



WORK DESIGN

AI Use Policy & Acknowledgment

Workplace Priorities App · Schedule 2

How the Service uses artificial intelligence — and the acknowledgment every customer must accept before launching a survey.

AI Use Policy & Acknowledgment

Workplace Priorities uses artificial intelligence and automated analytical methods to generate summaries, scores, priorities, observations, and recommendations. Our approach to AI is governed by the Business Terms of Service (notably Sections 5 and 6) and summarized here.

AI IS DECISION-SUPPORT, NOT A DECISION-MAKER

AI outputs can be incomplete or inaccurate and must be reviewed by appropriately qualified people before any material decision. The Service has no authority to make decisions on anyone's behalf and is not a substitute for professional, legal, HR, design, or engineering judgment.

NEVER FOR INDIVIDUAL EMPLOYMENT DECISIONS

Results must never be the sole or determinative basis for hiring, termination, promotion, compensation, discipline, or individual performance evaluation. The Service does not perform emotion recognition, biometric categorization, covert monitoring, or inference of protected characteristics.

YOUR CONTENT IS NOT USED TO TRAIN GENERAL AI MODELS

Identifiable customer content and participant responses are not used to train general-purpose AI models for other customers without separate, express opt-in consent, and third-party AI providers are configured so that customer content is not used to train their general models.

SCHEDULE 2 · REQUIRED AI AND WORKPLACE-USE ACKNOWLEDGMENT

Before launching a survey, the Customer must affirmatively acknowledge each of the following:

- I understand that the Service uses artificial intelligence and automated analysis.
- I understand that AI-generated outputs may be inaccurate, incomplete, biased, inconsistent, or unsuitable.
- I will ensure that qualified people review material findings before they are used.
- I will not use the Service as the sole or determinative basis for decisions affecting an identifiable person.
- I will not use the Service to recruit, screen, rank, hire, fire, promote, discipline, compensate, monitor, or evaluate an identifiable individual.
- I am responsible for providing legally required notices to survey participants.
- I am responsible for determining the lawful basis for collecting and using participant information.
- I will not represent a survey as anonymous unless it is genuinely anonymous.
- I will not attempt to identify participants from aggregated results.
- I will not retaliate against anyone because of participation, nonparticipation, survey responses, or exercise of privacy rights.
- I will use Customer Reports as decision-support materials and not as legal, architectural, engineering, human-resources, medical, or other professional advice.
- I have authority to act for the Customer organization and to submit the information provided.

Checkbox text. ☐ I have read and agree to the Business Terms of Service, Data Processing Addendum, Privacy Notice, and AI and Workplace-Use Acknowledgment.