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Pre-publishing Services

AI Use Policy

1. Purpose
This policy explains how Pre-publishing Services may use artificial intelligence (AI) tools at work. We encourage responsible use of AI. This policy sets the guardrails that keep us, our clients, and our data safe.

2. Scope
This policy applies to all employees, contractors and temporary staff who use AI tools for any work purpose, on any device.

3. Approved tools
The following AI tools are approved for work use: Grammarly, ProWritingAid, Copilot.

4. Acceptable use
AI tools are used for housekeeping tasks, marketing, and blog ideas. AI is a tool to support work, not a replacement for judgement.

5. Prohibited use
AI is not used for:
- Entering personal data, confidential or commercially sensitive information, or client data into any AI tool.
- Relying on AI output for any decision affecting a person (e.g. performance, customer outcomes).
- Using AI in any way that breaks the law, our other policies, or a client contract.

6. Data and confidentiality
We will never input personal, confidential, regulated, or client data into an AI platform, and will never upload client material for AI training purposes.

7. Accuracy and human oversight
AI can be confidently wrong. Human judgement is always used.

8. Security
All AI tools are protected by strong passwords, and logins are not shared.

This AI policy was last updated on 14 September 2026

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