

AI Policy

This policy sets out principles and requirements relating to our use of AI.

This policy is owned by the Head of AI and aligns with our AI Strategy.

Definitions

Term	Meaning
AI asset	A computer system designed to perform tasks that normally require human intelligence, such as learning, reasoning, and decision-making

Principles

Our use of AI must at all times align with the following principles:

1. Cause no harm
2. Align with our company values
3. Accord with all relevant procedures

Obligations

We will:

1. Maintain and apply an AI Standard
2. Maintain a register of AI assets
3. Maintain and apply AI asset risk assessment procedures
4. Maintain and apply AI asset development procedures
5. Maintain and apply AI asset validation procedures
6. Maintain and apply AI asset monitoring procedures
7. Maintain and apply AI asset operating procedures
8. Maintain and apply AI asset incident management procedures

Roles & Responsibilities

Role	Responsibilities
Head of AI	<ul style="list-style-type: none">▪ Maintain the following:<ul style="list-style-type: none">▪ AI Strategy▪ AI Policy▪ AI Standard▪ Review and approve the following:<ul style="list-style-type: none">▪ AI asset procedures

Role	Responsibilities
	<ul style="list-style-type: none"> ▪ AI asset risk assessments ▪ AI asset register
AI asset owner	<ul style="list-style-type: none"> ▪ Register AI assets in the register ▪ Maintain AI asset operating procedures ▪ Adhere to the following: <ul style="list-style-type: none"> ▪ AI Policy ▪ AI Standard ▪ AI risk assessment procedures ▪ AI asset monitoring procedures ▪ AI asset incident management procedures
AI asset developer	<ul style="list-style-type: none"> ▪ Maintain AI asset development procedures ▪ Adhere to the following: <ul style="list-style-type: none"> ▪ AI Policy ▪ AI Standard ▪ AI asset development procedures
AI asset validator	<ul style="list-style-type: none"> ▪ Maintain AI asset validation procedures ▪ Adhere to the following: <ul style="list-style-type: none"> ▪ AI Policy ▪ AI Standard ▪ AI asset validation procedures
AI asset operator	<ul style="list-style-type: none"> ▪ Adhere to the following: <ul style="list-style-type: none"> ▪ AI Policy ▪ AI Standard ▪ AI asset operating procedures ▪ AI asset incident management procedures
Internal Audit	Regularly review adherence to this policy and report to the Board on the effectiveness of it.