**KOORLINY KAATTIJIN PTY LTD** **Artificial Intelligence Use Policy**

|  |
| --- |
| Document Control:   * Policy Number: AI-2023-04 * Effective Date: [Insert Date] * Next Review Date: [Insert Date] * Approval Authority: Board of Directors, Koorliny Kaattijin Pty Ltd |

**Purpose**: The purpose of this policy is to establish principles and guidelines for the ethical and responsible use of Artificial Intelligence (AI) within Koorliny Kaattijin Pty Ltd. This policy ensures that the company’s AI initiatives align with our commitment to innovation, ethical standards, and legal compliance, whilst also enhancing human and environmental well-being.

**Scope**: This policy applies to all employees, contractors, and any other party involved in the design, development, implementation, and operational use of AI technologies under the purview of Koorliny Kaattijin Pty Ltd.

**Policy Statement**: Koorliny Kaattijin Pty Ltd will ensure that AI technologies are applied in a manner that respects human-centered values, advances the social and environmental well-being of our community, maintains individual privacy and data security, and is consistent with Australian national values and abidance to Australian AI Ethics Principles.

Principles:

1. Generate Net Benefits:
   * AI initiatives shall be designed to contribute positively to the well-being of both individuals and society as a whole, ensuring that benefits are distributed as widely as possible across the community.
2. Regulate Compliance:
   * Ensure compliance with all applicable laws and regulations, maintaining high ethical standards and incorporating principles of fairness, privacy, reliability, and safety in all AI-related procedures.
3. Promote Human, Social, and Environmental Well-being:
   * Prioritize and assess the potential impacts of AI technology on human health, rights, and societal interests, as well as the environment, with the aim to enhance quality of life and ecological sustainability.
4. Uphold Human-Centered Values:
   * AI will be developed and used respecting human rights, diversity, and the autonomy of individuals, ensuring that human values remain paramount.
5. Ensure Privacy Protection and Security:
   * Stringently protect personal and sensitive information, ensuring robust security measures are in place to safeguard against unauthorized access, loss, or misuse of data.
6. Maintain Reliability and Safety:
   * Commit to the reliability of AI systems, prioritizing the safety and functionality through rigorous testing and ongoing monitoring to avoid unintended consequences.
7. Enable Transparency and Explainability:
   * Maintain transparency in AI operations, offering clear, understandable explanations for decisions made by AI systems as required.
8. Contestability:
   * Provide mechanisms for recourse and response if an individual or group is adversely affected by an AI system, ensuring the contestability of decisions.
9. Accountability:
   * Ensure clear accountability for the outcomes derived from AI systems, ascribing responsibility for the effects on individuals, society, and the environment to appropriate entities within the organization.

**Implementation:** All current and future AI projects within Koorliny Kaattijin Pty Ltd shall be reviewed in accordance with these principles. Project leaders must conduct an AI Ethics Impact Assessment to align with this policy, and compliance must be documented and reviewed on a bi-annual basis.

**Training and Communication:** Koorliny Kaattijin Pty Ltd is committed to educating and informing all relevant personnel about the ethical use of AI according to this policy. Ongoing training shall be provided to ensure the principles of AI ethics are deeply embedded in our corporate culture.

**Policy Review and Update:** This policy shall be reviewed at a minimum on a bi-annual basis or more frequently as necessary to align with technological advancements, societal expectations, and regulatory changes. The Board of Directors reserves the right to amend this policy at any time.

**Acknowledgement of Country:** Koorliny Kaattijin Pty Ltd acknowledges that we operate on Aboriginal land and we pay our respects to the traditional owners and custodians of this land. We honor their ongoing cultural and spiritual connections to this country. We aim to respect cultural heritage, customs, and beliefs of all Indigenous people.