Artificial Intelligence Usage Policy

The purpose of this Artificial Intelligence (AI) Usage Policy is to establish guidelines and best practices for the responsible use of AI systems within the Dyson Foundation. The policy aims to promote the efficient and ethical use of AI tools, while minimizing the risk of intentional or unintentional misuse that may result in harm to individuals, the organization, or our mission. The policy seeks to address potential biases, ensure alignment with the organization's ethical standards and objectives, and guarantee accuracy and appropriateness of AI-generated outputs.

The policy applies to all staff, officers, directors, consultants, business partners and volunteers, as well as any other individuals who have access to and use AI systems on behalf of the Dyson Foundation. The policy covers the use of AI tools and applications for work-related tasks, both on-site and remotely, including work-from-home situations, and should adhere to the same system usage mandates as specified in the Electronic Communications and Computer Usage Policy.

AI systems may be used to assist in tasks such as data analysis, content creation, decision-making, and communications. When using AI, the following guidelines will be followed:

1. Use AI tools only for their intended purpose and in accordance with any applicable laws and regulations, including copyright laws
2. Ensure that AI tools are used in a manner consistent with the ethical standards, objectives, and guidelines of the Dyson Foundation by regularly consulting with supervisors, colleagues, and relevant stakeholders to align AI-generated outputs with organizational goals
3. Do not integrate AI tools with internal software without prior written approval from your supervisor
4. Do not give access to AI tools to parties outside of the Dyson Foundation without prior written approval from your supervisor
5. Exercise due diligence and critical thinking when using AI-generated outputs, as AI systems may produce biased, inaccurate, or inappropriate results, and may reference sources that don't exist
6. It is a violation of company policy to use confidential information, personal data, or private company data in AI-generating tools

To ensure that AI-generated outputs are accurate and appropriate, users must:

1. Verify the accuracy of AI-generated outputs by cross-checking with reliable sources, human judgement, or other relevant methods

2. Review AI-generated outputs for appropriateness, taking into account the context, audience, and potential impact of the content
3. Establish a system of checks and balances involving multiple reviewers to minimize the risk of errors or inappropriate content
4. Ensure that AI-generated content is properly reviewed and approved by a human before it is published or used for decision-making

Misuse of AI systems can refer to any intentionally malicious activity that violates ethical, legal or moral standards, and compromises the safety, privacy, or security of individuals or society as a whole. Intentional misuse of AI systems is expressly forbidden. Some potential examples of intentional misuse include:

1. Use of AI to manipulate or cheat unsuspecting individuals or organizations through phishing scams, identity theft, or fraudulent behavior
2. Use of AI to discriminate based on biased or inaccurate information
3. The gathering of personal data without the consent of individuals, leading to the violation of privacy rights
4. The creation and spreading of false or misleading information
5. Generating content that is offensive, politically biased, or otherwise inappropriate for the audience or context

Misuse of AI systems can also be unintentional and can result in users, without malicious intent, using AI tools in ways that lead to negative consequences or harm. This can occur due to a lack of understanding, insufficient training, or an oversight error in the use of AI technology. Some examples of unintentional misuse to be aware of include:

1. Inadvertently reinforcing existing biases or discriminatory patterns presented in AI-generated outputs, leading to unfair treatment of certain individuals or groups
2. Unintentionally exposing sensitive or personal information through AI systems, either by providing the AI with restricted data or by failing to anonymize or encrypt the data properly before use
3. Relying on AI-generated outputs that are incorrect, outdated, or misleading
4. Relying too heavily on AI systems and neglecting to apply one's own judgement, expertise, or common sense.

Users are encouraged to report any suspected misuse of AI systems, whether intentional or unintentional, to their supervisor or the President & CEO. Reports can be made anonymously and will be handled confidentially.

This AI usage policy will be periodically reviewed and revised to reflect changes in technology, regulations, and ethical standards. Any changes to this policy will be communicated to all employees. By adhering to this policy, the Dyson Foundation is committed to leveraging AI responsibly, ethically, and in a manner that aligns with our values and standards. Any material

violations of this policy may result in disciplinary action, including, without limitation, termination of employment.