

## ARTIFICIAL INTELLIGENCE (AI) POLICY

### Purpose

At Safe System Solutions, we aim to leverage technology to improve the quality, efficiency, and consistency of our work. Artificial Intelligence (AI) is a valuable tool to support specific processes but must be used responsibly and transparently. This policy outlines how we utilise AI within our operations, ensuring alignment with our professional standards, ethical considerations, and commitment to delivering reliable outcomes for our clients.

### Scope

This policy applies to all staff, contractors, and stakeholders involved in Safe System Solutions' activities where AI tools are utilised.

### Permitted Uses of AI

We use AI tools for specific non-critical and non-decision-making tasks, including:

- Editing and Refinement
- Checking spelling, grammar, punctuation, and formatting
- Ensuring consistency in language, tone, and style across documents
- Text Development
- Expanding dot points into cohesive, clear, and professional text
- Refining and clarifying written material for readability and flow
- Content Standardisation
- Aligning text with corporate templates and branding guidelines
- Administrative Support
- Summarising meeting notes and documentation
- Drafting non-technical communications, such as emails and newsletters.

### Prohibited Uses of AI

AI tools are not used for activities that require professional judgment, expertise, or creative input essential to our core services. Specifically, we do not use AI for:

- Engineering Decision-Making
- Formulating engineering solutions or recommendations
- Evaluating the safety, feasibility, or efficiency of road designs and systems
- Ideas Generation
- Developing concepts, strategies, or innovative solutions
- Logical Structuring of Reports
- Creating frameworks or methodologies for analysis or problem-solving
- Client-Specific Outputs
- Generating deliverables requiring domain expertise, including technical reports, risk assessments, and safety audits
- Sensitive Content Creation
- Writing content that involves ethical considerations, legal compliance, or liability.

## **Data Privacy and Security**

We ensure that any AI tools have safeguards to ensure that material is not used for unintended or unauthorised purposes.

All AI usage must comply with relevant privacy laws, contractual obligations, and industry standards.

## **Ethical Considerations**

Transparency: Where outside of standard operating procedures, staff must disclose when AI has been used.

Accountability: Final responsibility for all content and decisions rests with the relevant staff member or project lead, not the AI tool.

Integrity: AI tools must not be used to fabricate, manipulate, or misrepresent information.

## **Implementation and Oversight**

Training: Staff will receive training on appropriate AI usage, focusing on its capabilities and limitations.

Monitoring: Usage of AI tools will be periodically reviewed to ensure adherence to this policy.

Feedback Mechanism: Employees are encouraged to report any concerns or suggestions regarding AI use to improve our practices.

## **Policy Review**

This policy will be reviewed annually to ensure it remains aligned with technological advancements, industry standards, and organisational needs.

## **Conclusion**

Safe System Solutions is committed to maintaining high standards of professionalism and reliability. By clearly defining the role of AI in our operations, we ensure that it enhances our capabilities without compromising the expertise and judgment that underpin our success.

Policy Approved: 3 June 2025

Update date: 3 June 2027

A handwritten signature in black ink, appearing to read 'Kenn Beer', with a stylized flourish extending to the right.

Kenn Beer | Principal Engineer