

The background is a complex, abstract pattern of teal lines, dots, and numbers on a dark teal background. The lines are of varying thickness and orientation, creating a sense of movement and connectivity. Small, light-colored dots are scattered throughout, some appearing as nodes in a network. Numbers are placed at various points, some enclosed in small rectangular boxes. The overall aesthetic is technical and data-driven.

USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

May 2025 · Version 1

AIRAH POLICY FOR USE OF ARTIFICIAL INTELLIGENCE (AI)

Origin	2025
Update	May 2025
Version	1

1. Purpose

The purpose of this Artificial Intelligence (AI) policy is to provide guidance for the ethical, secure, and effective use of AI technologies within AIRAH's operations. As a leader in the HVAC&R industry—publishing technical resources, delivering educational programs, hosting events, and supporting research—AIRAH is committed to ensuring AI use aligns with its mission, respects intellectual property, and upholds fairness, transparency, and accountability.

2. Scope

This policy applies to all AIRAH employees, contractors, volunteers, Board and committee members, and third-party partners involved in the development, use, or management of AI tools across AIRAH's programs, including but not limited to publications, events, educational programs, accreditation schemes, and technical research.

3. Permissible Use Cases

- a) Research & Analysis: AI may be used to analyse datasets, assist in literature reviews, or identify technical trends, with outputs subject to human validation.
- b) Content Assistance: AI may assist in editing, grammar improvements, and refining draft materials; it must not independently author technical guidelines, standards, or publications.
- c) Idea Generation: AI can support brainstorming for new projects, courses, or initiatives, subject to expert review before implementation.
- d) Educational Programs: AI may support tools such as automated marking and chatbots, enhancing but not replacing human engagement.
- e) Event & Conference Management: AI may assist with logistics (e.g., scheduling, attendee matching), ensuring compliance with privacy and data standards.

4. Understanding AI

AI refers to systems simulating human intelligence, including learning, reasoning, and decision-making. Related definitions:

- a) Artificial Intelligence (AI): Systems performing tasks typically requiring human intelligence.
- b) Machine Learning (ML): Algorithms learning from data to predict or decide outcomes.
- c) Natural Language Processing (NLP): AI enabling understanding of human language.
- d) Bias: Systematic errors in AI outcomes caused by flawed data or design.

5. AI and Recording Tools

AI transcription, recording bots, or similar tools are prohibited during AIRAH meetings, webinars, or conferences unless explicitly authorised. All recordings must comply with privacy and data protection laws and undergo human review.

6. Intellectual Property and Data Protection

- a) Copyright Compliance: AI must not reproduce or derive copyrighted content without permission; outputs must be validated by AIRAH experts.
- b) Data Security: AI must not process or store confidential data without secure protocols and compliance with Australian privacy laws.
- c) Third-Party Rights: AI use must respect ownership rights of third parties.

7. Bias, Fairness, and Oversight

- a) Human Oversight: All AI-generated content or insights must be reviewed before external use or publication.
- b) Bias Review: AI systems must be periodically assessed for fairness and accuracy.
- c) Inclusive Development: AI use should consider diversity and equity principles.

8. Prohibited Uses

- a) Processing confidential or proprietary materials without approval.
- b) Generating misleading, deceptive, or false content.
- c) Independently drafting or finalising technical standards or research papers.

9. Transparency and Accountability

- a) Disclosure: Members and stakeholders must be informed when AI affects them.
- b) Accountability: AIRAH will monitor AI use to ensure compliance with legal and ethical standards.

10. Compliance and Review

All AIRAH personnel and partners must comply with this policy. Non-compliance may result in corrective action. The policy will be reviewed annually to reflect technological and regulatory changes.

11. Conclusion

AIRAH is committed to using AI to enhance technical excellence, education, and operational efficiency while safeguarding ethical standards, intellectual property, and trust.