

Artificial Intelligence (AI) Usage Policy

This policy sets out the Company's requirements for the safe, responsible, and transparent use of Artificial Intelligence (AI) tools and technologies in the workplace. It is intended to protect confidential information, ensure regulatory compliance, maintain quality standards, and safeguard the Company's reputation.

Scope

This policy applies to all employees, workers, contractors, consultants, and any other individuals engaged by the Company who use AI tools in connection with Company business.

Examples of AI tools include, but are not limited to, ChatGPT, Microsoft Copilot, Google Gemini, Claude, and any other AI-powered software, applications, or services.

General Principles

AI may be used to support business activities where its use is appropriate and authorised. However:

- Employees remain fully responsible for all work produced using AI.
 - AI-generated content must not be relied upon without appropriate review and verification.
 - AI must not be used in any manner that breaches Company policies, confidentiality obligations, legal requirements, or professional standards.
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Mandatory Disclosure of AI Use

Employees must always disclose when AI has been used in the completion of any work-related task.

Where AI has been used, employees must record:

- The AI tool used.
- The date of use.
- The specific prompt, instruction, or question provided to the AI system.
- A summary of how the AI output was used within the final work product.
- Any amendments made by the employee to the AI-generated output.

Managers may request copies of prompts, conversations, outputs, and records relating to AI usage at any time.

Failure to disclose the use of AI may be treated as a disciplinary matter.

Confidentiality and Data Protection

Under no circumstances may employees input into any AI system:

- Confidential Company information.
- Client or customer information.
- Personal data.
- Financial information.
- Commercially sensitive information.
- Intellectual property belonging to the Company or third parties.

Unless the AI platform has been expressly approved by the Company and the disclosure is authorised for that specific purpose.

Employees must comply with all data protection, confidentiality, cyber security, and information governance requirements when using AI.

External Communications

No communication to any third party may be generated, sent, published, or distributed using AI without prior authorisation.

This includes, but is not limited to:

- Emails to customers, clients, suppliers, regulators, or external stakeholders.
- Reports or documents intended for external circulation.
- Marketing materials.
- Public statements.
- Social media content.
- Contractual or legal communications.

Any proposed use of AI in external communications must receive approval from the relevant manager or designated approver before the communication is issued.

Accuracy and Review Requirements

All AI-generated content must be reviewed by the employee before use.

Employees must:

- Verify facts and figures.

- Check accuracy and completeness.
- Ensure compliance with Company standards and legal requirements.
- Correct any errors, omissions, or misleading information.

The employee remains accountable for the final output regardless of any AI assistance used.

Approval for AI Tools

Only AI tools approved by the Company may be used for Company business.

The use of unapproved AI applications, browser extensions, websites, or services is prohibited unless written approval has been obtained from management.

Monitoring and Audit

The Company reserves the right to:

- Monitor AI usage.
 - Require disclosure of AI-generated work.
 - Audit prompts, outputs, and records relating to AI use.
 - Restrict or withdraw access to AI tools where necessary.
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Employee Acknowledgement

All employees are required to read, understand, and comply with this policy. Employees must seek guidance from their manager before using AI where there is any uncertainty regarding its appropriateness or compliance with this policy.

Key Principle: AI may assist employees in their work, but responsibility, accountability, and decision-making always remain with the employee and the Company.