

Title	Policy on Artificial Intelligence use
Revision date	04/02/2026
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Document purpose and scope

This document sets out the **Artificial Intelligence (AI) Use Policy** for **Coastal Geohazards Experts Ltd** (“CGE”). It applies to all activities undertaken by the company, including digital publishing, content creation, research, media production, and public-facing educational outputs.

This policy applies to:

- the Founder
- contractors, collaborators, and contributors
- any third-party entities producing content or digital assets on behalf of CGE

The policy will be reviewed annually, or earlier if required to maintain relevance in response to evolving AI technologies and ethical considerations.

Aim

CGE is committed to the **responsible, transparent, and ethical use of AI**. AI tools support our mission to improve public understanding of coastal hazards, but they must never compromise accuracy, integrity, or public trust.

CGE will:

- ensure AI use aligns with legal, ethical, and professional standards
- maintain human oversight and accountability for all outputs



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- avoid AI use that could mislead audiences or undermine scientific credibility
- comply with relevant legislation, including data protection, intellectual property, and anti-discrimination laws
- expect contractors and partners to uphold the principles of this policy

AI will be used to **enhance**, not replace, expert judgement, scientific rigour, or editorial responsibility.

Policy statement

This policy aims to promote:

- **Responsible AI use** across all CGE activities
- **Transparency, accountability, and fairness** in the creation of digital and educational content
- **Mitigation of risks** associated with AI, including bias, misinformation, privacy concerns, and loss of intellectual property control
- **Clear standards** for how AI may support research, writing, media production, and operational tasks

Responsibilities

As a micro-enterprise, overall responsibility for this policy rests with the **Founder and Director**.

Responsibilities include:

- ensuring all AI use complies with this policy
- maintaining oversight of AI-assisted content creation



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- assessing risks related to data privacy, accuracy, and ethical use
- ensuring contractors and collaborators understand and follow this policy

All individuals working with CGE must:

- use AI tools responsibly
- avoid relying on AI for tasks requiring expert judgement
- report concerns about inappropriate or unsafe AI use

Implementation

Training and guidance

CGE will ensure that anyone using AI tools on behalf of the company understands:

- review and verification requirements
- ethical considerations
- privacy and data-security expectations
- the need for human oversight of all AI-generated content

Data privacy, security, and IP protection

CGE will:

- comply with data protection laws when using AI tools
- avoid inputting personal, confidential, or sensitive data into AI systems
- protect CGE's intellectual property and avoid tools that claim ownership over user-generated content
- ensure third-party AI tools meet reasonable security standards



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Bias and fairness

CGE will:

- avoid AI outputs that introduce bias, discrimination, or harm
- ensure content remains inclusive, accurate, and respectful
- review AI-generated material for fairness and scientific integrity

Transparency and explainability

CGE will:

- be open about the use of AI in content creation where relevant
- ensure that AI-assisted processes can be explained clearly
- avoid using AI in ways that obscure authorship or misrepresent expertise

Accountability and oversight

CGE will:

- maintain human accountabilities for all published content
- regularly review AI use to ensure compliance with this policy
- monitor emerging risks and update practices accordingly

Reporting and compliance

Concerns about AI use that may breach this policy should be raised with the Founder. CGE will review incidents, take corrective action, and update procedures where necessary.



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Approval

This policy is approved by:

Founder & Director Coastal Geohazards Experts Ltd on 04/02/2026

Andres Payo

Director