

# AI work policy

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## PREAMBLE

I work with AI every day and I think it should be talked about openly. AI takes over the part of the work that needs time but not judgement. A shareholder report, for example, used to take me 3 hours. Now it takes 30 minutes. A fully structured project plan used to take up to 8 hours, now 1-2 hours. I put the time this frees up where my experience adds the most: complex questions and decisions that call for experience, sound arguments and strategic thinking.

This policy sets out how I work with AI, where the limits are and how I handle the information entrusted to me. I follow it on every Consilium Digitale project. It rests on five principles:

### **I Human judgement**

AI helps me work, but I draw the conclusions and I am accountable for them.

### **II Confidentiality**

I protect the information entrusted to me and keep each partner's separate.

### **III Transparency**

I can always say where and how I used AI.

### **IV Partner independence**

What I build for a partner's project stays with the partner.

### **V Competence**

Every month I set time aside to learn and I test new tools on real tasks.

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## DEFINITIONS

**Partner.** A company or organisation I work with as an advisor, consultant or board member.

**AI tool.** Software that analyses data, prepares documents and runs repetitive tasks automatically. I currently use these features:

**Projects** - separate workspaces, each with its own files, instructions and memory.

**Skills** - instruction sets that teach the AI a specific task, such as preparing a report in a set format.

**Connectors** - access to my email, calendar and documents and, with a partner's permission, to the partner's systems.

**Scheduled tasks** - work the AI runs automatically at a set time, such as a weekly report.

**Analysis and documents** - calculations, data analysis, research in public sources, reports, decks and spreadsheets.

**Programming** - the AI writes code to my brief: scripts for processing data, webpages, apps, work tools and automations.

**Partner information.** Data and documents I receive from a partner or create on its behalf. I sort it into three levels:

**Public** - published information.

**Internal business** - sales, finance, plans, board materials.

**Strictly confidential** - deals, negotiations and anything the partner marks as highly sensitive.

## WORKING PROVISIONS

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### 1. Human judgement

- 1.1 I am accountable for every conclusion and recommendation. An AI mistake I did not catch is my mistake.
- 1.2 I do not make a recommendation I have not checked myself and cannot argue for. I recalculate figures or check them against the source.
- 1.3 I use AI to analyse data, prepare documents and decks, research public sources, automate repetitive work, build work tools and test my own arguments.
- 1.4 I do not use AI to assess people: candidates, executives or team members. I make those calls myself.
- 1.5 I do not use AI in negotiations or sensitive conversations. I do not record or transcribe meetings without the consent of everyone present.

### 2. Confidentiality

- 2.1 Each partner has a separate AI Project with its own memory. One partner's material is not visible in work for another.
- 2.2 I use a paid AI subscription with the use of my conversations for model training switched off. I do not use free or unvetted tools for partner information.
- 2.3 I use internal business information only in the tool named in 2.2 and only where our contract allows it.
- 2.4 I do not put strictly confidential information into AI tools unless the partner and I agree to it separately in writing.
- 2.5 I do not put personal data into AI tools unless the task needs it. Where possible I anonymise it.
- 2.6 I connect AI to a partner's systems only with the partner's permission.
- 2.7 If a partner has its own AI or IT security rules, I follow them, even when they are stricter than this policy.
- 2.8 I start using a new tool for partner information only after updating this policy.

### 3. Transparency

- 3.1 If a partner asks which part of the work used AI, I give a specific answer.
- 3.2 If I suspect a partner's information has gone somewhere it should not, I report it within 24 hours and explain what I am doing about it.
- 3.3 I publish this policy and record every change in its change log.

### 4. Partner independence

- 4.1 A skill or other AI tool I build for a specific partner project belongs to the partner as well. On request or when our work ends, I hand it over in a format the partner can use in its own AI systems.
- 4.2 My general methodology, such as strategy and sales planning frameworks and writing rules, stays with me.
- 4.3 Before handing anything over, I check that it contains no other partner's information.

## 5. Competence

- 5.1 I spend at least 16 hours a month on structured learning: courses on official certified learning platforms, events and hands-on projects.
- 5.2 I try every new thing on a real work task within the same week.

### FINAL PROVISIONS

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- 6.1 I review this policy every 6 months and after any significant change to the tools I work with.
- 6.2 If you believe I have not followed this policy, write to [info@consiliumdigitale.it](mailto:info@consiliumdigitale.it). I will reply within 5 working days.
- 6.3 Change log: 1.0, 22 October 2026