JULIAN GIBBONS NOTARY PUBLIC

ARTIFICIAL INTELLIGENCE (AI) POLICY

1. Act with Integrity
   - I align my AI use with best practice and professional conduct rules that govern my work.
   - I am accountable for my use of AI tools, think critically about benefits, risks and whether and how they should be used, and ensure appropriate oversight of AI decision-making.

2. Design for Confidentiality and Privacy
   - I implement AI tools in ways that protect confidentiality and privacy.
   - I apply enhanced security and checks when AI is used to process Client and personal information.
   - I provide Clients with appropriate information about how their information is being used when implementing AI.

3. Use AI Responsibly
   - I respect individuals' rights and the diversity of the Clients and People I serve.
   - I carefully consider the impact of my AI use.

4. Build Securely
   - I seek to address safety and security risks throughout the AI life cycle.
   - I critically assess data and confirm that its use aligns with my policies and guidance.

5. Engage Openly
   - I engage openly with my Clients and People regarding my use of AI.
   - I proactively contribute to (and carefully consider) thought leadership and tools to help ensure responsible AI.

1st March 2025