



Purpose

With the increasing popularity of generative AI chatbots such as OpenAI's ChatGPT and Google's Bard, it has become necessary to outline the proper use of such tools while working at Founders Group International. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers and the company from harm.

Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

Eligibility

This policy applies to all employees of FGI and to all work associated with FGI that those employees perform, whether on or off company premises.

Policy



The use of generative AI chatbots will largely be allowed while performing work for FGI. Company email addresses, credentials or phone numbers can be used to create an account with these technologies. No proprietary company data may be submitted (copied, typed, etc.) into these platforms.

Things that should never be shared using AI chatbots include:

- Personal Identifiable Information
- Financial and Banking Information
- Passwords and Login Credentials
- Private or Confidential Information
- Proprietary or Intellectual Property

Employees wishing to use generative AI chatbots should discuss the parameters of their use with their manager. Managers may verbally approve, deny or modify those parameters as best meets company policy, legal requirements or other business needs.

All AI chatbot-generated content must be properly cited, as must the use of AI chatbot-generated content when used as a resource for company work, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes.

As generative AI chatbots may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible to have a FGI copyright, trademark, or patent at this time.

Any violation of this policy will result in disciplinary action, up to and including termination.

Ethical Use

Employees must use generative AI chatbots in accordance with all FGI conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

FGI's Computer Use Policy and relevant monitoring policies still apply when using generative AI chatbots with company equipment.