



Policy on Generative AI Use

Last Updated on 04/26/2023

Purpose and Scope

This policy outlines our approach to the use of generative AI tools in our organization. Our primary goal is to leverage AI in a responsible and ethical manner that enhances efficiency, supports human decision-making, and respects the interests of our clients and employees, while adhering to all applicable laws and regulations. This policy applies to individual employees, as well as long-term and short-term contractors and business partners with whom we are directly engaged.

General Principles

1. We use generative AI to organize responses and streamline workflows, not to fake emotion or care.
2. The research, ideas, and general direction of action originate with humans, with AI tools supporting and facilitating these decisions.
3. All AI-generated outputs are subject to human review and approval.
4. AI usage must align with our client's best interests, as reasonably perceived by us.
 - a. I.e., we must have a good faith reason to believe that the use of AI would benefit a client (such as by saving them time, or giving them a better and more visible presentation of facts they can base their decisions on).

Privacy and Confidentiality

1. We do not disclose our own or our clients' confidential information to AI systems without a guaranteed level of privacy that meets our standards.
2. We review the Terms of Service (ToS) of each AI tool before implementation to ensure compliance with our privacy requirements.

Responsible AI Integration

1. We believe in the positive duty to use AI when it is fully compliant with this policy, and we have reason to believe that its use would be in the best interest of clients, employees, the company, and third parties to whom we send AI-generated content.
2. AI tools are used to improve efficiency and better align with clients' interests, not to waste their time with irrelevant proposals.

Intellectual Property Considerations

We do not use generative AI in any situation where we reasonably expect that its use can diminish the intellectual property (IP) protection of the content it generates if it is foreseeable that we would hand off IP rights to that content to the end client.

Transparency and Accountability

1. This policy on AI use is publicly available, and there are no other internal policies governing AI use.
2. If changes to this policy are deemed necessary, a good faith effort will be made to update it in a timely manner.

Policy Amendments

We reserve the right to change this policy; however, we will make a best effort, good faith attempt to adhere to its general principles in the future.

AI Assistance in Policy Creation

In accordance with this policy, AI tools, including but not limited to Grammarly and ChatGPT, were used to help devise, review, and correct the content of this document.