Artificial Intelligence Use Policy

(Adopted by the Board of Directors of [Organization Name], on [date])

# 1. Policy Objectives

This policy aims to govern the use of Artificial Intelligence (AI) by [Organization Name], in order to:

1. Support the mission and strategic objectives of the organization;
2. Improve the efficiency and quality of the work of the Board of Directors (the Board), its committees, and its meetings;
3. Ensure responsible, transparent, and ethical use of AI technologies;
4. Promote the adoption of innovative tools to optimize the preparation, conduct, and follow-up of meetings.

# 2. Guiding Principles

Any use of AI within the organization must adhere to the following principles:

1. **Ethics and integrity:** avoid bias, respect the organization’s values, and maintain stakeholder trust.
2. **Confidentiality and security:** protect sensitive data and personal information at all times.
3. **Transparency:** inform users about AI usage and document related decision-making processes.
4. **Accountability:** preserve human responsibility for all strategic and operational decisions, with AI serving as a support tool rather than a substitute.
5. **Innovation:** encourage experimentation and gradual adoption of tools that strengthen efficiency and governance.

# 3. Scope of Application

This policy applies to all members of the Board, its committees and assemblies, executives and managers, and any person authorized to use AI solutions on behalf of the organization, within the scope of governance activities.

# 4. Authorized Uses of AI

The organization recognizes the usefulness of AI for:

1. Enhancing administrative efficiency (for example, and without limitation: automating repetitive tasks, drafting notes and minutes, preparing committee reports);
2. Supporting strategic monitoring, evaluations, and planning;
3. Facilitating communication and information-sharing among Board members, committee members, and meeting participants.

# 5. Prohibited Uses

AI must not be used to:

1. Make final decisions that legally or financially bind the organization without human validation by the appropriate bodies;
2. Process, store, or transfer sensitive data to platforms that do not comply with applicable confidentiality standards;
3. Produce or disseminate misleading, biased, or unverified content;
4. Replace human judgment in the exercise of directors’ fiduciary duties.

# 6. Governance and Responsibilities

1. The Board of Directors adopts the policy and ensures its review and update on an annual basis, or more frequently if required, to reflect technological advances, legal changes, or organizational needs.
2. Board committees apply the policy within their respective mandates and may recommend improvements.
3. Executive management oversees the implementation of the policy and ensures adherence to guiding principles.
4. Authorized users comply with the provisions of the policy and report any problematic use.
5. The Corporate Secretary or the person responsible for governance ensures compliance with AI use in Board, committee, and assembly documentation and processes.

# 7. Confidentiality and Data Protection

The organization must prioritize AI solutions that comply with applicable laws and regulations (Law 25 in Quebec, GDPR in Europe). Information processed must be minimized, secured, and anonymized whenever possible.

AI solution providers must demonstrate robust practices in security and confidentiality. Whenever possible, the organization will prioritize local solutions, developed or hosted in Canada/Quebec, to better protect data, reduce risks related to cross-border transfers, and support the regional ecosystem.

Board minutes, resolutions, and confidential documents of the Board, committees, and assemblies must receive enhanced protection when processed by AI tools.

# 8. Training and Awareness

The organization commits to providing Board members and relevant users with:

1. Basic training on the uses, benefits, and limitations of AI in the governance context;
2. Practical resources on how to use AI tools to maximize benefits;
3. Regular updates on best practices and regulatory developments.

Adopted by the Board of Directors on [date].