



AI Workplace Readiness Checklist

Use this checklist to evaluate your organisation's readiness for safe, responsible, and sustainable workplace AI adoption.

Check each item currently in place.

AI Governance and Workplace Readiness Assessment

- 1. We maintain approved AI platforms for employee use.
- 2. Employees understand what information should never be entered into AI systems.
- 3. Sensitive customer and financial information is protected appropriately.
- 4. AI-generated outputs are reviewed before operational use.
- 5. Employees understand AI hallucination risks.
- 6. We maintain practical AI usage policies employees can follow.
- 7. Leadership actively supports responsible AI governance.
- 8. Employees receive AI awareness and cybersecurity training.
- 9. Human oversight remains required for sensitive workflows and decisions.
- 10. We monitor for shadow AI usage and unauthorized tools.
- 11. AI-assisted communication is reviewed before external distribution.
- 12. Employees understand phishing and AI-assisted social engineering risks.
- 13. Remote employees receive AI governance guidance.
- 14. AI workflows align with cybersecurity and data protection policies.
- 15. Verification culture is reinforced consistently across teams.
- 16. Operational accountability remains clearly defined despite automation.
- 17. AI vendors and platforms are reviewed for security and privacy risks.

- 18. Employees understand prompt injection and manipulation risks.
 - 19. Workflow visibility is maintained across AI-assisted systems.
 - 20. AI adoption improves workflow clarity rather than increasing confusion.
 - 21. Employees know how to escalate suspicious AI-related activity.
 - 22. Managers understand operational oversight responsibilities for AI usage.
 - 23. AI governance is reviewed and updated regularly.
 - 24. Productivity goals are balanced with employee wellbeing and operational sustainability.
 - 25. Leadership treats responsible AI adoption as a long-term operational strategy.
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Scoring Guide

Strong Maturity

20–25 checked items

Your organisation demonstrates strong readiness for responsible workplace AI adoption.

You likely maintain:

- effective governance,
- operational visibility,
- employee awareness,
- cybersecurity oversight,
- and strong verification culture.

Continue strengthening:

- governance refinement,
- employee education,
- workflow visibility,
- and long-term resilience planning.

Moderate Exposure

12–19 checked items

Your organisation has implemented some AI safeguards and governance practices, but important gaps remain.

You may benefit from stronger:

- operational oversight,
- workflow governance,
- employee guidance,
- cybersecurity alignment,
- and visibility into AI-assisted workflows.

Governance consistency should become a near-term priority.

High Vulnerability

0–11 checked items

Your organisation may face significant operational and cybersecurity exposure from poorly governed AI adoption.

Employees may currently use AI tools without:

- adequate oversight,
- workflow standards,
- governance,
- or cybersecurity safeguards.

Immediate improvement is recommended involving:

- AI governance,
- awareness training,
- operational visibility,
- verification culture,

and leadership accountability.