

We've done the hard work for you - reviewing current research and insights tailored specifically to the Australian recruitment and HR landscape, with the emphasis on risk management, and ethical practice rather than use how to use AI.

AI Code of Ethics in Recruitment

(Australian Context)

Purpose

This Code of Ethics sets out the principles and standards for the responsible use of artificial intelligence in recruitment and selection activities. It applies to all employees, contractors, and consultants involved in recruitment on behalf of the organisation.

1. Human Accountability

AI is used to support recruitment professionals, not to replace them. All recruitment decisions remain the responsibility of human decision-makers, who are accountable for outcomes, fairness, and compliance with employment, privacy and discrimination laws in Australia.

2. Lawful and Fair Use

AI must be used in a manner consistent with Australian employment, anti-discrimination, and privacy legislation. AI tools must not be used to make or automate decisions that could unlawfully disadvantage individuals or groups.

3. Privacy and Confidentiality

Personal information about candidates, employees, or clients must not be entered into AI tools unless explicitly approved and protected by appropriate safeguards. De-identification is mandatory for all AI-assisted recruitment activities. Or that personal details remain within the closed recruitment system e.g. ATS.

4. Transparency and Explainability

Recruitment processes supported by AI must remain transparent and explainable. Decisions must be capable of being clearly articulated to candidates, hiring managers, and external reviewers without reliance on opaque or automated reasoning.

5. Merit-Based Assessment

AI must not be used to infer suitability, potential, or “fit” beyond the evidence provided. All assessment must be grounded in clearly defined, job-related selection criteria and demonstrable evidence. E.g. Rubrics against the position description and candidate suitability should be created. Human checks on AI rankings made and verified.

6. Bias Awareness and Mitigation

The organisation acknowledges that AI systems may reflect historical or systemic bias. Recruiters must actively investigate selection activities, and apply controls to prevent bias amplification, including structured criteria, consistent scoring, and human review. And removal of personal attributes being scored.

7. Proportional Use

AI should be used where it adds value through efficiency, consistency, or clarity, and not where it introduces unnecessary risk. Higher-risk recruitment activities require higher levels of human oversight.

8. Continuous Review

AI use in recruitment will be periodically reviewed to ensure alignment with legal developments, ethical standards, and organisational values. Practices will be updated as technology and guidance evolve.

9. Professional Integrity

Recruiters using AI must continue to exercise professional judgement, uphold ethical standards, and act in the best interests of candidates, hiring managers, and the organisation. Checks and audits of the systems and tools should be regularly undertaken.

Reference Frameworks

Australian Government – AI Ethics Principles

- Australian Human Rights Commission – Recruitment and discrimination guidance
- OAIC – Privacy and AI guidance
- OECD – Principles on Artificial Intelligence
- World Economic Forum – Responsible AI in Human Capital