

# Montgomery County Chamber of Commerce Generative AI Policy

## **Purpose**

At Montgomery County Chamber of Commerce (“MCCC”), we are committed to leveraging artificial intelligence (AI) technologies to enhance our services, support our members, and drive economic growth within our community. This policy outlines our principles and guidelines for the ethical and responsible use of AI.

## **Guiding Principles**

### Principle 1: Do not share proprietary or private information

MCCC employees will not share proprietary information or information on members, staff, board, volunteers, and contractors with open/public generative AI tools. This includes information that is confidential, a trade secret, or otherwise protected by law. Sharing this type of information could give competitors an unfair advantage or could harm MCCC’s business interests and violate our privacy policy.

### Principle 2: Use AI accounts for work purposes only

MCCC employees will use their AI accounts for work purposes only. This will help to ensure that MCCC’s AI accounts are used for legitimate business purposes and that they are not used to violate the privacy of others.

Additionally, MCCC employees must not give access to AI tools to those outside the company without prior approval from the appropriate department or manager and without following subsequent processes required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

### Principle 3: Understanding the limits of generative AI

MCCC employees understand that generative AI tools are not perfect and that they can sometimes produce inaccurate or biased results. It is important to be aware of these limitations to use generative AI tools responsibly.

### Principle 4: Check for IP and copyright violations

MCCC employees will check the content produced by generative AI tools for any potential violations of IP or copyright law. This includes checking for content that is copied from other sources or that uses trademarked or copyrighted images or text.

### Principle 5: Report incidents

MCCC employees will report any incidents of AI tools malfunctioning or generating inaccurate, biased, or copyrighted information. Suspected or confirmed security incidents related to

generative AI usage will be reported promptly to the organization's designated cybersecurity team or incident response personnel, who may also report incidents to the generative AI developers to help them identify and fix issues, as appropriate.

## Principle 6: Apply an ethical framework

Ensure that the development, deployment, and use of AI systems meets the seven key requirements for trustworthy AI: (1) human agency and oversight, (2) technical robustness and safety, (3) privacy and data governance, (4) transparency, (5) diversity, nondiscrimination, and fairness, (6) environmental and societal well-being, and (7) accountability.

MCCC employees acknowledge that, while bringing substantial benefits to individuals and society, generative AI systems also pose certain risks and may have a negative impact, including impacts that may be difficult to anticipate, identify, or measure, and adopt adequate measures to reduce these risks where possible.

## Implementation

- Training programs are in place to ensure employees understand and adhere to AI policies.
- Regular audits are conducted to assess compliance and identify areas for improvement.
- Partnerships with external experts and organizations help us stay at the forefront of ethical AI development.

## Conclusion

At MCCC, we believe that AI has the potential to bring significant benefits to our community. By adhering to these principles, we aim to harness the power of AI in a way that is ethical, responsible, and beneficial for all.