

# Generative Artificial Intelligence Policy

Prepared by Kristen Stippich & Kevin Dulaney



# Table of Contents



Introduction, Purpose & Scope.....	03
Definitions.....	04
Principles.....	05
Governance and Responsibilities.....	06
Data Management and Protection.....	07
Transparency & Accountability .....	08
Compliance and Training & Awareness.....	09
Enforcement & Contact Us.....	10

# Introduction, Purpose & Scope



01

## Introduction

As part of our commitment to innovation and responsible use of technology, this policy outlines guidelines for the use of Generative Artificial Intelligence (GAI) within SourceCode. GAI refers to artificial intelligence systems that can generate new content, including text, images, audio, and video, based on patterns and data inputs.

02

## Purpose

The purpose of this policy is to ensure that the deployment and utilization of GAI align with ethical principles, legal requirements, and our company values. It aims to promote transparency, accountability, and responsible stewardship of AI technologies.

03

## Scope

This policy applies to all employees, contractors, and third parties who utilize or interact with GAI systems on behalf of SourceCode.



# Definitions

## [Artificial Intelligence]

- **Generative Artificial Intelligence (GAI):** Artificial intelligence systems capable of generating new content based on learned patterns and data inputs.
- **Responsible AI:** Ethical and transparent use of artificial intelligence technologies that prioritize fairness, accountability, and societal well-being.
- **Data Bias:** Systematic errors or inaccuracies in AI models resulting from skewed or unrepresentative training data.
- **Adversarial Examples:** Inputs intentionally designed to deceive or manipulate AI systems, leading to incorrect outputs.



# Principles



1

## Ethical Use

GAI systems must be deployed and utilized in a manner consistent with ethical principles, including fairness, transparency, and respect for privacy.

2

## Accountability

Individuals responsible for developing, deploying, or managing GAI systems are accountable for their actions and decisions.

3

## Transparency

Users should be informed when interacting with content generated by GAI systems, clearly distinguishing it from human-generated content.

4

## Fairness

Measures should be taken to mitigate bias and ensure fairness in the outputs generated by GAI systems.

5

## Privacy

GAI systems must respect user privacy rights and comply with applicable data protection regulations.



# Governance & Responsibilities



## SourceCode AI Taskforce

The AI Taskforce, composed of representatives from various departments, is responsible for reviewing and approving GAI projects and solutions, ensuring compliance with ethical standards and regulatory requirements.



# Data Management & Protection



- GAI systems must adhere to data protection policies and regulations, including GDPR, CCPA, and other relevant laws.
- Personal data used to train GAI models must be anonymized or pseudonymized to protect individual privacy rights.
- Security measures must be implemented to safeguard GAI systems and prevent unauthorized access or misuse of data. Any non-approved GAI systems should be considered insecure until a Data Privacy Impact Assessment has been completed by the AI Taskforce.

# Transparency & Accountability



- Users interacting with content generated by GAI systems must be informed that it is AI-generated.
- Mechanisms for reporting and addressing concerns related to GAI-generated content should be established.
- Regular audits and evaluations of GAI systems will be conducted to ensure compliance with ethical and legal standards.





# Compliance & Training and Awareness



## Compliance

- All GAI projects and usage must undergo an ethics review and obtain approval from the AI Taskforce before deployment.
- Compliance with this policy is mandatory for all employees and third parties involved in GAI-related activities.



## Training & Awareness

- Employees involved in developing or utilizing GAI systems should receive training on ethical AI principles, bias mitigation techniques, and regulatory requirements.
- Awareness campaigns should be conducted to educate employees and stakeholders about the responsible use of GAI technologies.

# Enforcement & Contact Us

## Enforcement

- Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.
- Suspected breaches of this policy should be reported to the Company Management or the AI Taskforce for investigation.

# Contact

# Us

## Check Us Out



[sourcecodecommunications.com](http://sourcecodecommunications.com)  
[hello@sourcecodecomms.com](mailto:hello@sourcecodecomms.com)  
153 W 27th St Suite 505, New  
York, NY 10001