FOR Cardiff AI Policy

This policy sets out FOR Cardiff's approach to the use of AI-powered tools such as Microsoft Co-Pilot or Chat GPT

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices, and anyone who is representing FOR Cardiff publicly.

We use AI in ways that are:

- **Transparent:** we are open about when and how AI contributes to our content.
- **Human-led:** AI supports our team; it never replaces human judgement, creativity, or accountability.
- **Community-minded:** we ensure AI-assisted content reflects the values, diversity, and character of our district.
- **Ethical and fair:** will not mislead, stereotype, or cause harm.
- **Secure:** we protect data and follow strict privacy standards.
- **Compliant:** we meet all legal, regulatory, and platform requirements.
- **Brand aligned:** supports the wider ethos and does not damage the reputation of the work of FOR Cardiff and our team.
- **Mindful:** we are conscious of the high energy cost of LLMs and ensure AI is only used when necessary and not for frivolous tasks.

AI-assisted is always reviewed by a member of the FOR Cardiff team:

- Accurate and up-to-date
- Inclusive and representative of our community
- Aligned with FOR Cardiff's values and brand
- Legally compliant
- Free from harmful, biased, or inappropriate content

Acceptable use of AI-powered tools

As a general principle, the types of tasks that AI-powered tools may be used for at work include:

- brainstorming ideas
- supporting research
- synthesizing large quantities of data

- supporting accessibility eg. alt text suggestions
- language translation for comprehension
- proofreading

The use of AI generated imagery should be strictly limited and is only acceptable if it is both genuinely not possible to source photography or artwork and if the imagery is an operational requirement. Employees must seek permission from their line manager to use AI generated images and the image should have a reference stating it is AI generated. The image must not infringe any copyright.

If outputs from an AI-powered tools in any work-related activity which will be shared externally, employees must inform their line manager in advance of the work being shared. Employees must also adhere to the rules set out below.

Prohibited use of AI-powered tools.

You are strictly prohibited from using AI-powered tools to:

- carry out any task that has legal and/or financial consequences (for example to draft terms and conditions or other legal documents)
- carry out any task that requires you to input the organisation's confidential information and/or personal employee data (for example for financial forecasting)
- producing translation of written information
- produce work which has the primary function of artistic value
- produce any final written documents to be shared externally
- make any final decisions that affect individuals or businesses

What is acceptable and what is prohibited will depend on your job and the nature of the task that you are engaged in. If you are unsure about using an AI-powered tools for a task that you are undertaking, you should speak to your line manager for further advice.

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