

Artificial Intelligence Policy

At Ready Group Pty Ltd, we recognise the transformative potential of Artificial Intelligence (AI), for example ChatGPT and CoPilot, in enhancing our business operations, driving innovation, and providing better services to our clients. This policy outlines the guidelines for the ethical and responsible use of AI by employees within our organisation.

Ready Group requires that employees do not use personal AI resources for company related content. The preferred AI resource for all employees is CoPilot.

CoPilot can be accessed by web browser, via the windows app, or Microsoft 365 app and then signing into your Microsoft account.

2. Purpose

The purpose of this policy is to:

- Ensure the ethical use of AI technologies
- Protect the privacy and rights of individuals.
- Maintain transparency in AI-related activities.
- Promote a culture of accountability and responsibility.

3. Scope

This policy applies to all employees, contractors, and partners of Ready Group Pty Ltd who engage with AI technologies or systems within the scope of their work.

4. Guiding Principles

- **Ethical Use:** AI technologies must be used in a manner that is ethical and respects human rights and dignity.
- **Transparency:** Employees must ensure transparency in AI processes and decision-making. AI systems should be explainable and understandable.
- **Privacy and Security:** The use of AI must comply with all relevant privacy laws and regulations, including the Australian Privacy Principles (APPs). Data security must be a priority to prevent unauthorised access or misuse. When using AI – for example ChatGPT, it is important to not use identifying or personal information about Ready Group, our employees, clients and suppliers.

- **Accountability:** Employees are responsible for the outcomes of AI systems they design, deploy, or operate. Any biases or errors must be promptly addressed.
- **Compliance:** AI usage must adhere to all applicable laws, regulations, and industry standards

5. Responsibilities

- **Management:** Ensure the implementation of this policy and provide necessary resources and training.
- **All Employees:** Use AI systems responsibly and report any concerns or potential breaches of this policy to the management.

6. Data Management

- **Data Collection:** Ensure that data collected for AI purposes is relevant, accurate, and obtained lawfully.
- **Data Usage:** Use data solely for the purposes for which it was collected and ensure it is handled in compliance with privacy laws.
- **Data Storage:** Store data securely to protect against unauthorised access, loss, or corruption.
- **Data Sharing:** Share data with third parties only when necessary and with appropriate safeguards in place.

7. AI System Development and Deployment

- **Design:** Incorporate ethical considerations, fairness, and transparency from the design phase.
- **Testing:** Conduct thorough testing to identify and mitigate biases, errors, or unintended consequences.
- **Monitoring:** Continuously monitor AI systems for performance, fairness, and compliance with ethical standards.

8. Training and Awareness

Provide regular training to employees on AI ethics, privacy, security, and compliance. Promote awareness of the potential impacts and responsibilities associated with AI technologies.

9. Reporting and Accountability

- **Incident Reporting:** Employees must report any incidents or concerns related to AI systems to their Manager or the designated compliance officer.
- **Investigation:** All reports will be investigated promptly, and appropriate action will be taken to address any issues.
- **Accountability:** Employees found in violation of this policy may face disciplinary action, up to and including termination of employment.

10. Review and Update

This policy will be reviewed regularly and updated as necessary to reflect changes in laws, regulations, and advancements in AI technology.

11. Contact Information

For questions or concerns regarding this policy, please contact the People and Compliance Manager at Ready Group Pty Ltd.

Document Control

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Signed: KB

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