

Date: March 2024

Pinnguaq AI Policy

Purpose:

At Pinnguaq, we believe that technology can transform the way we work and create, and we are excited to explore the possibilities of AI in our workplace. To ensure that our use of AI aligns with our values and supports our goals, we have developed this policy to provide clear guidelines for its usage. These guidelines will enable us to leverage the benefits of AI while maintaining ethical and responsible practices that reflect the culture and priorities of our organization.

Definition:

AI refers to artificial intelligence technologies, including machine learning, deep learning, and natural language processing. With new technology, AI services such as Dalle-2 and Chat GPT are developing incredibly and have become available to the general public.

Policy Statement:

Pinnguaq recognizes the potential benefits of AI in improving efficiency, accuracy, and overall business operations. We welcome the use of AI to enhance productivity and support innovation, and we will continue to invest in and explore AI technologies to remain competitive and relevant.

We will work with our communities to incorporate it into our educational offerings and deliver opportunities to benefit from, understand and debate the merits of AI.

To ensure the ethical use of AI, we require employees to disclose to their managers if they are using AI in any aspect of their work. This disclosure will enable us to monitor the use of AI and ensure that it is being used for legitimate and ethical purposes.

Prohibited Uses:

We recognize the importance of protecting others' intellectual property rights while leveraging the potential benefits of AI technologies. To this end, Pinnguaq strictly prohibits using AI for any form of plagiarism or infringement of intellectual property rights for external purposes. Employees are prohibited from utilizing AI tools to replicate, reproduce, or present others' work as their own.

Directly copying more than a single sentence (7 words) within a single paragraph (5 sentences) from a large language model (LLM), GPT, or other AI service is considered plagiarism of that tool.

A document containing over 10% of its writing from an LLM, GPT or other AI service is considered plagiarism.

The CEO can approve exceptions to these rules in writing, and the People and Culture team will store those approvals to build data for continued iterating on our A.I policies.

We require all employees to use AI tools ethically and mindfully, avoiding any infringement of intellectual property rights.

AI Art services can be used for internal brainstorming and sharing concepts, but A.I art is prohibited for anything Pinnguaq produces that is public-facing. This includes, but is not limited to;

- Pinnguaq publications (Root & STEM, Annual Reports, Curriculum, Books)
- Pinnguaq modules, lesson plans and curriculum documents
- Pinnguaq promotional material

Use of A.I Art may be considered for a Pinnguaq lesson plan built around the use of AI Art but must receive explicit, written permission from the CEO.

Ethical Considerations:

We are committed to using AI ethically and in accordance with our organization's values. Decisions made using AI should be fair, transparent, and non-discriminatory. Staff using AI are responsible for cross-referencing facts provided, fact-checking, and examining them for bias.

Acceptable Use Guidelines:

As we continue to explore AI's possibilities in our work, we recognize the need to approach its use with care and responsibility. To that end, we have developed the following guidelines to ensure that our use of AI is aligned with our values, promotes innovation, and helps us achieve our goals. We encourage all Pinnguaq employees to embrace these guidelines as part of our shared commitment to using technology ethically and effectively to impact the world positively.

Be diligent in reviewing the responses generated to maintain high quality.

- We take pride in our commitment to quality, and as such, we encourage all employees to diligently review AI-generated responses to ensure they meet our high standards.

Conduct a peer review for client and external-facing content to ensure accuracy and quality.

- To ensure the accuracy and quality of our content, we recommend implementing a peer review process for all content intended for clients or external viewers. This process enables us to gather feedback from multiple perspectives and refine the content accordingly.

These tools are versatile and can be used to complete a variety of tasks, including and not limited to;

- Exchanging and sourcing ideas
- Providing answers to questions
- Completing a given text or phrase Writing fiction and non-fiction content from prompts
- Generating or performing quality assurance on computer code
- Translating text from one language to another for internal use only. A first-language speaker must approve any published translations.
- Performing calculations
- Summarizing a given text
- Classifying text into different categories
- Analyzing a given text's sentiment
- Generating text that summarizes data from tables and spreadsheets

Training and Awareness:

Pinnguaq recognizes the importance of ensuring that all employees are well-versed in the ethical dimensions of artificial intelligence to foster a culture of responsible AI use. Therefore, the organization is committed to incorporating dedicated AI training and employee awareness. This training will educate employees on the ethical considerations, potential biases, and societal impacts of AI technologies.

Monitoring and Evaluation:

Pinnguaq is committed to implementing a robust system for monitoring and evaluating the impact of AI usage on an ongoing basis. This system may include regular ethical audits or assessments that use AI content detector software or human oversight to identify any potential issues. This dual approach ensures a comprehensive evaluation process to identify any potential ethical issues.

Confidentiality Statement:

We hold the privacy and security of our employees, clients, and partners in the highest regard. As such, we are committed to using AI systems to ensure the confidentiality of sensitive information. This requires that we design and use AI systems to effectively safeguard against unauthorized access, use, or disclosure of sensitive information. By taking a proactive approach to data privacy and security, we



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can build trust and credibility with our clients and partners and uphold our values as a responsible and ethical organization.

This policy is effective immediately and applies to all employees.