



*In Food & Agriculture, We Set the Standard*

## **AOAC INTERNATIONAL**

### **Generative Artificial Intelligence (AI) Use Policy Statement**

*Approved by the AOAC INTERNATIONAL Board of Directors, December 16, 2024*

#### **Purpose**

AOAC INTERNATIONAL (AOAC) acknowledges the growing influence of generative Artificial Intelligence (AI) technologies, including deep learning models like ChatGPT and other generative AI that can generate human-like text, images, and other content.

While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of AI tools and want to ensure responsible use. The purpose of this policy is to ensure that all employees, contractors, expert reviewers, volunteers, consultants, members and third-party individuals performing work on behalf of AOAC use AI tools in a secure, responsible and confidential manner. Our goal is to protect employees, the Board of Directors, AOAC members, third-party individuals, and the association from harm, as well as to continue to ensure scientific integrity for the materials we produce in support of the association's mission. All individuals as listed above are asked to exercise discernment and conduct themselves appropriately when engaging with these technologies.

AI holds immense and rapidly evolving potential for assisting in our daily work, and we are committed to deploying AI technologies in ways that support both effectiveness and efficiency yet avoid negative consequences that can be associated with its misuse. In doing so, we must recognize the importance of using AI responsibly and ethically. We must remain committed to responsible adoption and deployment of these and other technologies.

#### **Overview**

While AI tools can be used to perform a variety of functions, this policy addresses the use of a web-based interface to ask or "prompt" the generative AI tool to find answers to questions or to create or edit written content.

Some examples of what could be created using AI include:

- Emails and letters.
- Blog posts, reports and other publications.
- Membership, marketing, advocacy materials.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Document or information sorting.
- Outlines or summaries of internal or external information.

- Presentations
- Automated notetaking for and summarizing of online or live meetings
- Data analysis or conclusions

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary association information or sensitive information about an employee, member, etc., when interacting with the AI tool.

Additionally, the accuracy of the content created by these technologies can vary and cannot always be relied upon, as the information may be biased, outdated, or misleading or—in some cases—fabricated. To that end, while AOAC staff may employ AI tools to assist in the administration of conference calls, in-person and virtual meetings, use of AI tools by volunteers during such AOAC conference calls of any sort will not be allowed, including employing these tools to attend and summarize meeting proceedings or to communicate with other participants after the fact.

## **Eligibility and Scope**

This policy applies to all employees, contractors, expert reviewers, volunteers, consultants, members and third-party individuals performing work on behalf of AOAC and to all work associated with AOAC that these individuals perform when using any third-party or publicly available generative AI tools and applications that mimic human intelligence to generate answers or work product or perform certain tasks. It is understood that AI technologies continue to evolve quickly. Therefore, this policy will be revisited often and may change as those technologies change. It is the responsibility of each individual to be aware of the current AOAC policy prior to implementing such technologies.

## **Policy**

Limited use of generative AI tools will be allowed while performing work for AOAC with the approval of an employee's supervisor or AOAC leadership for all others.

Confidential and personal information should be protected to ensure the privacy and security of individuals and third parties and to maintain trust in AOAC's reputation and integrity. Because sharing personal or proprietary information with AI services can lead to data breaches, identity theft, or other privacy violations for individuals and the association, employees are strictly prohibited from inputting personal information about themselves or other staff members; AOAC's financial information; intellectual property or copyrighted materials; or any other information considered "confidential." Using anonymized data or general questions without specific details is preferred when engaging with AI platforms.

Employees who have questions regarding whether certain information is considered confidential are encouraged to discuss this with the Executive Director. Again, no association data of any kind may be submitted (copied, typed, etc.) into these platforms. This includes data that is confidential, proprietary, or protected by regulation such as data related to members, employees, or business partners. Employees may be held personally liable for legal or financial consequences for sharing confidential or personal information.

Employees wishing to use generative AI tools should discuss the parameters of their use with their supervisor prior to use. Supervisors may approve, deny or modify those parameters as best meets association policy, legal requirements or other business needs. Contractors, expert reviewers, volunteers, consultants, members and third-party individuals performing work on

behalf of AOAC should likewise have prior approval of AOAC leadership for use of generative AI tools for limited and distinct tasks.

Employees must use only reputable AI tools that meet AOAC's security and data protection standards as directed and maintained by our support contractor, Phalanx Technology. 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 AI tool, that information cannot be used for work purposes.

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

As generative AI tools may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from an AI tool will be eligible to have an AOAC copyright or trademark. Likewise, no AOAC INTERNATIONAL intellectual property, copyrighted, or confidential materials may be provided to generative AI tools due to potential misuse or misrepresentation outside of their original, intended context.

Acceptable uses may include:

- Answering general knowledge questions meant to enhance your understanding on a work-related topic.
- Generating ideas related to projects you are working on.
- Presentation enhancement, editing, and repurposed evergreen content.
- Providing inspiration for alternative language style to your original content.
- Creating formulas for spreadsheets or similar programs.
- Drafting emails or letters.
- Summarizing online research or creating outlines for projects to assist in full coverage of a topic.

Unacceptable uses include:

- Directly using text created by an AI tool as verbatim content in original final work products of any kind.
- Substituting AI-generated content for human judgment and creativity.
- Using AI to make critical employment decisions, including those around recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Using AI to attend, take notes and summarize meeting proceedings or communicate with other participants after the fact.
- Copying and pasting, typing, or in any way submitting confidential, proprietary, personal or sensitive association content or data of any kind into the AI tool.
- Uploading AOAC INTERNATIONAL intellectual property, copyrighted, or confidential materials.
- Providing external AI tools with access to proprietary AOAC information through login credentials or other means
- Failing to properly cite an AI tool when used as a resource.
- Using an AI tool as a sole source.
- Integrating any generative AI tool with internal association software without first receiving specific written permission from your supervisor and the IT Support team.

## **Violations**

Any violation of this policy by employees of the association may result in disciplinary action, up to and including termination. AOAC INTERNATIONAL employees are expected to report suspected violations to their supervisor and/or Human Resources. Violations of this policy by contractors, expert reviewers, volunteers, consultants, members and third-party individuals performing work on behalf of AOAC may similarly result in a form of accountability appropriate to the infraction, such as being prohibited from participating in a working group or contributing to the development of a method, up to and including loss of membership and/or any future involvement in the association.

## **Training**

All employees using generative AI tools for work purposes must attend training on the proper use of these technologies before doing so.

## **Ethical Use**

All individuals as described above are responsible for ensuring that any generated content produced using generative AI is done in accordance with the association's values and ethics, as well as in accordance with AOAC's Employee Handbook which includes our Code of Conduct and antidiscrimination policies. Generated content must not be used if it is misleading, harmful, offensive, inappropriate, discriminatory, or otherwise harmful to others or the association. Such use may result in disciplinary action, up to and including termination for employees or other forms of accountability for non-employees, as detailed above.

## **Monitoring**

Employees and consultants must not give access to AI tools outside the association. This includes sharing login credentials or other sensitive information with third parties.

Employees should not provide feedback to generative AI providers.

AOAC's IT security and privacy guidelines and relevant monitoring policies always apply when using generative AI tools with association technology and equipment.

If you have any questions regarding this policy, please contact the AOAC Executive Director or Deputy Executive Director & Chief Human Resources Officer.

## **Disclaimer**

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the National Labor Relations Act.