



Artificial Intelligence (AI) Usage Policy

This is a high-level summary for all staff. Full details are set out in the Artificial Intelligence Usage Policy.

Why this policy exists

AI tools can improve how we work, but they also create risks around privacy, accuracy, bias, and compliance. This summary explains how you can and cannot use AI at work. It applies to all employees, contractors, and representatives of LSH Auto Australia.

Approved AI Use

You may use Group-approved AI tools only (currently Microsoft Copilot) to support your work, such as:

- Drafting emails, documents, or presentations
- Summarising non-confidential information
- Brainstorming ideas or templates
- Formatting, grammar, or clarity improvements

All AI outputs must be reviewed by you before being used or shared.

What You Must Do

When using AI, you must:

- ✓ Check accuracy – AI can be wrong or misleading
- ✓ Apply human judgment – AI must never be the final decision-maker
- ✓ Be transparent – tell your Manager if AI was used in your work
- ✓ Protect data – only use approved systems and permitted data
- ✓ Follow the law – including privacy, discrimination, and IP laws

You remain fully responsible for any work produced using AI.

What You Must NOT Do

You must not:

- ✗ Upload confidential, personal, or sensitive data into public AI tools (e.g. ChatGPT, Google Gemini)
- ✗ Use AI to make employment, safety, disciplinary, or legal decisions without human oversight
- ✗ Generate misleading, discriminatory, offensive, or inappropriate content
- ✗ Circumvent approval, security, or data protection processes

If you are unsure, stop and ask your Manager or IT.

Data You Can Use in AI (Without Extra Approval)

- Publicly available information with no restrictions
- Non-confidential business information
- Synthetic or anonymised data

Anything else requires prior approval.

AI Risk Levels – Quick Guide

Low Risk

Drafting emails, summaries, templates (no personal or confidential data)

Medium Risk

Job ads, training content, customer drafts, internal analysis (manager approval required)

High Risk

Recruitment decisions, performance management, safety or legal impacts (Executive, Legal & IT approval required)

If unsure → treat as **High Risk**.

If Something Goes Wrong

- Report suspected misuse, bias, or data breaches immediately to your Manager or IT
 - Complete any required AI and data protection training
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Key Takeaway

AI can support your work — **it does not replace your responsibility**.

Always: **Review it. Check it. Own it.**

For full requirements, refer to the **Artificial Intelligence Usage Policy**.

**Acknowledgement**

I acknowledge that:

- I have read and understood the Artificial Intelligence Usage Policy – One Page Summary;
- I understand this summary does not replace the full **Artificial Intelligence Usage Policy**;
- I agree to comply with the full policy and all related Group policies when using AI systems;
- I understand that misuse of AI may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Artificial Intelligence Usage Policy** which is available on the intranet.