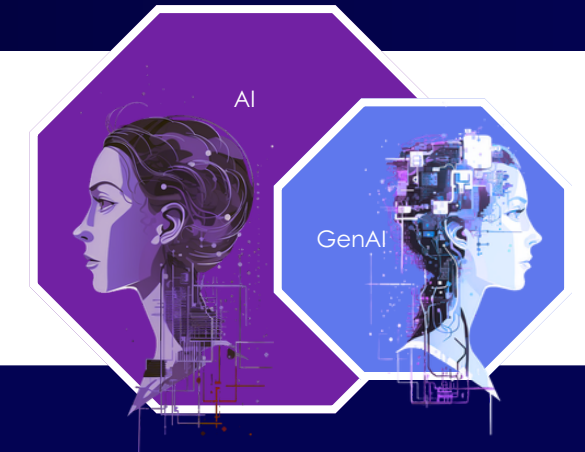


Workplace AI Guidelines

GenAI can be a helpful tool for creating content, summarising information and supporting everyday tasks, but it still needs human judgement. Before you prompt, pause and check what information you are sharing, whether the tool is approved for work and how the output will be used.



1. USE APPROVED TOOLS ONLY

Only use AI tools your organisation has reviewed and approved.

2. PROTECT SENSITIVE INFORMATION

Do not enter confidential, customer, employee or business data.

3. CHECK BEFORE YOU USE

Review AI outputs before using or sharing them.

4. KEEP HUMANS INVOLVED

Use human judgement. Do not rely on AI alone.

5. BE TRANSPARENT

Identify AI-generated content where required.

6. USE AI RESPONSIBLY

Do not impersonate, mislead or create harmful content.

7. FOR DEVELOPERS

Review AI-generated code before using it.

8. PHRIENDS & FAMILY TOP TIP:

Before you prompt, ask: is this safe to share?