

Artificial Intelligence Policy

Purpose and Scope

This policy establishes mandatory requirements for the responsible, secure, and ethical use of Artificial Intelligence (AI) within Wood and outlines expectations for all employees, software developers, and those involved in creating AI solutions. Our goal is to leverage AI effectively while upholding data security, intellectual property rights, and adhering to ethical and regulatory standards.

This Policy applies to all AI use by John Wood Group PLC (JWG PLC), its subsidiaries, and joint ventures and consortia under the day-to-day management and control of JWG PLC or any of its subsidiaries ("Wood").

Applicability – Mandatory

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1.0 Wood Artificial Intelligence Use Cases

This policy defines major Artificial Intelligence use cases for Wood along with defined rules of permitted use. These use cases will be reviewed periodically, and new use cases added when required.

1.1 Individual Wood Users

Individual Wood Users means employees of Wood who wish to consume Artificial Intelligence services as part of their daily work activities. This may include the following usage scenarios:

- Generating ideas.
- Getting answers to questions.
- Creating or summarising content.

1.2 Wood Enterprise Consumption

Wood Enterprise Consumption means how Wood may use Artificial Intelligence internally to drive efficiencies. This may include the following usage:

- Subject Matter Expertise Chatbots.
- Internal data analysis (e.g. enhancing decision making or automating routine tasks).
- Client or contract document creation and processing.

1.3 Wood Technologists

Wood Technologists means individuals who design, develop, and implement Artificial Intelligence solutions including Software Developers, AI Engineers, and Data Scientists. This may include the following usage:

- Using AI to generate or troubleshoot code to be used in Wood software products.
- Building Artificial Intelligence solutions, including models, into Wood software products.

2.0 Artificial Intelligence Usage Considerations

The use of generative artificial intelligence (generative AI) is transforming the way we work. Informed and responsible use of generative AI has the potential to increase efficiency in the workplace, improve decision making and foster innovation but can introduce potential risks. This policy considers the following risks associated with use of AI:

Risks	Description
Data Security	The risk that Wood, client, or personal confidential or sensitive data is shared with unauthorised Artificial Intelligence services without explicit authorisation.
Intellectual Property	AI systems may utilise third party owned Intellectual Property which introduces a potential Infringement Risk. Use of AI systems to create Wood Intellectual Property can also mean that legal protection for such Intellectual Property is not available. This means that critical thought must be applied to all inputs to and outputs from authorised AI applications; they must always be fact and sense checked before being relied upon for business purposes and reviewed to ensure content is appropriate and does not introduce unacceptable risk.
Hallucination	AI system outputs which appear believable but are in fact highly inaccurate or fabricated.
Bias	AI system outputs which contain biased results (e.g. societal, ethnic, or gender biases).
Regulation	AI regulation remains in its infancy and may be subject to rapid change as governing bodies respond to the changing technology landscape meaning companies could be non-compliant with newly introduced regulations.

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3.0 Authorised Artificial Intelligence

The Authorised Artificial Intelligence service for general use inside Wood is Microsoft Copilot built into the Microsoft Edge Browser. This has been verified, validated, and certified for general use inside Wood and must be used in alignment with the Usage Principles below.

Any other Artificial Intelligence services are considered unauthorised and must not be used without approval.

4.0 Artificial Intelligence Usage Principles

The following principles must be adhered to by Wood Individual Users and for Wood Enterprise Consumption Use:

DO:

- Only use Artificial Intelligence services that have been authorised for use inside Wood in an informed and responsible manner.
- Validate the output from Artificial Intelligence services is accurate, appropriate, not biased, not a violation of a third party's Intellectual Property or privacy and is consistent with Wood policies.
- Use authorised Artificial Intelligence services in compliance with applicable laws and all regulations. This includes, but is not limited to, all relevant data privacy laws.

DO NOT:

- Do not use Artificial Intelligence tools and services which are unauthorised by Wood.
- Do not upload Wood data to Artificial Intelligence tools and services which are unauthorised by Wood.
- Do not upload client data into Artificial Intelligence services without contractual authority to do so.
- Do not use the output from Artificial Intelligence services:
 - without performing a fact and sense check to ensure the content is correct, appropriate, and free from biases.
 - to make decisions related to personnel.
 - for the provision of client services without agreeing appropriate contractual terms for the use of client data, ownership of Intellectual Property assets created, and for any warranties given.

5.0 Technologists Specific Principles

Supplementary principles for the Wood Technologists Use Case are covered in the Secure Software Development Standard.

6.0 References and Supporting Documents

This policy supplements and must be read in conjunction with the following documents. Usage of AI must always be in alignment with these documents:

Document Number	Description
GIT-POL-110007	IT Acceptable Use Policy
GIT-POL-110018	Cloud Services Policy
COP-PLD-100007	Data Protection Policy
COP-PLD-100008	Code of Conduct
GIT-STD-110008	Secure Software Development Standards

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7.0 Abbreviations and Definitions

Term	Description
Artificial Intelligence (AI)	Artificial Intelligence systems provide a human like interaction, using the context of information provided or previous conversations, to provide answers across many knowledge domains.
Generative AI	This refers to a type of Artificial Intelligence which can be used to create new content (for example, text, code, images, videos, or music) (referred to as the output).
Intellectual Property	Intangible assets that are capable of being legally protected and exploited for revenue. These include various forms of content normally considered products of the mind, such as literary works, designs, brands and inventions. Diverse types of inventions and creations can be protected. Such intellectual output and its protection are known as Intellectual Property. Their legal protection varies depending on the jurisdiction in which they are created and in which they are used. The most commonly used IPR at Wood includes Trade Secrets, Copyrights, Patents, Trade Marks (also known as Trade Names or Service Marks), Moral Rights, Design Rights and Database Rights .

8.0 Revision History

Rev	Date	Summary of Changes
0	4-Mar-2024	Issued for use

9.0 Author/Checker/Owner

Author	Checker	Owner
Andrew Thom, VP Security Risk & Compliance	Sarah MacRury, SVP Legal	Ron Beckman, Chief Information Officer