

AI & Automated Decision-Making Policy

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

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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.

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**.

6. Monitoring and Review

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

7. Enforcement

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