

# AI Usage Policy for Recruitment Process

At FE fundinfo, we value transparency and fairness in our recruitment processes. To maintain a level playing field for all candidates, we have established the following policy regarding the use of Artificial Intelligence (AI) in our hiring procedures.

### **Policy Overview:**

1. **Prohibition of Unapproved AI Usage:** Candidates are strictly prohibited from incorporating AI tools or technologies into any aspect of the recruitment process unless explicitly discussed and approved in advance by FE fundinfo.
2. **Advanced Approval Process:** If a candidate wishes to use AI tools or technologies as part of their application or during the interview process, they must seek approval in advance. Failure to obtain approval in advance will result in disqualification from the recruitment process.

### **Why Do We Have This Policy?**

**Fairness:** We aim to ensure a fair and equal opportunity for all candidates. Unapproved AI usage may provide certain candidates with an unfair advantage, compromising the integrity of our selection process.

**Consistency:** To maintain consistency in our evaluations, we rely on standardised procedures that do not involve the use of AI unless carefully considered and approved in advance.

### **How to Seek Approval:**

Candidates interested in leveraging AI tools during the recruitment process are required to submit a formal request to [kathryn.brown@fefundinfo.com](mailto:kathryn.brown@fefundinfo.com) outlining the specific tools they intend to use and the purpose behind their application. The request will be reviewed by our hiring team, and approval or denial will be communicated promptly.

### **Consequences of Non-Compliance:**

Candidates found using AI tools without prior approval will be disqualified from the recruitment process. FE fundinfo reserves the right to take appropriate action to ensure the fairness and integrity of our hiring procedures.

### **Contact Information:**

For any enquiries or to seek approval for AI tool usage, please contact [kathryn.brown@fefundinfo.com](mailto:kathryn.brown@fefundinfo.com). We appreciate your understanding and cooperation in adhering to this policy.