

AI Policy	Policy Number: GEN 4-2024
Last Reviewed: June 11, 2025	Next Review: June 2026

Purpose:

At Ampere, 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 organisation.

This policy applies to all employees, contractors, interns, and volunteers engaged in any work on behalf of Ampere.

Definition

AI refers to artificial intelligence technologies, including but not limited to machine learning, deep learning, large language models (LLMs), generative AI, computer vision, and natural language processing.

Policy Statement

Ampere recognises 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.

Employees must disclose any use of AI tools in their work to their direct manager in writing (e.g., email or project documentation), especially when AI outputs are incorporated into deliverables.

Prohibited Uses

Artificial Intelligence and Generative A.I are prohibited in Ampere when used for the replacement of the creative, codesign or consultative process of developing Ampere products.

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

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 iteration on our A.I policies.

Creative Process

Writing;

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.

These thresholds are intended as general guidance and may trigger an internal review to ensure compliance and originality

Image Creation;

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

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

Exceptions for educational purposes must be approved in writing by the Project Director, with rationale documented and filed with People and Culture

CoDesign and Consultative Process

Artificial Intelligence cannot be used as a replacement for human interaction throughout the codesign and consultative process with our communities and stakeholders. It is strictly forbidden to offload consultation or elements of co-design that would otherwise be accomplished within our communities to AI.

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

Ethical Considerations

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

Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with Ampere's disciplinary procedures.

Acceptable Use Guidelines

As we continue to explore AI's possibilities in our work, we recognise 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 aligns with our values, promotes innovation, and supports our objectives. We encourage all Ampere employees to adopt these guidelines as part of our shared commitment to using technology in an ethical and effective manner to positively impact the world.

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
- 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
- Summarising a given text
- Classifying text into different categories
- Analysing a given text's sentiment
- Generating text that summarises data from tables and spreadsheets
- As a part of a lesson plan or training around A.I

Training and Awareness

Ampere recognises the importance of ensuring that all employees are well-versed in the ethical dimensions of artificial intelligence, thereby fostering a culture of responsible AI use. Therefore, the organisation 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:

Ampere is committed to implementing a robust system for continuously monitoring and evaluating the impact of AI usage. 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

unauthorised access, use, or disclosure of sensitive information. By taking a proactive approach to data privacy and security, we can build trust and credibility with our clients and partners and uphold our values as a responsible and ethical organisation.

This policy is effective immediately and applies to all employees.

I, _____, hereby acknowledge that I have read, understood, and agree to comply with the AI Policy of Ampere. I understand the importance of adhering to the principles and guidelines outlined in this policy and commit to using AI technologies responsibly and ethically.

Nia Emmanuel Briggs

Signature

august 15/2025

Date