

Breedon Bulletin

The AI Edition

AI in your business: Time saver or HR timebomb? Why every employer needs a strategy for employee-led AI adoption

You've probably seen the hype: AI will revolutionise business. It'll automate admin, write your emails, take your meeting notes, and find that perfect phrase when your brain's gone blank.

But here's what many employers don't realise - your employees are probably already using AI tools. And if you don't have a policy, oversight, or training in place, you're running a risk you didn't agree to.

Welcome to the world of shadow AI - where technology moves faster than governance, and where even well-meaning staff can accidentally cross the line.

What's actually happening?

From ChatGPT to Grammarly, Notion AI to Copilot - everyday tools now include generative AI features that can rewrite, summarise, or generate content from scratch. They're fast, free (or cheap), and already embedded in common workflows.

In fact, a 2024 PwC report found that 68% of UK employees had used generative AI tools at work, but only 22% had been given any guidance or training.

That's a lot of autonomy. And a lot of risk.



AI is not the enemy – poor implementation is

Used well, AI can be a huge boost to productivity. Think:

- Drafting internal comms or policy updates
- Supporting customer emails or proposals
- Generating templates for documents or reports
- Brainstorming ideas or condensing meeting notes

But AI is only as smart, and ethical, as the people and parameters guiding it.

If a staff member asks an AI to “draft a performance warning” and pastes in confidential employee data, where does that data go?

What if they copy a policy online and edit it with ChatGPT, but miss a critical legal requirement?

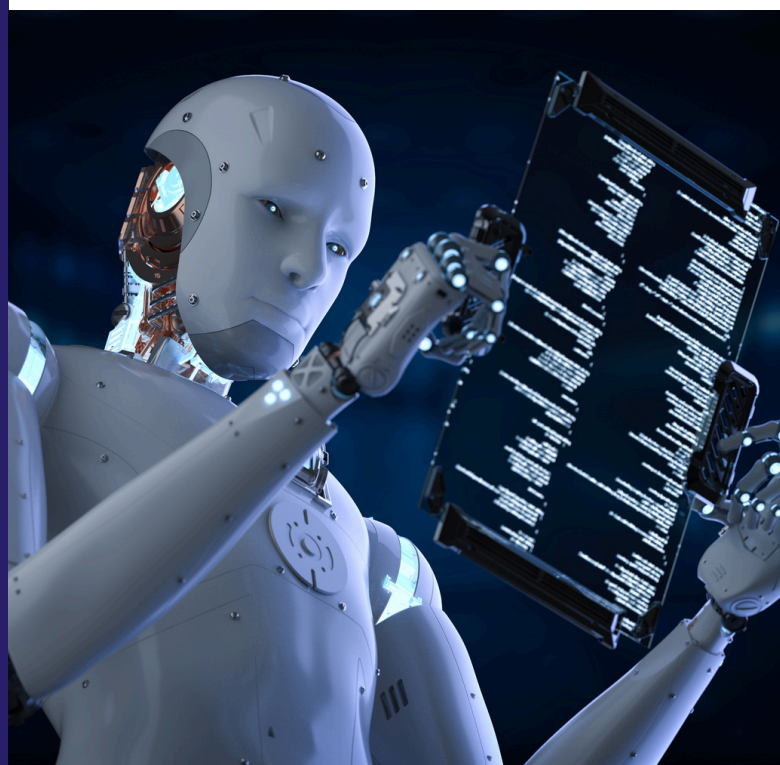


Risks we've already seen in SME's

Here are just a few real-world examples of how things can go wrong:

- An employee uses AI to generate sales emails, but includes outdated claims, risking misrepresentation.
- A team member uses an AI tool that stores inputs in servers outside the UK, breaching GDPR obligations.
- A business owner uses AI to draft a policy, but omits required clauses, thinking it's "good enough".
- A manager uploads sensitive employee info to an open AI platform, not realising it may be retained.

These aren't far-fetched scenarios, they're happening today. And they can all be avoided with the right structure in place.



What should employers do?

We recommend acting now to get ahead of the curve. Here's how:

1. Publish a clear AI Use Policy

Define what tools are permitted, how they can be used, and what's off-limits (e.g. confidential data). Be specific.

2. Provide basic training for staff

Focus on risks (privacy, errors, IP), limitations, and ethical use. A short session can go a long way.

3. Support managers to spot misuse

They don't need to be experts, just alert to changes in communication or output that seem "too polished" or inaccurate.

4. Update employment documents

Include AI clauses in your handbook, code of conduct and, where relevant, employment contracts.

5. Focus on enablement, not enforcement

AI can be empowering. Make sure your guidance helps staff use it well, not fear using it at all.

We'll help you strike the right balance between innovation, risk, and human connection.

- Write or review your AI Use Policy
- Run training for managers and teams
- Update your handbook and contracts
- Support with people strategy as AI tools reshape roles

Billie: Instant AI powered HR support for your Line Managers

Available as a package add-on for Breedon clients

When people problems crop up, whether it's an attendance issue, a performance conversation, or a grievance waiting to happen, line managers often turn to one question: "What do I do?" Now, there's a smart way to answer that question without waiting on an email, second-guessing Google, or relying on generic advice.

Meet Billie, our HR AI assistant, designed to give your team instant, expert, Breedon-backed guidance, 24/7.

What is Billie?

Billie is a first-line HR support tool for your line managers and internal leads. Available as an optional add-on to your Breedon support package, Billie delivers fast, reliable guidance for day-to-day HR situations, based entirely on our own knowledge library. Billie helps your managers:

- Understand what to do (and what not to do) in common people scenarios
- Get clarity on next steps in issues like absence, conduct or complaints
- Act quickly and correctly

What Makes Billie Different?

You may have seen free AI tools like ChatGPT offering "HR advice." But there's a big difference between AI trained on the open internet and AI trained exclusively on our expert, compliant, UK-specific HR guidance. Here's what sets Billie apart:

- Built from Breedon's knowledge base, not web-scraped content
- Fully UK-compliant, ACAS-aligned, and updated as legislation changes
- Always private, always secure - no data is shared, stored or reused
- 24/7 access because HR issues don't wait for office hours
- Backed up by support from our team

Billie helps your team act quickly, confidently, and correctly with complex issues being escalated to us when needed.

Think of Billie as your digital HR first responder - there when you need support, but backed by our human consultancy when it really counts.

Want to Add Billie to Your Package?

Billie is available as an add-on to our packages, and we'll support you with setup, training, and access control.

Contact us to book a demo or add Billie to your plan.

Focus on

Health and Safety and AI

Courtesy of Paul Godwin of Templar Health and Safety

Health and safety in the age of AI - where human judgment meets machine precision. The kind of stuff that makes us think, "Wow, the future is here," NOW.

We find ourselves at the forefront of a new era: the AI-powered workplace. It's no longer a distant concept; it's here, and it's growing faster than we could have imagined just five or ten years ago.

Let's be honest: AI didn't enter our workplaces because we were worried about safety. It came in the door wearing a badge labelled efficiency. However, AI in the workplace is a bit like the office newbie who's incredibly eager to help, but occasionally deletes all your files. But AI does have a superpower apart from efficiency – PREVENTION.

The role of Health & Safety in AI use

Risk Assessment – Evaluate potential physical, psychological, or ethical risks from AI systems

Safety Standards – Talk to AI developers so they understand what standards they need to meet.

Monitoring – Regularly check AI systems for malfunctions or harmful behaviour

Training – Educate staff on safe interaction with AI tools and how to report issues.

Ethics & Privacy – Make sure AI use respects worker privacy and avoids bias or unfair treatment.



With Health and Safety, we need to identify the AI System and Its Function. Drill down to Potential Hazards....the what if!

- Can it cause injury?
- Could it cause stress or anxiety?
- Does it misuse personal data or breach confidentiality?
- Could it lead to discrimination or unfair decisions?

Health and Safety needs to:

- Add safety systems - emergency stop for robots
- Limit AI's decision-making power, keeping humans-in-the-loop
- Ensure transparency and make sure we can audit and understand what we are auditing.
- Provide staff training and clear policies
- Review and Monitor
- Test and validate AI regularly
- Monitor for unexpected behaviour or system drift
- Update risk assessments as the AI system evolves

The healthiest and safest workplaces are those where humans and artificial intelligence work together in a collaborative, well-integrated environment. These are workplaces that don't just prioritise traditional safety practices like proper manual handling techniques, but also embrace the importance of AI awareness.



Questions & Answers

What are the risks of employees using AI without company knowledge?

Risks include data protection breaches, sharing confidential information, generating inaccurate or legally problematic content, and exposing your business to reputational or regulatory consequences.

How should we introduce AI to our team safely?

Start with an internal AI Use Policy, offer basic training, and clearly outline what tools are permitted and how they should (and shouldn't) be used.

Can we discipline an employee for misusing AI at work?

Yes, but only if expectations are clearly set in advance. Make sure your employment documentation reflects your position on AI use before enforcing it.

Let's talk on the phone

Here are three questions for you:

- Do you currently have HR support?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them", let's jump on a video call

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



YOUR HR EXPERT



**Set up a 15 minute exploratory call at
www.breedonconsulting.co.uk**

