

AI Policy

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1 Introduction

The purpose of this policy is to establish guidelines for the responsible and effective use of generative artificial intelligence (AI) at Everest Engineering. It aims to ensure that AI advances Everest Engineering's business objectives while mitigating risks, complying with legal and ethical requirements, and maintaining the standards of safety and security.

1.1 Scope

This policy applies to all employees and contractors of Everest Engineering who utilise AI technologies in their work.

2 AI Policy

2.1 Responsible AI Use

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

2.2 Compliance with Laws and Regulations

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

2.3 Transparency and Accountability

Everest Engineering employees and contractors must be transparent in their use of AI, ensuring that clients, partners, and stakeholders are informed about the technology's involvement in relevant projects and decision-making processes. Employees are ultimately responsible for the outcomes generated by AI systems under their purview and must be prepared to explain and justify those outcomes to both internal and external stakeholders.

2.4 Client AI Policies and Tool Usage

When working on client projects, Everest Engineering employees and contractors must familiarize themselves with and adhere to the client's AI policy. This includes understanding any restrictions or specific guidelines the client may have regarding AI usage. In cases where the client's AI policy and Everest Engineering's policy are unaligned, the stricter policy shall take precedence. If the two policies cannot be reconciled, the client's policy will take priority. However, if adherence to the client's policy would put Everest Engineering at risk, the employee or contractor must inform their direct manager, the CTO, and the security officer for further guidance and resolution.

2.5 Data Privacy and Security

Employees must adhere to Everest Engineering's, as well as any relevant client, data privacy and security policies when using AI systems. This includes ensuring that any personal or sensitive client data utilised by AI systems is handled in accordance with applicable regulations and client agreements. Such data must be anonymised or pseudonymised whenever possible and stored securely to protect client confidentiality and privacy. Employees should exercise caution when inputting sensitive data into AI tools and prioritise secure data transfer methods.

2.6 Bias and Fairness

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

2.7 Human-AI Collaboration

Employees should recognise the limitations of AI and always use their judgement when interpreting and acting on AI-generated recommendations. AI systems should be used as a tool to augment human decision-making, not replace it.

2.8 Developer Use of AI Tools

2.8.1 Intellectual Property

Developers who use AI tools must ensure that any features designed to highlight and/or block outputs that match public code are active at all times.

2.8.2 Output Validation

Developers must use the same processes required for any code they did not independently originate, to validate the output generated by the tool before incorporating it into the codebase. This includes verifying that it meets Everest Engineering's and the client's coding standards and does not introduce security vulnerabilities or other issues.

2.9 Training and Education

Employees who use AI systems must receive appropriate training on how to use them responsibly and effectively. They should also stay informed about advances in AI technology and potential ethical concerns.

2.10 Third-Party Services

When utilising 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.

3 Implementation and Monitoring

3.1 Governance

The ISMS Council will ensure that AI initiatives are developed and deployed responsibly, in compliance with relevant laws and regulations, and with ethical considerations in mind. The CTO will create and define roles and responsibilities for the oversight of Everest Engineering's AI initiatives.

3.2 Oversight

The CTO will oversee the implementation of this policy and ensure compliance with relevant laws and regulations. The CTO will designate appropriate staff to co-ordinate guidance and support to employees on the use of AI.

3.3 Tracking

The CTO will designate staff to maintain a list of all Generative AI Technology approved for use within Everest Engineering.

3.4 Periodic Reviews

The CTO will ensure periodic reviews of AI system use within Everest Engineering are conducted to assess and enhance the efficiency and cost-effectiveness of AI implementations, ensure adherence to this policy, identify any emerging risks, and recommend updates to the policy as necessary.

3.5 Policy Review

This policy will be reviewed by the ISMS Council annually 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.