AI Policy and Guidance for ASV

1. Introduction

IOM3 is committed to leveraging innovative technologies to enhance member and ASV experiences, improve operational efficiency, and foster a forward-thinking and inclusive community. This policy outlines the principles and guidelines for the ethical and effective use of Artificial Intelligence (AI) within IOM3.

By adhering to this policy, IOM3 aims to foster a trustworthy and innovative environment where AI is used to enhance the well-being and experience of all ASVs while upholding the highest ethical standards.

2. Purpose

The purpose of this policy is to ensure that AI technologies are used responsibly, transparently, and in a manner that aligns with our organisational values and respects the rights and privacy of our members, volunteers and employees.

3. Scope

This policy applies to all members, volunteers, and third-party partners who develop, manage, or utilise AI systems within IOM3.

4. Guiding Principles

a. **Ethical Use**: AI applications and use must align with our core values and ethical standards. They should promote fairness, accountability, and transparency.

b. **Privacy and security**: All member, non-member and employee data privacy and security must be safeguarded at all times. AI usage should comply with all GDPR data protection laws and regulations. No personal or identifiable data should be entered into an AI product.

c. **Transparency**: The use of AI should be transparent.

d. **Bias, Fairness and Accuracy**: Work produced by AI must be audited and approved by a suitably knowledgeable IOM3 member to ensure that it remains fair, free of bias and factually accurate. Work that is submitted for use by IOM3 should be audited and approved by a member of the IOM3 team.

e. **ASV training**: ASVs should have the ability to understand, question, and opt out of AI-driven processes that affect them. Educational resources and support should be provided to help ASVs navigate AI technologies. AI tools should be used to remove automated process and improve efficiencies, not to replace the human element our ASVs deliver.

f. **Sustainability:** As with all IOM3 practices we aim to be a sustainable organisation both on a carbon and social standpoint. ASVs should think carefully about the carbon impact of using AI and not use it unnecessarily.

5. How is AI used at IOM3?

a. What can Generative AI be used for at IOM3:

First drafts for:

- Developing policies
- Report writing
- Job descriptions
- Advert writing
- Email drafting
- Social media posting drafting
- Ideas for interview questions
- Research
- Video or image creation that is clearly not pretending to be real life
- Summarising text
- Research to support your role as ASV.

These items must be reviewed by an appropriate individual before finalising.

b. What IOM3 will not allow on Generative AI:

- Should not be used to write content for contributions for MW or other IOM3 content
- Should not be used to generate personalised communication
- No identifiable information should be entered including organisation's name, etc, nor information that might be subject to export control
- Interview attendance
- Professional registration applications and PRI reviews
- Applications for bursaries or grants
- Reviewing minutes, papers for meeting.

c. Process when using Generative AI

- ASVs should be clear with the appropriate IOM3 team member (eg Technical Community Support Team member, Head of Governance, etc) where AI has been used.

6. Governance

Reporting and feedback: ASVs are encouraged to report any concerns or feedback regarding AI systems. This should be reported through the normal governance structure.

7. Compliance

Non-compliance with this policy may result in disciplinary action, up to and including under the Code of Professional Conduct.

8. Review and Update

This policy will be reviewed annually, or as required, to ensure it remains relevant and effective in guiding the ethical use of AI in IOM3.

9. Contact Information

For questions or concerns regarding this policy, please contact:

IOM3
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10. Approval

Date Adopted	18/3/2025
Adopted by	Executive Board
Last Review Date	
Reviewed By	
Next Review Date	31/3/2026