

# What the AI does and does not do

A one-page summary for managers and compliance officers. It describes the default setup Hireframe deploys on the Geta.Team platform.

## What the AI does

- Reads emails and attachments you route to it (PDF, Excel, Word, images), in Hebrew, English, French and other languages.
- Extracts, consolidates and checks data against your templates and rules.
- Drafts documents: reports, summaries, reminders, letters, transfer instructions.
- Tracks deadlines and document expiry dates and prepares reminders.
- Works in web portals through a browser extension, under your account and visible to you.
- Keeps a memory of clients and past exchanges to stay consistent.
- Logs every action it takes, with date and detail.

## What the AI does not do

- Gives investment, tax or legal advice.
- Takes investment decisions or places orders.
- Sends anything to a client, bank or supplier without your approval, unless you explicitly set a rule allowing it.
- Moves money or signs on your behalf.
- Uses your data to train public AI models.
- Shares data between clients: each workspace runs on its own dedicated server.

## Controls you keep

- Approval rules: you decide which outputs need a human click (default: all outgoing messages).
- Access: the AI only sees the mailboxes, folders and portals you connect.
- Audit trail: full activity history, exportable for your compliance file.
- Hosting: Europe (Germany, France) or United States; on-premise possible.
- AI models: your own keys (Claude, OpenAI or others), under your provider contract.
- Stop at any time: disconnect a tool or pause an AI employee in one click.

## Regulatory note

For licensed firms: the manager remains responsible for understanding the technology used and for every decision. This document can be attached to your internal procedures. Hireframe provides a walkthrough of your setup during onboarding.