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ETHICAL ARTIFICIAL INTELIGENCE (AI) POLICY

Purpose

This policy establishes the principles and guidelines for the ethical use, development, and management of Artificial Intelligence (AI) technologies at Zeal Futures. Its aim is to ensure that AI technologies are implemented responsibly, transparently, and in accordance with the organisation's values.

Scope

This policy applies to all employees, contractors, students, board members, and authorised agents who use or develop AI technologies within Zeal Futures. It governs the deployment, management, and use of AI systems in all business activities.

Responsibilities

- The Group Program & ICT Manager is responsible for the implementation of this policy.
- All staff, hosted employees, students, board members, contractors, temporary staff, consultants and authorised agents are responsible for co-operating with this policy and any associated procedures.

Document Owner

Group Program & ICT Manager

Policy

Guiding Principles for Ethical AI

Zeal Futures is committed to the adoption of AI by:

- Ensuring fairness, non-discrimination, and respect for privacy in AI systems.
- Maintaining transparency in AI decision-making.
- Promoting human oversight to mitigate risks and enhance accountability.
- Safeguarding data privacy and security in compliance with the Australian Privacy Act 1988.
- Regularly reviewing AI systems to ensure they are ethical, safe, and effective.

To ensure the ethical use of AI technology, all stakeholders outlined in the scope of this policy, must:

- Communicate with transparency the use of AI systems and their role in decision-making to all stakeholders.
- Ensure oversight, through human review, of any decisions or work produced by means of AI technology.
- Verify the accuracy of AI-generated outputs before use or dissemination of work
- Ensure all data used by AI technology is anonymised and secure. Staff and students **must not** input any personal, sensitive or other data which is the intellectual property of Zeal Futures into AI systems.
- Monitor and address biases in AI technology to avoid unfair outcomes.

Data Security and Compliance

- Any AI technologies used by staff or students must comply with Zeal Futures' Privacy Policy and all relevant legislation.

- IT will conduct regular audits to ensure AI use aligns with data protection standards and ethical guidelines.

- Any staff member who wishes to use AI technology to produce work or assist in decision-making must undertake 'AI Readiness and Ethics Training' through IT to ensure they have a clear understanding of their duties and can be accountable for ensuring that AI is used ethically and in alignment with Zeal Futures' purpose and values.

Definitions

Term	Definition
Artificial Intelligence (AI)	Technology that simulates human intelligence processes, including learning and decision-making.
Ethical AI	The development and deployment of AI in a manner that is fair, transparent, and aligned with societal values.
Bias	Systematic errors in data or algorithms leading to unfair outcomes.
Transparency	Making AI systems and their processes clear and understandable to stakeholders.

Related Documents

Privacy Policy
Code of Conduct and Ethics
Communications and Information Technology Policy

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

Document History

Version	Prepared By	Approved By	Date	Description
1	L. Steel	Board of Directors	20/02/2025	First Released