

Globethics Candidate Policy on the Use of Artificial Intelligence (AI) in any Application Process

1. Purpose and Scope

Globethics is committed to fair, transparent and values-driven application practices. We recognize that many candidates may use AI technologies to support their applications. This policy applies to all stages of the application process and clarifies how candidates may and may not use AI tools when applying for fellowships, positions or mandates at Globethics.

We recognize that AI tools can help level the playing field, particularly for:

- non-native speakers
- candidates with disabilities
- candidates unfamiliar with specific writing conventions
- applicants navigating multilingual contexts.

Globethics welcomes the ethical and responsible use of AI as a supportive tool. However, all application materials must authentically reflect the candidate's own abilities, experience, and judgment. AI tools may support a candidate, but cannot replace the candidate's personal contribution.

2. Guidelines for Candidate Use of AI

Candidates may use AI tools to:

- a. Improving clarity and communication**
 - correct grammar, spelling or syntax
 - improve clarity or structure
 - refine formatting in CVs or cover letters
 - translate content into another language to communicate more effectively
- b. Preparing for application steps**
 - brainstorm ideas
 - practice interviews by generating typical questions
 - research standard terminology or role expectations
- c. Facilitating accessibility support including:**
 - language simplification
 - text structuring
 - cognitive support for candidates with disabilities.

In all cases, candidates must review, edit and take ownership of their submissions. AI may assist, but final content must originate from and reflect the candidate.

3. Unacceptable Uses of AI

To ensure authenticity and fairness, the following uses of AI are prohibited in any Globethics application process:

a. Misrepresentation of experience or skills

Candidates must not use AI tools to:

- invent or exaggerate professional experience, qualifications or achievements
- generate false or embellished work samples
- create an application that does not reflect their real expertise

b. Completing assessments on the candidate's behalf

Unless explicitly stated otherwise, candidates must not:

- use AI to generate answers for written tests or case studies
- submit AI-produced work as their own for evaluation
- rely on real-time AI tools during interviews or live assessments.

All tasks are intended to assess individual judgment, knowledge or critical thinking and this must be completed independently.

c. Uploading confidential content

Candidates must not upload to AI tools:

- any document explicitly marked "confidential" or "for internal use only"
- assessment materials (e.g., case studies or exercises provided under confidentiality)
- internal Globethics documents

d. Fully outsourcing the application

Candidates must not submit:

- content written entirely by AI without personal review or contribution
- responses they cannot explain, replicate or discuss independently.

4. Consequences of Misuse

Globethics evaluates each case with fairness, proportionality and respect. However, the following measures may be taken if doubts arise or is confirmed that a candidate misuses AI:

- requesting clarification on how a submitted document was produced
- asking the candidate to elaborate on or reproduce parts of their submission
- withdrawing a candidate from the application process
- reconsidering or rescinding an offer in cases of serious misrepresentation

Globethics will always consider the intent, context, and seriousness of the issue before making any decision.

5. Questions, Support & Policy Updates

Candidates may contact the Globethics AI Ethics Manager at galvez@globethics.net with questions about this policy. We encourage applicants to seek clarification if they are unsure whether a specific use of AI is acceptable.

As AI tools and ethical standards continue to evolve, Globethics may update this policy. The most recent version will always be available on the Globethics website.

Globethics values authenticity, integrity and fairness. We welcome candidates who use AI ethically and responsibly as a tool for clarity, learning and accessibility, while ensuring that all application materials truthfully reflect their own capabilities. AI can support a strong application, but the most important element remains you.