

Actions to ensure responsible use of technology	If YES, what have you done to evidence this (and is this enough?)	If NO, what actions need to be taken?	Who needs to be involved for this to happen?
Are we clear on what problem we are trying to solve with technology?			
Have we got the right people involved in key aspects of decision making?			
Have we considered how the technology will impact jobs and the way things are done?			
Have we consulted with employees to identify unforeseen risks and gain buy-in?			
Are we planning and monitoring for equality, diversity and inclusion?			
Have we scrutinised products to understand how technical functions work and what ongoing management is available?			
Have we ensured data security and compliance practices consider people principles?			
Have we communicated how technology is used to applicants and employees?			
Have we embedded good people management practices to facilitate an open and responsible culture?			