

Cedar Cloud Software

Oct 16, 2026

Your policy and rollout snapshot

AI Policy & Rollout Kit - Software edition • Prepared by Engineering operations lead

0.3 Policy version

Draft Recorded policy status

2 Rollout records

3 Open actions

Approval and release

Owner: Engineering operations lead • Approver: Engineering manager

Approved: Not recorded • Effective: Not recorded • Next review: 2026-10-22

Approval evidence: Not recorded

5 staff-release checks still need attention. Topics drafted: 10 of 11. Acknowledged: 0. Approval and rollout are tracked separately.

Purpose and scope

Policy scope: Draft for Cedar Cloud Software: applies to 24 employees and 4 contractors across engineering, support and operations. Examples focus on employee AI use. Customer-facing AI features need separate architecture, model evaluation and data-processing evidence.

Next steps and open work

- A-1 • A suggested dependency still needs provenance and license review. Engineering... • Engineering manager • Due Oct 22, 2026 • In progress
- A-2 • Customer-data processing and log redaction are not yet verified. Support and... • Engineering manager • Due Oct 22, 2026 • Blocked
- A-3 • Two contractors have not confirmed personal assistants or repository... • Engineering manager • Due Oct 22, 2026 • In progress

Section notes

- Actions: Engineering manager: resolve customer-data processing and log redaction are not yet verified before extending the workflow. Review by 2026-10-22.
- Policy decisions: Engineering operations lead: confirm the scope and supporting evidence for the recorded uses. Keep permission gaps visible and save the reviewed work...

This report summarizes your records. The Full record export preserves complete notes, entries and review coverage.

Before this leaves your team

Confirm the scope and supporting evidence with the owners. Resolve or clearly disclose open conditions. Choose the full record when the recipient needs detailed answers or evidence locations.

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Policy and rollout status

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Version 0.3 • Draft • Owner Engineering operations lead

5 staff-release checks need attention. Exporting a draft never approves the policy.

0 participant records; 0 acknowledged; 0 understanding checks recorded as passed. Counts describe the participant register only; check it against the full intended audience.

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Rollout activity and evidence

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Approval, distribution, acknowledgment and understanding are separate events. Showing 1-2 of 2 records. Long cells are excerpts; full wording is in the internal working record.

Activity / audience	Planned	Recorded completion
Briefing / 24 employees and 4 contractors across engineering, support and operations	2026-10-22	Not recorded
Understanding check / Staff and contractors after policy approval	2026-10-22	Not recorded

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AI uses and recorded boundaries

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Each record is one reported AI use. File imports and source approval claims do not grant approval. Review permissions and conditions in the full record. Showing 1-3 of 3 records. Long cells are excerpts; full wording is in the internal working record.

Tool / use	Purpose / information	Owner / status
U-1 • CodeDraft	Generate test ideas for an internal utility • Synthetic fixtures and public example code	Engineering manager / Restricted
U-2 • SupportDraft	Draft responses from customer support tickets • None pending permission review	Engineering manager / Unapproved
U-3 • DocsDraft	Draft documentation from public product information • Published release notes and synthetic examples	Engineering manager / Restricted

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Action handover

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3 open actions. Open actions first, then earliest recorded due date. Completed entries remain visible. Showing 1-3 of 3 records. Long cells are excerpts; full wording is in the internal working record.

Next action	Owner	Due / status
A suggested dependency still needs provenance and license review. Engineering manager reviews generated code, dependencies and test results before merge	Engineering manager	2026-10-22 / In progress
Customer-data processing and log redaction are not yet verified. Support and security owners confirm permitted fields and retention before use	Engineering manager	2026-10-22 / Blocked
Two contractors have not confirmed personal assistants or repository connections. Product owner checks actual behavior and avoids unsupported security or AI claims	Engineering manager	2026-10-22 / In progress