



POLICY

Artificial Intelligence (AI) Acceptable Use Policy (CP.020)

VGC Value – “We look after each other” - People are central to our success

Purpose

VGC recognises that Artificial Intelligence (AI) technologies can enhance productivity, efficiency, innovation, and decision-making. This policy establishes the standards for the responsible, secure, and ethical use of AI technologies across the organisation, ensuring that company, employee, client, supplier, subcontractor, and candidate information is always protected.

Scope

This policy applies to all employees, agency workers, contractors, consultants, and any other person using AI technologies on behalf of VGC. It applies to Microsoft Copilot,

the only AI system approved for business purposes, including generative AI, chatbots, content creation tools, coding assistants, analytical platforms, and decision-support systems.

Definitions

Artificial Intelligence (AI): Software that analyses information, recognises patterns, generates content, or supports decisions.

Generative AI: AI that creates text, images, audio, code, summaries, or analysis.

Prompt: An instruction, question, file, or input given to an AI tool.

AI Output: Any result produced by AI.

Approved AI Tool: Microsoft Copilot, the only AI tool formally authorised by VGC for business use.

Confidential Information: Non-public business, client, candidate, supplier, employee, project, commercial, payroll, contract, system, or security information.

Personal Data: Information that identifies, or could identify, a living person.

Principles

VGC is committed to ensuring that AI is used responsibly, transparently, securely, and in compliance with all applicable legal, contractual, and regulatory requirements. Users must protect confidential and personal information, apply human judgement when reviewing AI outputs, and use AI in a manner that supports VGC values and business objectives.

Permitted Use

Microsoft Copilot may be used for drafting, research, summarisation, presentations, training materials, administration, productivity tasks, and approved data analysis.

Prohibited Use

Users must not enter confidential, personal, client, supplier, employee, or commercially sensitive information into public or unapproved AI tools; create unlawful or misleading content; rely solely on AI for critical decisions; or bypass security controls.

Data Protection and Security

Confidential Information and Personal Data must only be processed in Microsoft Copilot. Users must follow Information and security policy (CP.013) and General data protection regulation policy (CP.015) and report any AI-related data breach immediately.

Accuracy and Human Oversight

AI outputs must be checked by a competent person. Employees remain responsible for work produced using AI.

Intellectual Property

Users must consider copyright, licensing, and ownership before publishing AI-generated content.

Responsibilities

Employees must follow this policy and use Microsoft Copilot only. Managers must oversee use. IT, Legal Governance and Compliance must manage approvals and risks.

Non-Compliance

Non-compliance may result in disciplinary and, where appropriate, legal action.

VGC Specific Control

No employee may upload client information, candidate information, payroll information, commercial information, or personal data into any AI tool other than Microsoft Copilot, unless otherwise formally approved by VGC for that specific purpose and appropriate controls are in place

Employees must not purchase, subscribe to, or reclaim the cost of any AI tools, software, platforms, or subscriptions through business expenses unless this has been formally approved in advance by VGC through the appropriate purchasing and authorisation process.

Signed

Dated: 20 March 2026

Ciara Pryce
Chief Executive Officer

This policy confirms the commitments of all members of the VGC Group.

Related Information



KNOWLEDGE

Data protection...

24 September 2025



KNOWLEDGE

Information and securit...

03 March 2025



KNOWLEDGE

General data protection...

20 March 2026