

The one-page working guide

Your AI policy should be easier to use than the office printer. What AI can do, what needs a check first, and what stays off limits, on one page.



Go what AI can do

Use approved tools with approved, non-personal material. Check what comes back: you own the result.

- **Policy communications** and announcements, drafted from approved source material
- **Job descriptions**, drafted from the agreed role details
- **Learning material**, prepared from approved content
- **HR process improvement**, worked through with synthetic process examples
- **Welcome notes** and first-week plans for new starters
- **Answers to common policy questions**, drawn from the approved policy



Check first what needs a person to review or approve it

Pause and ask before you start. A named person reviews or approves it, and the decision is recorded.

- ▽ **Personal data** in any prompt or file: review and controls first, with your privacy owners
- ▽ **A new tool or a new use**: propose it, with an owner, a purpose, a data boundary and a review date
- ▽ **High-stakes content**: label it as AI-assisted and route it through a human review gate
- ▽ **Ranking or scoring people**: bias testing, meaningful human review and a route to challenge
- ▽ **AI features in your HR platform**: check what each one processes, and where, before it is switched on
- ▽ **Changes to how people work**: tell employee representatives early, where you have them



Off limits what stays out

These stay out, whatever the tool. People keep the judgement on anything that shapes a career.

- ⊖ **Decisions about a person made by AI alone**: hiring, pay, promotion or dismissal
- ⊖ **Health information** and other special-category data in unapproved tools
- ⊖ **Employee or candidate information** in personal AI accounts
- ⊖ **Emotion recognition at work**: listen to what people choose to say
- ⊖ **Hidden monitoring** of people's performance or behaviour
- ⊖ **AI presented as a person**: people are told when it is AI

Make it yours

Fill in the blanks and adapt the wording to fit your own policy where it already works. Practical guidance rather than legal advice: your legal and privacy owners make the interpretation.

Our approved tools

Who to ask

How to propose a new use

Next review date

Where to go next

Read the decision guide **Your first AI move in HR**. Then book **Find your first move** with us: thirty minutes, no charge.

Find your first move

