



Adam Smith
International

Adam Smith International

Artificial Intelligence Policy

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Who does this policy apply to	All Adam Smith International workers

Definitions

Term	Definition
Artificial Intelligence (AI)	<p>Artificial Intelligence is intelligence demonstrated by machines as opposed to the intelligence displayed by humans, or non-humans such as animals.</p> <p>AI is a set of technologies that enable computers to perform a variety of advanced functions, including the ability to see, understand and translate spoken or written language, analyse data, make recommendations, and more.</p> <p>AI is a machine's ability to perform the cognitive functions we associate with human minds, such as perceiving, reasoning, learning, interacting with an environment, problem solving, and even exercising creativity.</p>
ChatGPT	Is an artificial intelligence chatbot developed by OpenAI. It is a natural language processing tool driven by AI technology allowing for human-like conversations and much more.
May	This term is used to state an optional requirement of this policy.
Services, Systems and Servers	Are generally referred to as an interchangeable term. A service may be a discrete entity (for example, a hosted eLearning platform), or it may be comprised of a few systems (for example, on premise SharePoint, as there are many elements that interconnect to provide the overall service). A server may just be providing a single function, such as file storage, or it may form part of a system.
Shall	This term is used to state a mandatory requirement of this policy.
Should	This term is used to state a recommended requirement of this policy.
Workers	Refers to any person who is currently engaged in any form of employment or partnership with ASI, it also covers anyone who connects to ASI's network.

1. Purpose

This policy outlines how ASI govern the use of AI tools (for example ChatGPT) in a responsible, ethical, transparent, and legal manner. It sets out key principles and practices regarding user privacy, data protection, accountability, and respect for human rights. This policy creates a standard for AI usage that allows us to benefit from its use while preventing misuse or abuse that could cause harm to individuals or the wider business.

Our aspiration is to leverage AI responsibly, prioritising transparency, and maintaining the highest standards of integrity in all our work.

2. Introduction

The Artificial Intelligence Policy is meant to govern the use of ChatGPT and similar AI tools in a responsible, ethical, and legal manner. It outlines key principles and practices regarding user privacy, data protection, accountability, transparency, and respect for human rights. This policy aims to create a standard for AI usage that prompts fair and beneficial applications while preventing misuse or abuse that could cause harm to individuals or the wider business.

3. Scope and Applicability

- 3.1. This Policy applies to Adam Smith International and all its operating companies (collectively, the “**Company**”) and applies to all employees and associates of the Company (collectively, the “**Workers**”).

4. Roles and Responsibilities

- 4.1. The Executive Team has overall responsibility to ensure the principles of this policy are being upheld throughout the organisation.
- 4.2. The IT team have a responsibility to maintain the security of the organisation's systems enabling workers to perform their duties in a safe environment and ensure their behaviours are in accordance with the requirements of this policy. This includes the setting up of, and managing of security controls as well as having management oversight to be able to identify non-compliance.
- 4.3. The Internal Audit Team has the responsibility to provide assurance that the risk, governance, and control frameworks in place are designed appropriately and operating effectively.
- 4.4. It is everyone's responsibility to read, understand, and implement this policy in their daily work routines.

5. Key governing principles for the use of AI

- 5.1. It is our policy not to employ AI technology for the creation of substantive parts of revenue generating materials, such as bids, presentations, and reports. We firmly believe that these critical documents require human input, expertise, and creativity. However, AI can be utilized effectively to aid initial research activities and complex data analysis (all research must be verified, particularly where data and statistics are included) and to improve the quality of language used in various contexts.
- 5.2. When the use of AI is employed in ASI, we must be open about how much it has contributed to substantive work. We should not look to profiteer from AI technology but use it as a tool for efficient and

effective use of time.

- 5.3. It is essential that individuals carefully consider when and where they use AI technology. While AI can be a powerful tool, its application should be thought through both as individuals and within our teams. AI tool operation should be transparent and understandable. There should be clear lines of accountability for decisions that are made by AI systems, including an understanding of the decision-making process. For instance, how information was sourced for a bid or how much content in a report for a client was AI supported.
- 5.4. When using AI to support work, it is also important to employ tools that can analyse and quantify the extent to which AI has contributed to the generated text. Users of AI tools must be accountable for their use and any outcomes and/or consequences. Our clients may use these tools to evaluate the work we produce and might have reservations about work that relies heavily on AI. Striking a balance between AI assistance and human expertise is crucial to maintain trust and ensure the highest quality deliverables.
- 5.5. It is also important to recognise how much we rely on AI for everyday communication and be mindful that it may undermine the personal touch and authenticity that our clients, partners and colleagues expect if we use it inappropriately.

6. User Privacy

- 6.1. Workers' personal information **must** be protected and always respected.
- 6.2. AI tools **must not** be used to collect, store, analyse, or share personal information without the explicit consent of the worker(s) in question.
- 6.3. AI tools **shall** be designed and used in a way that minimises the risk of privacy breaches.

7. Data Protection

- 7.1. All data generated using AI tools **must** be securely stored and protected.
- 7.2. Data **must not** be used for unauthorised purposes.
- 7.3. Workers have a right to know how their data is being used and stored.
- 7.4. Workers have the right to opt-out of any processing of their data.

8. Accountability

- 8.1. Users of AI tools **must** be accountable for their use and any outcomes and/or consequences.
- 8.2. There **should** be clear lines of accountability for decisions that are made by AI systems, including an understanding of the decision-making process.

9. Transparency

- 9.1. AI tool operation **should** be transparent and understandable.
- 9.2. Users **should** be informed about how AI tools function and make decisions, within the bounds of protecting proprietary information.

10. Respect for Human Rights

- 10.1. AI tools **shall** be used in a way that respects and upholds human rights.

- 10.2. AI tools **must** not be used to discriminate, harass, or harm individuals or groups.
- 10.3. AI tools **must** be designated and used in a way that avoids amplifying biases or perpetuating discrimination.

11. Continuous Learning and Improvement

- 11.1. Policies and practices regarding the use of AI tools **should** be regularly reviewed and updated as the technologies evolves.
- 11.2. Feedback from workers and other stakeholders **should** be actively sought and used to improve the AI tools and their use.

12. Compliance with Laws and Regulations

- 12.1. All use of AI tools **must** comply with applicable laws and regulations.
- 12.2. Any violations of this policy or related laws **shall** result in penalties, including the loss of access to the AI tools and potentially disciplinary action.

13. Responsible Innovation

- 13.1. AI tools **shall** provide a platform to encourage innovation, but always with a commitment to ethical use, privacy, and the wider social impact both inside and outside of the organisation.
- 13.2. AI tools should **not** be used to create or spread misinformation, or to engage in any forms of harmful or unethical behaviour.

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