



Artificial Intelligence (AI) Policy for Society of American Military Engineers (SAME)

1. Purpose

The purpose of this policy is to establish guidelines for the ethical and responsible use of AI within SAME. As an organization dedicated to uniting public and private sector individuals and organizations from across the architecture, engineering, construction, environmental and facility management, cyber security, project planning, contracting and acquisition, and related disciplines in support of national security, we recognize the importance of AI in enhancing our capacity to achieve our goals. However, we are committed to ensuring that AI technologies are used in a manner that aligns with our values, respects privacy, and promotes fairness, transparency, and accountability.

2. Scope

This policy applies to all employees, volunteers, contractors, and partners of SAME who are involved in the development, deployment, management, or use of AI technologies. It covers AI systems and applications used across all departments and in all operational activities.

3. Guiding Principles

3.1 Ethical Use of AI

AI should be used in a way that aligns with the core values of SAME, such as equity, transparency, and inclusiveness. All AI initiatives must be designed to benefit members and minimize harm, particularly in the realm of national security.

3.2 Privacy and Data Protection

AI systems must comply with all applicable privacy and data protection regulations in accordance with the General Data Protection Regulation (GDPR). Personal data used in free/public AI applications must be anonymized and handled with the highest level of security to ensure individual rights are protected.

3.3 Fairness and Non-Discrimination

AI technologies deployed by SAME must be free of bias and should not reinforce discrimination based on race, gender, religion, socioeconomic status, or other protected categories. Regular audits of AI systems should be conducted to assess and mitigate potential bias.

3.4 Transparency and Explainability

AI systems should be transparent in their operation and decision-making processes. When AI is used to make decisions that impact individuals or communities, clear explanations must be

provided regarding how those decisions were reached. All documents generated by AI must clearly state so before any distribution.

3.5 Accountability

Humans are accountable for the outcomes of AI use. Employees and volunteers are expected to monitor AI systems and ensure they function as intended. In case of unintended consequences or harmful outcomes, swift action will be taken to address and rectify the situation.

3.6 Human Oversight

AI technologies should support, not replace, human decision-making. Critical decisions involving human rights, community welfare, or significant financial resources must always involve human oversight and intervention.

4. AI Use Cases

4.1 Operational Efficiency

AI can be used to streamline internal processes, such as administrative tasks, data analysis, and resource management, to improve the efficiency and effectiveness of SAME. Purchase of AI software or platforms should be approved by directors and informed by the budget.

4.2 Program and Service Delivery

AI may assist in delivering services or running programs, such as providing personalized education, health, or legal assistance. The use of AI in these contexts must be clearly communicated to the beneficiaries.

4.3 Recording & AI Assistant Usage Policy

SAME wants to encourage participation and collaboration, while maintaining everyone's right to privacy. With this in mind, we do not allow AI software "bots" to attend our public or private virtual meetings.

Some meetings may be recorded for future use. Only the SAME National Staff representative, in consultation with other speakers and hosts, will be allowed to record public events. Attendees will be informed that a meeting is being recorded. If you have questions about a recording, please directly contact the event organizers or the SAME National Staff.

Internal meetings of the Society, such as COI Steering Committee meetings and board meetings, may be temporarily recorded by the Chairperson or SAME National Staff. The administrator may use simple or complex AI systems to create these recordings. These recordings should only be shared with the absent members and/or used to create minutes of the meeting.

Groups may utilize the meeting platform's recording function. Attendees should not record meetings with their own personal devices. It is not required nor recommended that all meetings be recorded. Recordings can be used to help summarize complex meetings, to encourage full participation, and to capture unique ideas and discussions. These will only be kept temporarily, with an expectation of deletion within 90 days. This time limit does not apply to webinars.

4.3 Fundraising and Donor Engagement

AI-driven tools, including predictive analytics and chatbots, may be used to enhance donor engagement and fundraising efforts. However, the use of AI in these areas must respect donor privacy and preferences.

5. Implementation and Compliance

5.1 Training and Awareness

All staff and volunteers involved in AI-related activities will receive training on the ethical use of AI and the principles outlined in this policy. Continuous education will be provided as AI technologies evolve.

5.2 Monitoring and Reporting

The SAME Executive Committee will oversee the implementation of this policy. The committee will monitor AI applications, ensure compliance with ethical standards, and address any concerns or risks associated with use of AI.

5.3 Reporting Misuse

Employees, volunteers, or partners who suspect any misuse or unethical application of AI technologies should report it immediately to the SAME Executive Director. Confidentiality will be ensured, and appropriate action will be taken.

6. Intellectual Property

All outputs generated by AI systems within SAME, including but not limited to data, models, software, and any other intellectual property, are the property of SAME. This includes any AI-generated content, insights, or recommendations produced during employment or collaboration with SAME.

7. Review and Revision

This AI policy will be reviewed annually by the SAME Executive Committee or sooner if significant technological or regulatory changes occur. Updates will be made as needed to reflect advancements in AI and changes in societal norms or legal requirements.

Effective Date: October 30, 2024

Approved by: SAME Executive Committee

This policy aims to guide the responsible use of AI in achieving SAME's mission while upholding ethical standards and protecting the rights of individuals and communities served by the organization.