

Policy Number		Policy Name	Artificial Intelligence	
Effective Date	September 1, 2024	Review Period	Every 3 years	
Date of Last Review		Policy Owner	Chief Innovation Officer	

1.0 Purpose

This policy aims to establish the expectations for the responsible and ethical use of artificial intelligence at CPSA.

2.0 Scope

This policy applies to all CPSA employees: permanent full-time, permanent part-time, long-term contract, short-term contract, and casual employees.

3.0 Definitions

Term	Definition
Artificial intelligence (AI) tools	Refers to any software or system that utilizes machine learning, natural language processing, or other AI techniques that simulate human intelligence and problem-solving capabilities to perform tasks, analyze data, or make decisions.

4.0 Policy Details

- 4.1 All CPSA employees using AI to support CPSA operations must do so ethically, responsibly, and in a secure manner while respecting privacy, confidentiality, and applicable legislation.

5.0 Authorization

- 5.1 Employees must obtain authorization from their director or relevant department head before utilizing AI tools for work-related purposes.
- 5.2 AI tools used by CPSA employees without prior approval will be considered unauthorized and may be removed and prohibited from further use.

6.0 Accountability and Transparency

- 6.1 Employees are expected to exercise due diligence, validate accuracy, and be accountable for the outcomes of AI-generated results for work-related purposes.
- 6.2 Employees are to be transparent about the use of AI in their work and ensure the necessary parties are aware of the use and outcomes of using AI tools.
- 6.3 Employees should recognize the limitations of AI tools and utilize appropriate judgment when interpreting and acting on AI results.

- 6.4 CPSA's executive leadership team is responsible for providing strategic direction, oversight, and resources to support the ethical and effective utilization of AI at CPSA.

7.0 Bias and Fairness

- 7.1 Employees must be vigilant of potential biases inherent in AI algorithms and take appropriate measures to mitigate them when using AI tools.
- 7.2 Work generated and decisions made with the assistance of AI tools must be fair, transparent, and based on objective criteria.
- 7.3 Employees are responsible for ensuring work generated with the assistance of AI tools is validated and meets CPSA's standards.

8.0 Compliance

- 8.1 AI tools must comply with CPSA's data privacy and security policies, and any other CPSA applicable policies, procedures, and guidelines.
- 8.2 AI use must comply with all applicable legislation, including data protection, privacy, and intellectual property.
- 8.3 Any concerns or incidents about AI misuse, biases, or unexpected outcomes must be reported to the relevant director or department head.
- 8.4 Employees who do not comply with this policy may be subject to disciplinary action, up to and including, termination of employment.

Relevant Documents

Document History

Review Date	Revision/Change
July 2024	New policy created.