

Checked against

Every fact in this kit, where it came from, and when it was read. Everything else is a template rule your organisation chooses.

WHAT	WHERE IN THE KIT	SOURCE	READ
Article 4 of the EU AI Act as replaced in 2026 (AI literacy), and the Commission's duty to publish practical examples	Policy, section Training and the training record; training record	Regulation (EU) 2026/1744 of 8 July 2026, Article 1, point (5), and Article 4 (in force on the third day after publication in the Official Journal of 24 Jul 2026). eur-lex.europa.eu/eli/reg/2026/1744/oj/eng	16 Oct 2026
Whether the practical examples are out yet; "no need for a certificate" and "an internal record of trainings"	Training record	European Commission, AI Act Service Desk, Resources page; AI literacy questions and answers (updated 27 Jul 2026). ai-act-service-desk.ec.europa.eu/en/resources and digital-strategy.ec.europa.eu/en/faqs/ai-literacy-questions-answers	16 Oct 2026
Deep fakes and published text on matters of public interest, from 2 Aug 2026	Policy, section When we say AI made it	Regulation (EU) 2024/1689, Articles 3(60), 50(4) and 113. eur-lex.europa.eu/eli/reg/2024/1689/oj/eng	16 Oct 2026
Hiring and staff decisions as high-risk, from 2 Dec 2027; deployer duties; the ban on inferring emotions at work since 2 Feb 2025	Caution page	Regulation (EU) 2024/1689, Annex III point 4, Articles 5(1)(f), 6(3), 26 and 113; Regulation (EU) 2026/1744, Article 1, point (40)	16 Oct 2026
Illinois: AI with a discriminatory effect, zip codes as a proxy, and notice, since 1 Jan 2026	Caution page	Illinois Public Act 103-0804 (HB3773), amending 775 ILCS 5/2-102. ilga.gov/Legislation/publicacts/view/103-0804	16 Oct 2026
"Many rely on AI output without evaluating accuracy (66%)"	Deck, slide 2	University of Melbourne media release, and KPMG, Trust, attitudes and use of artificial intelligence: a global study 2025 (more than 48,000 people, 47 countries, Nov 2024 to Jan 2025). Both pages give the figure.	16 Oct 2026
Likely is not the same as true; quotes and links can be invented; "are you sure?" is not a check; give it the source	Policy, section The checking rule; staff guide; deck	OpenAI, "Why language models hallucinate" (5 Sep 2025), Anthropic's help pages "Reduce hallucinations" and "Prompting best practices", and two published studies of "are you sure?" challenges (Sharma and others; Laban and others)	4 Oct 2026
Prompt injection; give agents only the access they need; ask before it sends, pays or deletes; these steps cut the risk, they do not end it	Policy, section Security and accounts; staff guide	UK NCSC, "Prompt injection is not SQL injection (it may be worse)" (8 Dec 2025), OWASP, "LLM01:2025 Prompt Injection", and NCSC, "Managing the cyber risk of agentic AI" (20 Aug 2026)	3 Oct 2026
When an AI says its work passed a check, ask what was checked	Policy, section The checking rule	Bastounis, Circelli and Hansen, preprint, not peer reviewed (arXiv 2610.08144, 6 Oct 2026)	14 Oct 2026
Claude, ChatGPT and Gemini: settings, models, which for what, connectors and MCP	File 13	The vendors' own pages, as of Oct 2026: support.claude.com , help.openai.com , support.google.com/gemini , modelcontextprotocol.io	16 Oct 2026

The laws and the Commission's pages were read on their official sites on 16 Oct 2026. Laws and guidance change: check the current text before you rely on it. Not legal advice. Vendor settings appear only in file 13, as of Oct 2026.

Left out on purpose: other laws (the kit names only the texts it read), any assistant other than Claude, ChatGPT and Gemini, and any claim about what a vendor does with your data.

Your rules are set. Here is what comes next.

These rules are the first 30 days of a wider rollout. If you want help with the next steps, I can work on them with you.

NEXT IN THE LINE

01

The AI Rollout Plan

30-60-90 days, for leaders: these rules are its first 30 days, then a pilot, then scale, fix or stop.

02

Workshop in a Box: Check What AI Writes

A 60 minute session your team lead runs. Log it in the training record.

03

The Team Pack

Every kit in the line in one free download, run as a 90 day programme.

WORK WITH ME

AI implementation. I can put the register, the agents and the checks in place with your team.

Leadership briefing. 90 minutes with your leadership team.

All five offers. Leadership briefing, Executive coaching, Team workshop, Workflow automation and AI implementation: neosaipien.com/services/

FREE: THE FIELD GUIDE

Level 6, Advanced and by role, covers team rules. neosaipien.com/learn/

BOOK A CALL

neosaipien.com / samson@neosaipien.com

THE WORDS THIS KIT SHARES WITH THE REST OF THE LINE

Three habits	Brief it. Check it. Keep it safe.
Four levels	1 Read, 2 Draft, 3 Ask first, 4 Alone. Up one level after five clean runs; down at once after a surprise.
Three questions	Can it be undone easily? Does it leave the team? Does it read outside content?
Five checks	The job, The facts, The steps, The changes, The sign-off.
Two rules	"Ask first" is set in the tool, not typed in the brief. Outside words, no power.

FREE LICENCE

Free from Neosaipien under the free licence, Version 2, in LICENCE.txt. Use these files as much as you like. Fill them in, change them to fit your team and hand your changed versions to people inside your own organisation, team, class or group, as long as they keep the credit and the date and say they were changed. Share unchanged copies with anyone, free. Do not sell them, and do not publish a changed version outside your own group.