

Fernhill Wholesale

Oct 16, 2026

Your policy and rollout snapshot

AI Policy & Rollout Kit • Prepared by Fictional Operations manager

1.0 Policy version

Approved Recorded policy status

6 Rollout records

4 Open actions

Approval and release

Owner: Operations manager • Approver: Operations director

Approved: 2026-10-02 • Effective: 2026-10-05 • Next review: 2027-01-05

Approval evidence: C-E4 simulated approval minute

0 staff-release checks still need attention. Topics drafted: 11 of 11. Acknowledged: 19. Approval and rollout are tracked separately.

Purpose and scope

Policy scope: This policy applies to all 18 employees and 3 temporary warehouse staff doing Fernhill Wholesale work, including built-in AI features, meeting assistants and connected agents. Personal use unrelated to Fernhill work is outside scope.

Next steps and open work

- PA2 • Decide the exception after terms, data and customer checks • Operations director • Due Oct 23, 2026 • Blocked
- PA3 • Obtain the remaining two temporary staff acknowledgments • Warehouse supervisor • Due Oct 21, 2026 • In progress
- PA4 • Coach two quiz respondents and retest • Operations manager • Due Oct 22, 2026 • Planned

Section notes

- Evidence: Five fictional exhibits support this scenario. No actual policy approval has occurred.
- Actions: Warehouse supervisor: two acknowledgments by October 21. Operations manager: two retests by October 22. Operations director: decide EX2 after the...
- Rollout records: Rollout remains incomplete: two acknowledgments missing; two assessed employees need coaching. The operations manager and the warehouse supervisor...

Showing 3 of 4 open actions. Showing 3 of 10 section notes. 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.

Fernhill Wholesale

Oct 16, 2026

Policy and rollout status

AI Policy & Rollout Kit • Prepared by Fictional Operations manager

Version 1.0 • Approved • Owner Operations manager

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

21 participant records; 19 acknowledged; 17 understanding checks recorded as passed. Counts describe the participant register only; check it against the full intended audience.

Fernhill Wholesale
Oct 16, 2026

Rollout activity and evidence

AI Policy & Rollout Kit • Prepared by Fictional Operations manager

Approval, distribution, acknowledgment and understanding are separate events. Showing 1-5 of 6 records. Long cells are excerpts; full wording is in the internal working record.

Activity / audience	Planned	Recorded completion
Distribution / All 21 staff	2026-10-05	2026-10-05 • C-E5 distribution log
Briefing / 18 employees	2026-10-05	2026-10-05 • C-E5 briefing attendance
Acknowledgment / 21 staff	2026-10-05	Not recorded
Understanding check / 19 acknowledged participants	2026-10-05	Not recorded
Briefing / 3 temporary staff	2026-10-21	Not recorded

Fernhill Wholesale
Oct 16, 2026

Rollout activity and evidence - continued

AI Policy & Rollout Kit · Prepared by Fictional Operations manager

Approval, distribution, acknowledgment and understanding are separate events. Showing 6-6 of 6 records. Long cells are excerpts; full wording is in the internal working record.

Activity / audience	Planned	Recorded completion
Follow-up review / Operations and team leads	2026-11-05	Not recorded

Fernhill Wholesale
Oct 16, 2026

AI uses and recorded boundaries

AI Policy & Rollout Kit • Prepared by Fictional Operations manager

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 1-4 of 4 records. Long cells are excerpts; full wording is in the internal working record.

Tool / use	Purpose / information	Owner / status
P-U1 • DraftDesk	Text drafting with a person checking it • Public and Fernhill-owned nonconfidential information only	Operations manager / Approved
P-U2 • MeetingNote	Internal meeting notes • Internal meeting audio without customers, after participant notice	Customer service lead / Restricted
P-U3 • PixelForge	Catalog photo cleanup • Fernhill’s own product photos only	Sales and marketing lead / Restricted
P-U4 • TenderAgent	Prepare tender responses • Unreleased customer pricing and tender documents were disclosed as current use	Sales manager / Unknown

Fernhill Wholesale
Oct 16, 2026

Action handover

AI Policy & Rollout Kit · Prepared by Fictional Operations manager

4 open actions. Open actions first, then earliest recorded due date. Completed entries remain visible. Showing 1-5 of 5 records. Long cells are excerpts; full wording is in the internal working record.

Next action	Owner	Due / status
Obtain the remaining two temporary staff acknowledgments	Warehouse supervisor	2026-10-21 / In progress
Coach two quiz respondents and retest	Operations manager	2026-10-22 / Planned
Decide the exception after terms, data and customer checks	Operations director	2026-10-23 / Blocked
Review actual practice 30 days after release	Operations manager	2026-11-05 / Planned
Approve policy text and record decision	Operations director	2026-10-02 / Completed