CO-POL-310
Using Artificial Intelligence Resources

Purpose

This policy is to ensure that use of AI tools by Creative Okanagan employees, contractors and board members is safe and responsible, and adheres to our values and mission.

Introduction

Generative AI offers a chance to help organizations like Creative Okanagan in new ways. Individual tools, as well as AI systems, can positively affect how we meet our community's needs. However, we recognize valid concerns about AI's potential for bias and unethical use exist.

Principles

To balance these concerns and support our community service efforts, when Creative Okanagan uses AI, we will do so responsibly by applying the following principles:

- Accountability and responsibility: We will hold the individuals using AI tools accountable for their decision-making based on the tools. AI tools and systems support the work our staff and board members remain committed to.
- Equity and access: We will use AI in ways that do not create new inequities or barriers to accessing vital services. We will maintain safeguards that promote fair access to our services.
- Fairness and non-discrimination: We will aim to use AI tools in ways that do not discriminate against the communities we serve. We will seek to use AI

tools in a way that minimize bias and ensure fair outcomes for everyone, regardless of race, gender, ethnicity, or other factors as outlined in our organization's values.
- Reliability and accuracy: We will select AI tools that consistently produce the most accurate outputs and we acknowledge that we must scrutinize AI-generated works for accuracy.
- Transparency and Trust: We will explain when and how we use AI products when asked by our stakeholder communities.
- In service of mission: We will use AI in support of human decision-making, expertise, and creativity, and not in place of human expertise. AI tools will be deployed in support of our mission
- Creative Okanagan shall not use artificial intelligence to generate or compose music, nor shall we endorse, promote, or utilize AI-generated music in our programming, events, marketing, or advocacy efforts.

Personal Responsibility

We acknowledge that staff and board members may value integrating AI tools into their workflows. Creative Okanagan will not provide individuals with subscriptions or login credentials to any AI tool, but staff, contractors or board members may use their personal accounts, notwithstanding the present policy. No one shall create an account to use an AI tool using Creative Okanagan's email addresses, phone numbers or any Creative Okanagan credentials.

When using an AI for Creative Okanagan work, individuals must ensure they protect Creative Okanagan's data, reputation and intellectual property in accordance with CO-POL-111 Privacy Policy.

Guidelines

It is good practice to keep the following in mind when using AI:

- When you type into an AI tool, you are giving information to the system's developers
- Ask yourself whether AI is the best tool for the task at hand
- AI can provide inaccurate and/or fabricated information, and all its responses must be carefully checked for errors
- AI is best used for feedback on one's own work, and not to scrutinise others' efforts
- Any queries you make of an AI tool will end up in the public domain (as in, what happens on the internet is forever on the internet)