New Hoong Fatt Group Artificial Intelligence Use Policy.

1. Purpose

The **NHF Group AI Policy** has been developed to provide clear guidance on the deployment, development, and utilization of AI technologies within our operations. Key objectives of this policy include:

1. **Ethical Standards**: Upholding ethical principles in all AI applications to ensure alignment with our values and respect for human rights.

2. **Fairness and Transparency**: Mitigating bias and promoting transparency in AI-driven decision-making processes.

3. **Data Privacy**: Ensuring the protection of individual privacy through secure handling of data in AI systems.

4. **Accountability**: Establishing mechanisms for accountability to monitor and address risks associated with AI technologies

2. Scope

This policy applies to all employees, contractors, and partners of New Hoong Fatt Group who use or interact with AI systems, including but not limited to all Larger Language models (LLMs), plugins and data-enabled AI tools.

3. Policy

3.1. Responsible AI Use

Employees must use AI systems responsibly and ethically, avoiding any actions that could harm others, violate privacy, or facilitate malicious activities.

3.2. Compliance with Laws and Regulations

AI systems must be used in compliance with all applicable laws and regulations, including data protection, privacy, and intellectual property laws.

3.3. Transparency and Accountability

Employees must be transparent about the use of AI in their work, ensuring that stakeholders are aware of the technology's involvement in decision-making processes. Employees are responsible for the outcomes generated by AI systems and should be prepared to explain and justify those outcomes.

3.4. Data Privacy and Security

Employees must adhere to the company's data privacy and security policies when using AI systems. They must ensure that any personal or sensitive data used by AI systems is anonymized and stored securely. Implement measures to secure data throughout its lifecycle, including encryption, and access controls.

3.5. Bias and Fairness

Employees must actively work to identify and mitigate biases in AI systems. They should ensure that these systems are fair, and inclusive, and do not discriminate against any individuals or groups.

3.6. Human-AI Collaboration

Employees should recognize the limitations of AI and always use their judgment when interpreting and acting on AI-generated recommendations. AI systems should be used as a tool to augment human decision-making, not replace it. All decision is to fall back to human judgement if there is a disagreement with the result from the AI.

3.7. Third-Party Services

When utilizing third-party AI services or platforms, employees must ensure that the providers adhere to the same ethical standards and legal requirements as outlined in this policy.

4. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with

New Hoong Fatt Group's disciplinary policies and procedures.

5. Policy Review

This policy will be reviewed bi-yearly or as needed, based on the evolution of AI technology and the regulatory landscape. Any changes to the policy will be communicated to all employees.

6. Effective Date

This policy is effective on 12th July 2024.

7. Employees Declaration

Please complete, sign and submit the following declaration form to the HR Department.

PDF **Employees Declaration Form - AI Use Policy.pdf**
66.8 KB