AI in the workplace: Opportunity, Risk and Responsibility

by Calder IT

What is AI?

Artificial Intelligence (AI) is technology that can analyse information, generate content, identify patterns and automate tasks. When implemented securely and responsibly, AI can improve productivity, support decision making, and help organisations work more efficiently.

The Benefits of AI

- Reduce time spent on routine administrative tasks
- Summarise meetings and key discussions
- Assist with drafting emails, reports and documentation
- Analyse large volumes of information quickly
- Support research and content creation
- Improve efficiency across departments
- Enhance collaboration and knowledge sharing
- Help employees focus on higher-value work

Six Key Risks Every Organisation Should Understand

1. Misinformation & inaccurate outputs
2. Sensitive data exposure
3. AI-assisted cyber threats
4. Personal vs business AI accounts
5. Unapproved AI integrations
6. Shadow AI

What Good AI Governance Looks Like

- ✓ AI Acceptable Use Policy
- ✓ Approved AI Platforms
- ✓ Staff Awareness Training
- ✓ Data Protection Guidance
- ✓ Human Oversight & Review
- ✓ Security & Compliance Assessments
- ✓ Regular AI Tool Reviews
- ✓ Clear Ownership & Accountability

How Calder IT Can Help

We can support you with Microsoft Copilot readiness assessments, AI governance and policy development, security and compliance reviews, AI awareness training, Microsoft 365 security optimisation, AI implementation and ongoing support.

AI Factsheet and checklist

IT Checklist

Category	Tasks
Governance & Policy	☐ AI Acceptable Use Policy ☐ Approved AI tools documented ☐ Management oversight established ☐ AI responsibilities assigned
Data Protection & Compliance	☐ Sensitive data guidance provided ☐ Data classification defined ☐ Compliance obligations reviewed ☐ Data handling procedures documented
Security	☐ MFA enabled ☐ Phishing awareness training completed ☐ AI integrations assessed ☐ Security reviews undertaken
Users & Awareness	☐ Employees understand approved AI usage ☐ Human review process established ☐ Staff training delivered ☐ Responsible AI guidance available
Technology & Oversight	☐ Visibility of AI tools ☐ Access controls implemented ☐ Third-party applications reviewed ☐ AI usage monitored regularly

Your AI Readiness Score:

Completed Items	Readiness Level
0-5	Getting Started
6-10	Developing
11-15	Good Foundation
16-20	AI Ready

How Calder IT Can Help

We can give advice on:

- ✓ Microsoft Copilot
- ✓ AI governance
- ✓ AI policy development
- ✓ security reviews
- ✓ safe implementation of AI technologies