

**Prepared by:** Suzy O'Shea  
**Oversight by:** Energize Team  
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## USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

### 1. Introduction

- 1.1. Artificial intelligence (AI) is increasingly prevalent in our society, including our workplace. Our view at Energize STW is that AI serves as a tool that can complement and enhance our work, but not replace the human insight, intelligence, relationship building or critical thinking that our people bring.
- 1.2. AI can help us be more efficient and creative – from drafting emails and generating ideas to helping summarise information or plan content. However, we must use it in a way that aligns with our values, protects people's privacy, and maintains the quality and integrity of our work.

### 2. Scope of this policy

- 2.1. This policy provides guidance on how we, as a team, can safely and responsibly use artificial intelligence (AI) tools (such as ChatGPT, Microsoft Copilot, Google Gemini, etc.) in our work. We want to support innovation while protecting our people, data, and values.
- 2.2. This policy is for all staff, freelancers, contractors, volunteers and anyone working with Energize STW who may consider using AI in their role.
- 2.3. Whilst this policy applies to everybody at Energize STW, not everybody may want to use AI, and that is OK.

### 3. When to and when not to use AI (not exhaustive but key examples)

<b>Times where AI can be used</b> You're encouraged to use AI tools for the following types of tasks, <b>with human oversight.</b> ✓	<b>Times where AI should not be used</b> To protect privacy, trust, and fairness, do <b>not</b> use AI tools for the following tasks. ✗
To create an initial framework for a piece of work (e.g. the headings/structure).	To enter, upload, analyse or summarise personal, sensitive or confidential information (e.g. names, protected characteristics, health info, funding data, salaries).

To draft non-sensitive content (e.g. social media posts, reports, newsletter ideas).	To analyse or summarise any commercially sensitive data relating to Energize STW or any of our partners/stakeholders.
To brainstorm or generate ideas.	To analyse or summarise another person's copyrighted piece of work.
To gather background information on a topic relating to an area that you are unfamiliar with / to aid your understanding.	To make decisions about people (e.g. recruitment, performance, safeguarding).
To summarise or simplify long documents.	To write official policies, legal documents, or funding bids without human review.
To proofread or improve writing tone.	To represent AI-generated content as your own original work without checking and editing.
To support data analysis (e.g. interpreting survey results, spotting trends).	To rely solely on AI for facts or data without verifying from trusted sources.
To record and take notes during online meetings.	To use an AI notetaker without the consent of the meeting participants.

#### 4. Guidelines for using AI

- 4.1. **Transparency:** If AI helped you create a draft, it's fine to say so. Be open with colleagues.
- 4.2. **Check for Bias:** AI can reflect hidden bias. Sense-check outputs for fairness and appropriateness. It is also best practice to use multiple online and offline sources if you are researching a topic, not just AI.
- 4.3. **Protect Privacy:** Never share personal data with AI tools. Even if the tool says it's private, treat it like a public forum.
- 4.4. **Human Oversight:** Always read and think about AI suggestions. You're responsible for what you share, not the tool. Review and edit AI outputs before using them publicly or sharing with others. AI is here to stay and can be a powerful assistant – but it's not a replacement for our knowledge, ethics, or relationships. Let's use it wisely.
- 4.5. **Stay Informed:** If you're unsure about using AI for something, ask a manager or raise it in a team meeting.

## **5. Our commitment as an organisation**

We will:

- 5.1. Encourage responsible, creative AI use that supports achieving our strategic goals.
- 5.2. Provide basic training or support where needed.
- 5.3. Regularly review this policy to take account of changes in AI tools and the evolving laws.
- 5.4. Commit to environmental sustainability and are aware of the potential detrimental effects to the environment due to increased use of AI. As a network, the Active Partnerships will develop a digital strategy to consider this impact and our response to it.
- 5.5. Try to stay in touch with the implications of AI on GDPR and what this means for our data protection policies.
- 5.6. Add a statement to our website to clearly explain our policy regarding AI.