



# AI at Work: Safe and Sensible Use

A practical introduction to using generative AI tools responsibly at work. One-page summary.

## The 10 things to remember

- 1 Generative AI predicts plausible text; it does not look up verified facts.
- 2 A confident tone tells you nothing about accuracy; invented citations, quotes, and figures are common.
- 3 Treat AI output as a first draft from someone who has not checked their sources.
- 4 Verify every fact, figure, citation, and quote before it reaches a client or a decision.
- 5 Never paste credentials, client confidential data, personal data, or market-sensitive information into a prompt.
- 6 The tool's tier and agreement decide how your data is handled; use approved tools only.
- 7 Would you post it on a public forum? If not, keep it out of the prompt.
- 8 AI output can carry bias, especially in anything involving people; review with extra scrutiny.
- 9 Accountability never transfers to the tool: 'the AI generated it' is not a defence.
- 10 Be transparent when AI has materially contributed to work, especially external deliverables.