

# AI & Automated Decision-Making Policy

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## Document Metadata

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**Applies to:** All employees, contractors, and third parties involved in AI design, deployment, or use

**Template ID:** TMP-POL-AI-GOV

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## 1. Purpose

This policy defines the organization's principles and requirements for the **responsible, ethical, and secure use of Artificial Intelligence (AI)** and automated decision-making systems.

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## 2. Scope

This policy applies to:

- AI models developed internally or provided by third parties
  - Automated decision-making systems affecting employees, customers, or partners
  - All personnel involved in the lifecycle of AI systems
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## 3. Governance Principles

### 3.1 Human Oversight

- AI systems must operate under **human-in-the-loop (HITL)** or **human-on-the-loop** controls where outcomes may impact individuals.
- AI systems must not make final employment or legal decisions without human review.

### **3.2 Transparency and Explainability**

- AI-assisted decisions must be explainable to a level appropriate to their risk.
- Users must be informed when AI is used in decision-making processes.

### **3.3 Data Protection**

- Personal data processed by AI systems must comply with applicable privacy laws.
- Sensitive or regulated data must not be used unless explicitly authorized.

### **3.4 Risk Management**

- AI systems shall undergo documented risk assessment prior to deployment.
  - High-risk AI use cases require senior management approval.
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## **4. Prohibited Uses**

AI systems must not:

- Operate without defined accountability
  - Generate or modify organizational policies autonomously
  - Bypass established approval or governance processes
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## **5. Training Requirements**

Personnel involved in AI development, deployment, or operation must complete **annual AI governance and ethics training**.

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## **6. Monitoring and Review**

AI systems shall be monitored for performance, bias, and unintended outcomes throughout their lifecycle.

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## **7. Enforcement**

Failure to comply with this policy may result in disciplinary action and suspension of AI system use.