# AI WORKPLACE POLICY

## Policy statement

The Company is committed to fostering a productive and responsible workplace environment, which includes embracing technological advancements where appropriate while respecting legal and ethical considerations and data security. We recognise that generative AI has the potential to increase efficiency in the workplace, improve decision making and drive innovation. We also recognise that with these benefits come potential risks, including data protection breaches, copyright issues, the protection of confidential information, ethical considerations and compliance with wider legal obligations.  The aim of this policy outlines the appropriate use of Generative Artificial Intelligence (AI) within the workplace to address these risks to help ensure responsible use of this technology.

## Application of this policy

The policy does not form part of your contract of employment and the Company reserves the right to amend it at any time.
This policy applies to anyone working for the Company. This includes employees, workers, volunteers, interns and apprentices and third parties, such as contractors and  freelancers.

## What is generative AI?

Generative AI (artificial intelligence) refers to the use of AI or chatbots to engage in conversations with users to create new text, images and other media in response to user instructions ('prompts').  It does this by drawing on extensive data from the internet.

## Acceptable use

The Company encourages employees to use generative AI for work activities responsibly, primarily for enhancing productivity and creativity in their respective roles. Employees should use Generative AI tools provided or approved by the company.

Examples of the types of tasks that AI-tools may be used for at work include:

- brainstorming ideas;
- conducting basic research;
- drafting marketing content;
- Dictation and transcribing;
- language translation; and/or
- proofreading.

All other purposes must be authorised in advance in writing by the board of trustees.

If you use output from an AI-tool in any work-related activity, you must tell your managerand obtain their written authorisation. In addition, you must comply with the rules of use set out in this policy and in the Company's IT policy.

If you are unsure about using a generative AI for work-based tasks, you should speak to your manager for further advice.

## Prohibited use

Due to the higher risk to the Company and others of using generative AI for these activities, you are strictly prohibited from using generative AI to:

- carry out any task that has legal and/or financial consequences for the Company or third parties, such as for drafting contractual documents or correspondence, or other legal documents;
- make decisions regarding employees, such as carrying out any part of a grievance and/or disciplinary procedure, or in task allocation or performance management, or for any other decisions in relation to employees or when recruiting staff;
- carry out any task that requires you to input the Company's confidential information and/or personal data of employees, clients, customers or other third parties.

## Data Privacy and Confidentiality

You must adhere to the Company's data protection and confidentiality policies and data protection privacy notices when using generative AI. In particular, when using generative AI do not input confidential content that belongs to, or relates, to the Company. This includes, but is not limited to inputting and/or sharing:

- details of the Company's clients, customers, suppliers, agents, partners, employees or shareholders;.
- information relating to the security of any of the Company's premises or its computer, telephone and communications systems;
- any information relating to the trading position, business, products, services, affairs and finances of the Company that is not already in the public domain;
- customer lists, technical information and know-how comprising trade secrets and information that you are told is confidential, or can be reasonably be expected to be confidential and any other information that is provided to you, by the Company in confidence.

To avoid any data protection breach, you are prohibited from sharing individuals' personal data with any generative AI tool.

Personal data is any information that relates to a living individual who can be identified from that information.

## Copyright

You must ensure compliance with copyright and intellectual property laws as far as possible when using AI to generate content.  Whilst the law in the area of AI and copyright is still developing, data provided by generative AI may inadvertently include copyrighted works or someone's intellectual property. To reduce the risk of copyright infringement, you are prohibited from copying, reproducing and/or distributing entire or substantial parts of output from generative AI tool in work-related output.

## Transparency

When communicating or publishing AI-generated content, you must clearly indicate that it was created using AI.

## Bias

Generative AI is prone to bias due to the data it is trained on, such that output from these tools may lead to bias against certain groups of people.
For this reason, if you are using output from any of these tools in your work, you must review it to remove any bias so far as possible and to ensure it complies with the Company's policies at all times.  You are required to report any bias issues to your manager.

## Accuracy and Quality Control

AI-generated content may not always be error-free. You should verify any generated content, prior to relying on it, using more credible sources and ensure that you review and edit content generated by AI as required to ensure its accuracy and quality before sharing it.

## Monitoring

The Company may monitor the use of generative AI to ensure compliance with this policy and other relevant Company policies. The Company reserves the right to monitor all content (including but not limited to any prompts, or outputs) on any generative AI application used for work purposes, or during working hours where unauthorised personal non-work-related use is excessive. This will only be carried out to the extent permitted by law, in order for us to comply with a legal obligation or for our legitimate business purposes, including, without limitation, in order to:

- prevent misuse of the content and protect our confidential information (and the confidential information of our customers, clients and suppliers);
- ensure compliance with our rules, procedures and policies in force from time to time (including this policy);

- ensure there is no unauthorised use of the Company's time, for example to check that an employee has not been using generative AI tools for personal non-work-related use during working hours;
- ensure that the Company's workforce does not use our facilities or systems for any unlawful purposes or activities that may damage our business or reputation;
- comply with legislation and Company policies for the protection of copyright and other intellectual property rights in the output.

## Enforcement and disciplinary action

A breach of this policy may amount to a disciplinary offence.  If you are an employee, depending on the seriousness of the offence, it may amount to potential gross misconduct and could result in your summary dismissal. For staff who are not employees, depending on the seriousness of the offence, it could result in the termination of your contract with the Company.

You are required to co-operate with any Company investigation into a potential or actual breach of this policy by permitting access by the Company to the generative AI tool you have used, including by disclosing your password to the Company for this purpose.

## Reporting Concerns

Employees who suspect violations of this policy or have concerns about the ethical use of generative AI should report them to their manager.