

## AI TOOL USAGE POLICY

### PURPOSE

This policy establishes guidelines for the appropriate use of third-party AI tool usages by Centric Consulting associates in the workplace. This policy aims to ensure that AI tools are used consistent with Centric Consulting's values, ethical standards, and legal obligations. Examples of AI tools covered by this policy include but are not limited to:

- Content Generation (e.g., Copy.ai, OpenAI ChatGPT and associated models, Jasper)
- Image Generation Services (e.g., MidJourney, StableDiffusion, OpenAI's Dall-E)
- PowerPoint Tools (e.g., Beautiful.ai)
- Note Taking and Transcription (Mem, Otter)
- Automation (Zapier)
- Text Enhancement (Grammarly, Wordtune)

### SCOPE

For the purposes of this policy the term 'Associates' refers to all employees, contractors, consultants, temporary employees, and all other workers at Centric, including all personnel affiliated with third parties. This policy applies to all associates who use AI tools in their work. It covers the use of AI tools on company-owned devices, as well as personal devices used for work purposes.

### POLICY

#### **AUTHORIZED USE:**

Associates are authorized to use AI tools to support their work-related tasks, including but not limited to research, drafting documents, generating content, and answering questions. Associates must use AI tools consistent with Centric Consulting's Code of Conduct and other applicable policies including any applicable client policies.



### **ETHICAL AND LEGAL CONSIDERATIONS:**

Associates must use AI tools in an ethical and lawful manner. This includes, but is not limited to, the following:

- Respecting intellectual property rights and not using AI tools to generate or distribute copyrighted or plagiarized content.
- Refraining from use of AI tools to create or disseminate false, misleading, or defamatory information.
- Refraining from use of AI tools to engage in discriminatory, harassing, or offensive behavior.

### **CONFIDENTIALITY AND DATA SECURITY:**

Associates must exercise caution when using AI tools to avoid accidental or intentional exposure of sensitive or confidential information. When sending data to tools such as ChatGPT Associates should do so with the expectation that it is not protected by the platform. Therefore, associates should limit types of data input into such tools and not input or share any client-specific, proprietary, or confidential information with AI tools unless the platform is approved for such use by Centric or client and appropriate security measures are in place.

- Do not send client information to AI tools without written approval from both Centric Legal and the Client
- Do not send Centric proprietary or confidential information to AI tools including but not limited to trade secrets, financial information, account contact information, employee specific information without consent, or legal documents to which Centric is a party. For example, while ChatGPT can take a SOW (Statement of Work) and create a case study, SOWs (Statement of Work) (Statement of Work) contain confidential Centric and client information in them, so associates should not paste SOWs into ChatGPT.
- Do not send any identifiable information to AI tools including but not limited to: Personal Identifiable Information (PII) and Protected Health Information (PHI)

### **REIMBURSEMENT:**

Centric Consulting will provide reimbursement for AI tools and services pursuant to Operating Group Leaders approval and only in support of Centric work or client deliverables. Centric will not reimburse expenses related to personal use of AI tools or services.



### **CONFIRMING ACCURACY:**

Given the nature of generative AI tools like ChatGPT, the output may not always be accurate or reliable. Associates are responsible for verifying the accuracy and appropriateness of AI-generated content before using the results. This includes, but is not limited to, fact-checking information, reviewing for potential biases, and ensuring the content aligns with Centric Consulting's standards and values. Associates should not solely rely on AI-generated content for decision-making purposes without conducting an appropriate level of review and validation. If there are any doubts about the accuracy or appropriateness of AI-generated content, associates are encouraged to seek guidance from their supervisors or relevant subject matter experts.

### **COMPLIANCE AND ENFORCEMENT**

Violations of this policy may result in disciplinary action, including termination of employment. Centric Consulting reserves the right to monitor and audit the use of AI tools to ensure compliance with this policy.

For any inquiries, clarifications, or concerns regarding this policy, please reach out to our IT department at [CentricIT@centricconsulting.com](mailto:CentricIT@centricconsulting.com).

### **POLICY REVIEW AND UPDATES**

This policy will be reviewed periodically and may be updated as needed to reflect changes in technology, legal requirements, and company practices.

### **ACKNOWLEDGEMENT**

By using AI tools and services in the workplace, associates acknowledge that they have read, understood, and agree to comply with this policy.