
KSA AI POLICY

For purposes of this document artificial intelligence (AI), refers to the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings. This includes but is not limited to the use of chatbots, generative AI such as Grammarly, Large Language Models (LLM) such as ChatGPT or Bard and picture generators and design assistants to assist in producing client work.

1. Purpose and Scope:

- 1.1 This policy applies to all employees, contractors, and third-party vendors (freelancers) who use or interact with AI in the workplace.
- 1.2 The policy governs the use of AI in all company operations.

2. Ethical Use:

- 2.1 The company does not prohibit the use of AI, but expects that individuals using AI do so in an ethical and responsible manner.
- 2.2 Employees must ensure that if they are using an AI tool, it is used in a way that respects and does not infringe upon the rights and dignity of any individual.
- 2.3 The company expects individuals to take the necessary steps to ensure any work an individual produces as their own, is free from plagiarism or copyright infringement. The onus is on the employee to ensure any information that they produce as part of their work is factually accurate, verifiable, and does not contravene any copyright or trademark laws, including infringing on individual's rights or their identity.
- 2.4 The company expects that if an employee uses images, visuals (including video) or audio, they have verified the usage rights and are permitted to make use of these materials,

3. Transparency:

- 3.1 The company recognises the importance of transparency to our clients.
- 3.2 Employees should be transparent with clients about how AI is being utilised in the production of work.
- 3.3 If information is being used verbatim from an AI generator it should be labelled accordingly.
- 3.4 The company is proud of its creativity and the strategic resources who work for it. It will always promote insights and originality above AI generated work.

4. Data Privacy:

4.1 The company is committed to protecting the privacy and security of client data. Employees must ensure that, if using AI, it is done in compliance with all prevalent South African laws and data privacy regulations.

4.2 Every individual must take necessary steps to safeguard client data and prevent unauthorised access or disclosure. This includes not entering customer data or confidential information into an AI platform or generator, using strong passwords, not sharing login credentials, and reporting any suspicious activity or potential security breaches immediately.

4.3 Employees should be vigilant regarding any sensitive, confidential or proprietary information that might be accessed by apps or plugins that are utilised on both personal and company-owned devices.

5. Human Oversight:

5.1 The company recognises the importance of human oversight in AI and chat bot usage.

5.2 Employees must ensure that AI and chat bots are not used to replace human employees or to automate tasks that require human judgment or intervention. Employees should always ensure that there is human oversight of AI operations.

6. Compliance:

6.1 The company is committed to complying with all relevant laws, regulations, and industry standards in AI usage.

6.2 The company will regularly review and update its AI policies and procedures to ensure compliance with changing laws and regulations.

7. Enforcement:

7.1 Failure to comply with this AI Usage Policy may result in disciplinary action, up to and including termination of employment or contractual relationship.

7.2 The company will investigate any reports of violations of this policy and take appropriate action to address any breaches of policy.

The Kitchen Specialists Association

www.ksa.co.za

Gauteng

tel: 076 411 9638

fax: 086 561 5655

gauteng@ksa.co.za

Kwa-Zulu Natal / EC

tel: 082 721 5314

fax: 086 552 1819

kzn@ksa.co.za

Western Cape

tel: 066 487 8564

fax: 086 673 4898

westerncape@ksa.co.za



8. Conclusion:

8.1 This AI Policy is designed to ensure that AI is used ethically, securely, and responsibly in the workplace.

8.2 Employees are expected to comply with all aspects of this policy when using AI in their work.

8.3 If there is insufficient clarity or ambiguity regarding the proper use of AI, employees should seek clarification.

8.4 The company will regularly review and update this policy to ensure that it remains current and relevant.