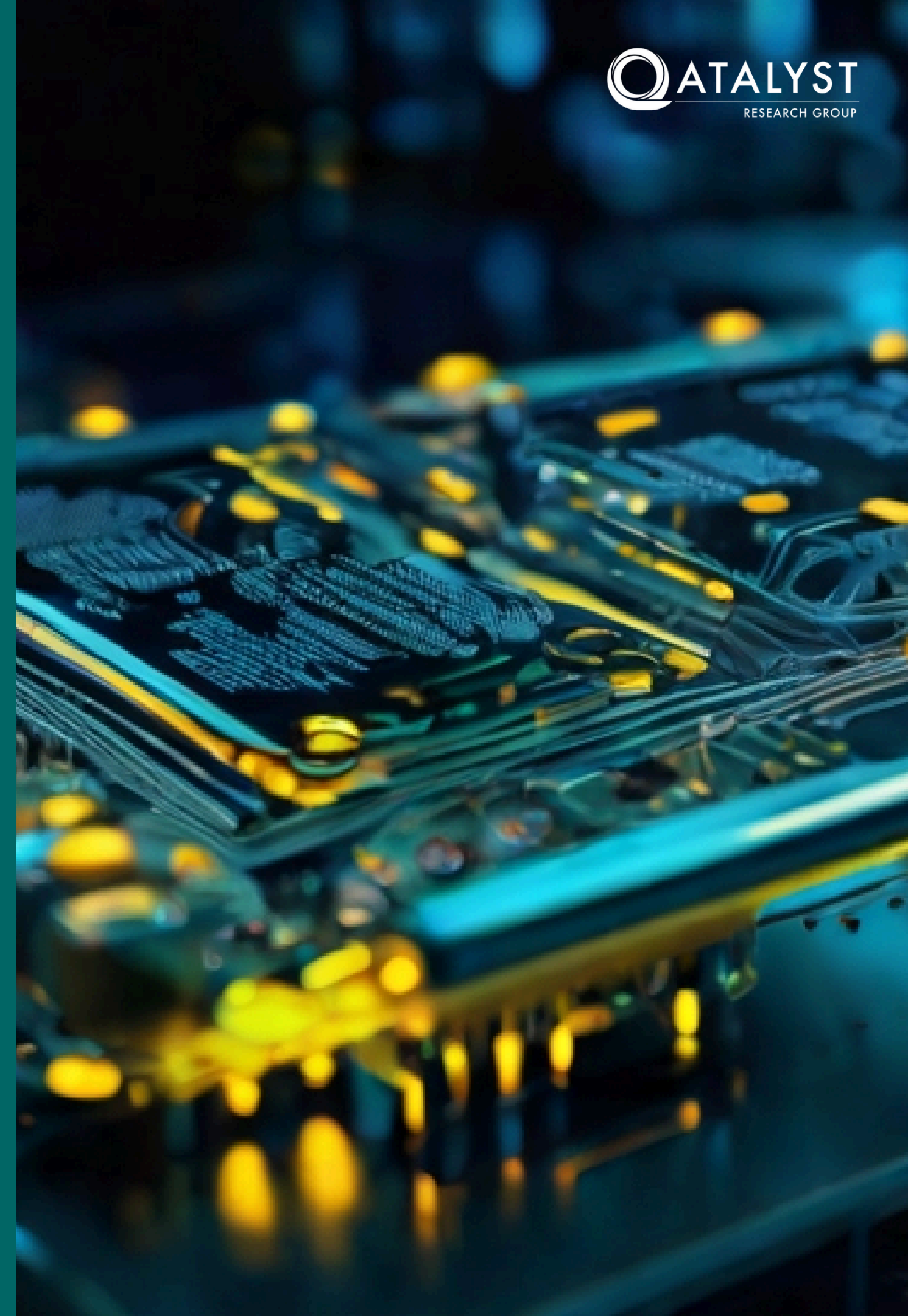
Artificial Intelligence Tools Use Policy

Last Updated: July 2025

QATALYST AI POLICY

The future is here – technology is evolving rapidly, and we must adapt.

To effectively leverage these new tools, we must be clear-eyed about the capabilities, limitations and appropriate use in our business processes. This document outlines the guiding principles and lessons Qatalyst has learned over the past two years of testing, developing, and integrating large language models (LLMs) into our consulting practice.



WHEN AND HOW TO USE AI TOOLS

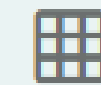
Qatalyst has developed privacy-protected AI tools that use secure APIs (Application Programming Interface) to integrate with large language models (LLMs) and align with our business processes and workflows.

Our AI tools support us in:

- Searching for and identifying relevant RFPs that match our area of expertise
- Summarizing RFP requirements
- Setting the proposal structure
- Analyzing large volumes of qualitative information by first coding, then running data through AI
- Summarizing relevant literature and identifying key findings and perspectives
- Editing, formatting, and proofreading our written work to improve clarity and help us take into consideration a wider range of potential arguments and explanations, and model a broader range of potential solutions.

These tools augment, but do not replace, our professional judgment. We rely on AI to improve how we communicate—not what we think. Final insights, conclusions, and decisions always come from our team.

AI Tools



Project Tools



Proposal Generator



Chatbot



Feedback

PRIVACY, CONFIDENTIALITY AND DATA SECURITY

We have strict rules for data input:

We at Qatalyst understand the importance of data security and confidentiality. We have facility clearance, and most of our staff hold security clearances and certifications in data privacy and protection. The security of the data we are entrusted with is our top priority. All AI interactions must occur within Qatalyst's secure AI Platform, which ensures that no data is stored or used to train external models. We:

- Never input personal, identifiable, or sensitive client information into any AI tools.
- Always anonymize and clean data before uploading for analysis.
- Never use AI tools for quantitative analysis (e.g. financial data, administrative data, client data, etc).

These practices align with our broader information management policies and our ethical commitment to client confidentiality.



TRANSPARENCY, ACCOUNTABILITY AND VERIFICATION

We are accountable for any insights presented to our clients, whether drafted manually or with the support of AI tools. Qatalyst stands by the content we create.

We uphold the highest standards of critical thinking and quality assurance:

- All AI-generated content must be verified by a team member and peer reviewed
- Claims, citations, and interpretations must be cross-checked against reliable sources
- Use AI outputs as a first draft or idea generator—not a final product
- In all cases, human judgment and review are paramount
- Acknowledge when AI was used (*some parts of this policy were conceptualized with the help of AI by asking what else we should think about when using AI in our business to ensure quality, validity, and data privacy)



AI AS A SUPPORT TOOL, NOT A REPLACEMENT

AI tools are just that—tools. While powerful, they lack context, intent, and the ability to reason. At Qatalyst, we've rigorously tested these tools against our proprietary data. The results are impressive, but the tools remain dependent on our input, oversight, and expertise.

We make meaning. We contextualize. We draw connections.

AI supports our work but never replaces our thinking, analysis, or professional responsibility.



OUR VALUE LIES IN HUMAN INSIGHT AND INTERPRETATION OF DATA

Our clients rely on us for more than just information—they rely on our judgment, integrity, and contextual understanding. AI does not create meaning; only we can connect data to the needs, concerns and challenges our clients and communities face.

We continue to challenge assumptions, ask critical questions, and engage in peer review. Our credibility is more important than ever.