

RAEBURN CONSULTING

Raeburn Consulting Responsible AI Policy

Raeburn Consulting's responsible AI policy for AI consulting, automation design, recruitment workflows, CRM optimisation, reporting dashboards, and internal AI use.

LAST REVIEWED

June 2026

APPLIES TO

AI consulting, automation design, recruitment workflows, CRM optimisation, reporting dashboards, client projects, and internal use of AI



Overview

Responsible AI Policy

Raeburn Consulting helps organisations adopt AI and automation in a practical, responsible, and human-led way.

We do not believe in automation for automation's sake. AI should be used where it improves quality, reduces unnecessary admin, increases visibility, supports better decision-making, or saves time without compromising fairness, privacy, accountability, accessibility, or human judgement.

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Our Responsible AI Principles

Raeburn Consulting follows these core principles:



1. Human-Led Decision-Making

AI should support people, not blindly replace them.

Important decisions, especially in recruitment, hiring, candidate assessment, client management, or business operations, should include appropriate human review and judgement.

2. Clear Business Purpose

AI should only be used where there is a clear reason. Before recommending automation, we consider:

What problem is being solved?

What manual work is being reduced?

What risk is being introduced?

What human review is still needed?

What measurable improvement is expected?

3. Fairness And Bias Awareness

AI and automation can reflect bias if the underlying data, process, or decision logic is flawed.

In recruitment and HR-related workflows, Raeburn Consulting encourages clients to:

Keep humans involved in meaningful decisions

Avoid blindly rejecting candidates through automation

Review screening logic carefully

Consider accessibility and reasonable adjustments

Monitor outcomes where possible

Avoid using AI in ways that unfairly disadvantage people

4. Transparency And Explainability

Where AI or automation affects a workflow, people should understand the basic purpose of the system.

Raeburn Consulting aims to design processes that are understandable to clients, teams, and decision-makers.

We avoid unnecessary black-box automation where a simpler and clearer workflow would be better.

5. Privacy And Data Care

AI systems often rely on data. Recruitment and business systems may include sensitive personal or commercial information. Raeburn Consulting encourages careful handling of data, including:

Avoiding unnecessary data collection

Limiting access where appropriate

Using trusted systems

Considering data protection obligations

Avoiding pasting sensitive information into unsuitable AI tools

Reviewing how tools store, process, or use information

6. Proportionate Use Of AI

Not every task needs AI.

Sometimes a checklist, CRM rule, dashboard, template, or simple automation is safer, cheaper, and more reliable.

Raeburn Consulting aims to recommend practical solutions, not overly complex technology.

7. Accessibility And Inclusion

AI and automation should make systems easier to use, not harder. When designing workflows, we consider:

Disabled users

Neurodivergent users

Carers

People with long-term health conditions

People who need clearer communication

Candidates who may need reasonable adjustments

8. Accountability

A business should remain responsible for how its AI and automation systems are used.

Raeburn Consulting helps clients think through ownership, review points, risk, and appropriate human oversight.

Responsible AI In Recruitment

Recruitment is a high-trust environment involving people's careers, livelihoods, personal data, and future opportunities.

Raeburn Consulting believes AI in recruitment should be used carefully.

AI may be useful for:

Reducing repetitive admin

Improving CRM data quality

Drafting messages

Summarising notes

Creating dashboards

Identifying workflow gaps

Supporting candidate communication

Helping recruiters prioritise work

Use Greater Caution Where AI Affects

Candidate rejection

Shortlisting

Suitability scoring

Salary decisions

Sensitive personal information

Protected characteristics

Disability-related information

Automated decision-making

What We Will Not Support

Raeburn Consulting will not knowingly support AI use that is designed to:

Deceive people

Discriminate unfairly

Remove meaningful human review from important decisions

Misuse personal data

Create fake credentials or false claims

Manipulate candidates, clients, or employees unethically

Replace fair recruitment practice with unchecked automation

Practical Implementation

In client work, Raeburn Consulting aims to support responsible AI through:

Workflow audits

Risk-aware automation design

Human review points

Plain-English documentation

CRM and process improvement

Reporting dashboards

Clear ownership of automated processes

Practical training and handover guidance

Review

This policy will be reviewed as Raeburn Consulting grows, as AI tools change, and as regulation and best practice develop.

Contact: consulting@theraeburngroup.com

REVIEW AND CONTACT

**This document will be reviewed
as Raeburn Consulting develops.**

For questions about this document or Raeburn Consulting's commitments, contact the consulting team.

CONTACT

consulting@theraeburngroup.com