

QP-01-001	ARTIFICIAL INTELLIGENCE POLICY ImpactLife	Page 1 of 2
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Purpose	<p>This Artificial Intelligence (AI) policy aims to establish guidelines and best practices for the responsible and ethical use of (AI) within ImpactLife. It ensures that our employees use AI systems and platforms in a manner that aligns with ImpactLife's values, adheres to legal and regulatory standards, and promotes the safety and well-being of our stakeholders.</p> <p>ImpactLife is committed to using AI in a responsible and ethical manner that aligns with our mission, vision, and values. We recognize the potential benefits and risks of AI for our organization, our donors, our customers, our partners, and society at large. This policy applies to all employees, contractors, and partners of ImpactLife who use or interact with AI systems. AI systems include but are not limited to all Large Language Modules (LLM), plugins, and data enabled AI tools.</p>
Policy Statement	Our organization recognizes that the use of AI tools poses risks to our operations, donors, and customers. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company, donor, and customer data. This policy requires all employees to use AI tools in a manner consistent with our security best practices.
Responsible AI Use	Employees must use AI systems responsibly and ethically, avoiding any actions that could harm others, violate privacy, or facilitate malicious activities.
Compliance with Laws and Regulations	AI systems must be used in compliance with all applicable laws and regulations, including data protection, privacy, intellectual property laws, and notification to participants, as applicable.
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 must utilize ImpactLife's recognized AI system(s) ('AI System of Record') to ensure transparency of proposed and active AI activities. Employees are responsible for the outcomes generated by AI systems and should be prepared to explain and justify those outcomes.
Data Privacy and Security	<p>Employees must adhere to ImpactLife'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.</p> <p>Refer to the <i>Technology Use</i> policy regarding use of equipment, software, privacy expectations, etc.</p>
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.

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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.

Training and Education

Employees who use AI systems must receive appropriate training on how to use them responsibly and effectively. It is the responsibility of the AI system owner to determine what training is needed and collaborate with the Training Department as necessary. As part of the evaluation of any AI program, they should also be informed about advances in AI technology and potential ethical concerns.

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.

AI Review Committee

A multidisciplinary AI risk management team ('AI Review Committee') comprised of a diverse team of ImpactLife leaders from different areas of the organization will ensure that AI initiatives are developed and deployed responsibly, in compliance with relevant laws and regulations, and with ethical considerations in mind. Fresh Service will be used to submit a request to the AI Review Committee to review AI systems for use at ImpactLife. The AI Review Committee will evaluate and determine if the program/system is acceptable for use.

IT will maintain a public list of acceptable AI systems.

Validation

Validation of any AI system must be considered and should be discussed with IT and QSS.

Periodic Reviews

The AI Review Committee will conduct periodic reviews of AI systems used within the company to ensure adherence to this policy, identify any emerging risks, and recommend updates to the policy as necessary.

Incident Reporting

Employees must report any suspected violations of this policy or any potential ethical, legal, or regulatory concerns related to AI use ImpactLife's established reporting channels.

Enforcement

Violations of this policy will be reviewed and may result in disciplinary action, up to and including termination of employment, in accordance with ImpactLife's disciplinary policies and procedures.

Policy Review

This policy will be reviewed 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.

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