

# DelCor Artificial Intelligence (AI) Policy

Dept.	Policy #	Revision Date	Policy Owner

## 1.0 Overview

This policy establishes guidelines for the responsible, ethical, and effective use of artificial intelligence (AI) tools by DelCor staff.

## 2.0 Purpose

The goal is to empower innovation while protecting company data, intellectual property, and DelCor’s brand and reputation.

## 3.0 Scope

This policy applies to all staff using AI tools for DelCor business purposes.

### 3.1 Guiding Principles

1. **Alignment with Values:** All AI use must reflect DelCor’s mission, values, and ethical norms.
2. **Empowerment and Enablement:** Staff are encouraged to use AI tools to enhance productivity and creativity, provided they follow this policy.
3. **Human Oversight:** AI tools should support and empower humans rather than replace critical human judgment. AI output should always be scrutinized to ensure accuracy.
4. **Data Privacy:** DelCor staff will uphold the confidentiality and integrity of company information by ensuring data is handled securely when using AI tools or platforms.
5. **Intellectual Property:** DelCor staff must respect all intellectual property rights. AI-generated content must not infringe on copyrights or trademarks.
6. **Bias and Fairness:** Staff should be aware of potential biases in AI outputs and take steps to identify and mitigate them.
7. **Security:** DelCor staff will use only AI tools that meet DelCor’s security standards. DelCor staff will not use personal or unapproved accounts for DelCor business.
8. **Compliance:** All AI use must comply with applicable laws, regulations, and company policies.

### 3.2 Guidelines

1. **Approval of AI Tools:** Only AI tools vetted and approved by DelCor’s CTO may be used for DelCor’s business. DelCorians must request approval from the CTO for any use of AI tools not listed under “Approved Platforms” below. Approval must be obtained before introducing any additional AI tools to DelCor’s environment.

- a. **Approval process:** DelCorians are expected to email the CTO and include links to the AI tool they are requesting approval for, the intended use for the tool, any costs, desired implementation date, and any other applicable information. The addition of approved AI tools will be communicated to all staff where applicable and added to the below list.
2. **Data Handling:** DelCor staff must not upload DelCor proprietary, confidential, or sensitive information to AI public platforms or unapproved AI platforms.
3. **Incident Response:** Any suspected misuse of AI tools or breaches of this policy must be reported immediately to the Director of Human Resources.
4. **Continuous Evaluation:** DelCor's CTO and Director of Cybersecurity will consistently evaluate if AI tools are functioning as anticipated. They may determine to eliminate AI tools at any time. The decision to eliminate AI tools is at the discretion of leadership. Continuing to use AI tools that have been eliminated may result in disciplinary action including and up to termination.

### 3.3. AI Notetaker Guidelines

1. **Transparency and Consent:** All meeting participants must be informed in advance, at the start of the meeting, or at the start of the AI notetaker recording and transcription that an AI notetaker will be used.
2. **Appropriate Use:** AI notetakers may NOT be used in internal or external meetings where sensitive, or confidential information is discussed.
3. **Data Handling:** Meeting notes generated by AI must be stored securely in accordance with DelCor's data protection policies. Meeting notes should be stored only in DelCor's business platforms/systems and must not be uploaded to public or unapproved AI platforms. Failure to properly store AI generated notes and inappropriately sharing sensitive information, intentionally or unintentionally, will result in disciplinary action up to and including termination.
4. **Human Oversight:** All AI-generated notes must be reviewed by a designated staff member before being distributed or archived to ensure accuracy and appropriateness. Any errors or omissions identified in AI-generated notes must be corrected promptly.
5. **Intellectual Property and Ownership:** AI-generated meeting notes are the property of DelCor. Notes from HR, Finance, and sensitive meeting topics may not be shared externally without authorization from a Director.
6. **Disclosure:** When distributing meeting notes, staff should indicate if they were generated or assisted by AI.

## 4.0 Approved Platforms

1. **Microsoft Copilot**
2. **Get Thread**

## 5.0 Applicability of Other Policies

This document is part of DelCor's security policies. Other policies may apply to the topics covered in this document, so the applicable policies should be reviewed as needed.

## **6.0 Enforcement**

Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment.

## **7.0 Policy Review and Updates**

This policy shall be reviewed at least annually or as needed due to changes in the organization, regulations, or the vendor landscape.