



Use of AI Policy

1. Overview

- This policy outlines the use of artificial intelligence by Jessanol.
- Those working within Jessanol are expected to apply our core values when accessing, interpreting, and acting on AI-generated outputs.
- We are all responsible for our own work and for ensuring that AI use aligns with our mission, values, and behavioural expectations.

2. Responsible Use

- AI should only be used as a tool to aid judgment, not replace it.
- All workers are expected to use their expertise, judgment and empathy when using AI tools.
- We all have a duty to guard against inherent biases when using AI.

3. Transparency

- We expect all workers to be transparent about their use of AI.
- Explaining where AI has been used, where it has been tested, and with what data inputs and how outputs are validated.
- This enables us to make the best possible decisions and continue building our expertise and confidence in the use of AI tools.

4. Fairness and Bias

- We are committed as an organisation to mitigate the risk of bias in datasets or AI algorithms.
- Workers are expected to review and evaluate their models regularly to minimise the risk of discrimination.

5. Data Protection

- Refer to our existing policies regarding data use and protection. These policies remain in place when using personal AI tools.

- Workers must treat all data with the same level of security and care and should not place confidential organisational data into open-source tools.
- In addition, workers must ensure they do not pass ownership of proprietary data to organisations that own the AI tools.
- Take all due precautions when agreeing to external terms and conditions to avoid inadvertently transferring ownership.

6. Management

- Our managers play a critical role in ensuring the responsible use of AI tools within the organisation.
- We expect managers to encourage and discuss with their teams how to improve their productivity and performance through use.
- Managers should continue to give coaching and guidance as appropriate.

7. Improper Use

- Where a worker's action contravenes this policy, this will be managed through our existing performance and conduct policies.

8. Ongoing Iteration

- The use of AI is evolving rapidly; therefore, this policy will be reviewed and updated regularly.
- All workers are encouraged to maintain their skills and capabilities in the use of AI by staying up to date on advancements, sharing good practices, experimenting and scaling responsibly, and participating in learning exercises.

9. Security, Monitoring and Audit

- Jessanol is committed to operating safely and securely.
- We will measure usage, sample activity, and audit the use of AI in line with existing data security practices.

10. Raising Concerns

- When workers become concerned that AI is being used improperly, is driving inequity or bad judgment, or is being used with ill intent, they should speak up.
- Workers can raise concerns in the same way as for other issues – directly with the relevant line manager, through grievance or whistleblowing procedures.

11. Conclusion

- This policy outlines the expectations for our workers regarding the use of AI.
- These guidelines and principles will ensure that we use AI to work more effectively and productively.
- They also ensure that we maintain high-quality judgment, creating a culture where we use AI tools to support high-quality professional expertise.