

AI Usage Policy for HA Consulting

Version: 1.1

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1 Introduction

At HA Consulting, we recognise the potentials of artificial intelligence (AI) to enhance our services and streamline operations. This policy outlines our approach to using AI, detailing the guidelines, associated risks, and our commitment to transparency, ethics, and responsible innovation.

2 Definitions

- **Artificial Intelligence (AI):** AI refers to the simulation of human intelligence in machines, enabling them to perform tasks such as understanding natural language, recognising patterns, and making decisions. This includes technologies like machine learning, natural language processing, and computer vision.
- **Generative AI:** A subset of AI that focuses on creating new content—such as text, images, audio, and video—based on patterns learned from existing data. Examples include language models like GPT and GANs.
- **Content Development:** The process of creating materials such as reports, social media posts, and client communications.
- **Reference Validation:** The verification of the authenticity and relevance of information sources.

3 AI Usage Guidelines

3.1 Approved Areas of AI Usage

1. **Content Development:** AI tools are used to enhance the language and style of content developed by our team, including social media posts and client reports. All content must originate from our staff, with AI used only for refinement. AI-assisted reports must include the disclaimer: “This document contains content that has been enhanced using artificial intelligence (AI) tools. While AI has been used to refine language, style, and organisation, all original ideas, analyses, and conclusions are the product of our expertise at HA Consulting.”
2. **Research and References:** AI tools are employed to locate references and resources similar to Google Scholar. Staff must validate all references for authenticity and relevance before use.

3. Text Synthesis and Analysis: AI is utilised to organise and summarise existing materials but is not used to create original content from scratch.
4. Data Analysis: AI tools are applied to analyse data, identify patterns, and generate insights, ensuring data integrity and accuracy throughout the process.

3.2 Prohibited Areas of AI Usage

1. Sensitive and Confidential Information: AI systems are not used to process or analyse sensitive or confidential information, including personally identifiable information (PII) and proprietary company data.
2. Decision Making: AI tools are not used to make final decisions in recruitment, performance evaluations, promotions, or other critical HR functions.
3. Original Content Development for Official Publications: AI is not used to create original content from scratch for official publications such as reports, legal documents, or any material requiring human expertise and judgment.

4 Ethical Use and Risk Management

Curiosity and Innovation: We encourage the exploration of AI's potential to improve workflows and create new solutions. Staff can experiment with AI tools in a designated sandbox environment, ensuring innovation without impacting live projects.

Responsibility: Users are responsible for the outputs generated by AI. If biases or inaccuracies are identified, they must be documented, corrected, and reported to the HAC Principal.

Confidentiality: No confidential or sensitive information should be input into AI systems.

Technical Reference Validation: AI-generated outputs must be reviewed by a designated technical expert to ensure accuracy, relevance, and alignment with HA Consulting's standards.

Transparency: Clients will be informed about our AI usage during inception meetings and through our website. Client consent for AI usage will be documented and stored in project files. Our AI usage policy will also be included in relevant client contracts.

Risk Mitigation: We will regularly assess and manage risks such as data breaches, bias perpetuation, or misinformation spread. The Approved AI Tool List will be updated based on these assessments, ensuring ongoing compliance and risk mitigation.

5 Implementation and Approval Processes

5.1 AI Tool Approval

Only approved AI tools listed in the Approved AI Tool List are to be used. For new tools, staff must submit a software license review request, which will be evaluated by the AI Oversight Committee based on criteria like data security, accuracy, and compliance with ethical standards.

5.2 Staff Training

All staff will receive initial training on responsible AI use, followed by annual refresher courses. Training will cover this policy's guidelines, ethical considerations, and best practices for AI usage.

5.3 Monitoring and Evaluation

Usage Documentation: We will document all instances of AI usage, ensuring transparency and traceability in our applications.

Evaluation: The HAC Principal will conduct quarterly evaluations of AI usage, assessing compliance with this policy, effectiveness in operations, and any emerging ethical concerns.

6 Contact

For questions or further information regarding this policy, please contact Hafez Alavi at hafez.alavi@haconsulting.com.au.

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