8.9 Artificial Intelligence (AI) Use Policy

Overview

The Burnaby Association for Community Inclusion (BACI) is committed to the ethical and lawful use of Artificial Intelligence (AI) across its operations. This policy establishes guidelines for the adoption and use of AI to ensure compliance with applicable laws, safeguard the organization's values, and mitigate risks associated with AI technologies. The use of AI at BACI should never compromise BACI's core values or introduce undue risk to the organization. Rather, the use of AI at BACI should be focused on improving business efficiencies and enhancing BACI's ability to fulfill its mission.

Purpose

This policy aims to:

- Ensure BACI's use of AI complies with legal, ethical and professional standards.

- Promote transparency, accountability and fairness in AI use.

- Protect the privacy and confidentiality of individuals, employees and contractors.

- Guide BACI staff on the responsible use of AI in alignment with the organization's mission and values.

Definitions

- **Artificial Intelligence (AI):** Technology employing algorithms, machine learning, or large language models (LLM's) to process data, make decisions, or perform tasks.

- **AI System:** Software or tools that utilize AI models to generate outputs such as predictions, decisions, or recommendations.

- **Embedded AI Tool:** AI functionalities integrated within approved BACI software tools, such as Office 365, MyCompass, and ADP.

Scope

This policy applies to all BACI employees, contractors, and any representatives engaging with AI systems or tools during their work or service provision with BACI as applicable.

Prohibited Use

There are certain uses of AI that are prohibited. Unless otherwise approved by the Privacy Officer and respective Senior Managers, all people – as the scope of this policy applies to - are prohibited from using AI systems for any of the following activities:

1. Entering personal information about supported individuals into any AI system. "Sensitive information" includes medical, financial, political affiliation, racial or ethnic origin, religious beliefs, gender, sexual orientation, disability status, or any other part of a person's life someone would want to keep private.
2. Using AI systems to identify or categorize employees, contractors, or other affiliated individuals based on protected class status.
3. The use of personal photos, videos, or audio recordings in AI systems is strictly prohibited without explicit, documented consent and must comply with BACI's Privacy policies.
4. Using an AI system to obtain legal advice, including, but not limited to, creating policies for internal use or to provide to third parties.
5. Creating intellectual property that BACI desires to register and/or holds significant value to the organization.
6. Conducting political lobbying activities. Lobbying is defined as any action aimed at influencing a Government, Government Official, or Government Entity for any reason.

General Use

All uses of AI systems must be approved by the Privacy Officer prior to use, to ensure the system are in keeping with the following:

- **Lawful**: The use of AI systems must comply with all applicable laws and regulations, as well as any contractual obligations, limitations, or restrictions.
- **Ethical**: The use of AI systems must adhere to ethical principles, including fairness, avoiding bias and upholding privacy.
- **Transparent**: There must be clear objectives for the use of an AI system and documented oversight of such use, which is recorded and captured. Disclosures of use in any AI-assisted content generation must be made when required by law or contract, or when required by BACI.
- **Necessary**: The use of AI must be for a valid business purpose to improve BACI's business efficiencies and support the organization's mission. The use of AI is not a substitute for human critical thinking or expertise and should not require BACI to incur an unnecessary expense without any true benefit.

Effective use of AI systems will require the following:

1. The use of AI systems should primarily focus on completing departmental and organizational goals, as directed by BACI leadership.
2. Staff using an AI system should have expertise in the subject matter for which the AI is used. AI is to be utilized as a tool and is not a substitute for expertise. For example, if using AI to create formulas for a spreadsheet, the individual deploying the AI must have expertise in the content and expected output of the spreadsheet.
3. All AI-generated content (writing, datasets, graphs, pictures, etc.) must be thoroughly reviewed by an individual with expertise to evaluate such content for accuracy and bias, as well as general proofing and editing. AI-generated content should be viewed as a starting point, not the finished product.
4. Like any content at BACI, content developed with the assistance of AI should be edited to conform to the look and feel of the BACI brand and voice.

Privacy and Confidentiality

1. Non-public BACI data, including personal or sensitive information, must never be input into Open AI Systems.

2. Data used in AI systems must comply with BACI's Privacy Policies (see policies 8.1 to 8.3).

Ethical Considerations

1. AI use must be transparent, lawful, and respectful of individuals' rights. This includes disclosing when AI has been used to generate materials, documents, etc.

2. AI-generated outputs should be carefully reviewed by subject-matter experts for accuracy, relevance, and potential biases. Potential for plagiarism or lack of appropriate attribution to content development should be considered and disclosed, where appropriate.

3. Decisions or actions based on AI outputs must be consistent with BACI's Code of Ethics.

4. The use of AI systems has significant environmental impact due to their significant energy consumption, which contributes to global warming and increased stress on local power grids. (National Science Foundation (2024, June 11). NSF invests $36M in computing projects that promise to maximize performance, reduce energy demands. *NSF – National Science Foundation.* *https://bit.ly/3EZtCuy*)

Responsibility

The BACI Privacy Officer and Senior Management Team are responsible for overseeing the use and compliance of AI systems. Managers are expected to ensure their teams understand and adhere to this policy.

Reporting and Compliance

Suspected misuse of AI systems or violations of this policy must be immediately reported to the Privacy Officer.

Linking Policies

1.8 Code of Ethics
8.1 Privacy Protection for Individuals Receiving Service
8.2 Privacy Policy – Plain Language
8.3 Privacy Protection for Employees
8.5 Internet and IT Device Usage Policy