SIOR® | SOCIETY OF INDUSTRIAL AND OFFICE REALTORS®

SIOR Generative AI Policy

Introduction

Generative artificial intelligence ("AI") is a transformational technology which will be an increasingly useful and valuable tool for most professionals in the years to come. The safe, ethical, and responsible use of AI in our work will enhance our ability to serve our members and advance the public interest.

However, the responsible use of AI must always be subject to human judgment and oversight to avoid misuse and inadvertent risks of harm. This technology is rapidly evolving, and many professionals and organizations are exploring the potential of generative AI, current issues, and longer-term implications.

The Society of Industrial and Office Realtors (SIOR) is committed to harnessing the power of AI to advance the SIOR mission while upholding ethical standards and prioritizing responsibility. The purpose of this AI policy is to outline guidelines for the use of AI to perform work and to emphasize the importance of individual author responsibility in all AI-generated outputs.

Scope

This policy applies to all SIOR employees in the course of their employment, contractors, and third parties who have access to or use AI systems and tools on behalf of the organization. This Policy is intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal prohibitions, and contractual obligations, all of which remain in full force and effect. Any use of AI tools under this Policy must comply with the relevant policies, internal controls, and guidelines of SIOR, including:

- SIOR Code of Ethics
- SIOR Code of Conduct
- SIOR Ethics Mediation and Arbitration Procedures Manual
- SIOR Policy Manual
- SIOR Bylaws and Articles of Incorporation

Ethical AI Framework, Fairness and Accuracy

SIOR will adhere to a well-defined ethical framework for AI development, deployment, and usage.

This framework includes a focus on transparency and tracking of AI-generated content. The author has the responsibility of reviewing content for bias, hallucinations (the ability for AI to "make up" "facts"), and discrimination, and will actively monitor and rectify any unintended biases in the AI-generated outputs.

Privacy and Data Security and Intellectual Property

SIOR will prioritize data privacy and security, ensuring that AI models are trained on anonymized and consented data, and access to sensitive, confidential, or proprietary information is strictly controlled. All data used for training and operating AI systems must be collected, stored, and processed in compliance with applicable data protection laws and regulations.

The security of data used in a generative AI tool will be evaluated by an employee in a senior leadership position to minimize any security/privacy risk and to ensure that no confidential, trade secret, or other personal or proprietary information is fed into an AI tool unless authorized in advance in writing by SIOR's CEO or COO. Access to AI-related data will be restricted to authorized SIOR personnel only, and shall be treated with the same level of confidentiality as other sensitive information.

We will also protect the integrity of our members' and vendors' information. When in doubt, ask whether you have permission to use member- or vendor-provided content in a generative or other AI tool. Copyright and other intellectual property issues may preclude us from using AI tools.

If the work product, such as a logo, needs to be copyrighted, don't use an AI tool. Work product created by an AI cannot receive copyright protection. Do not use an AI tool to generate this content, whether text or image.

Accountability and Author Responsibility

SIOR will hold individuals accountable for decisions made based on AI-generated outputs and ensure that the responsibility for any consequences remains with the author of the work.

SIOR recognizes that AI is ultimately a tool that requires human oversight and responsibility. Therefore, the following guidelines for author responsibility will be strictly adhered to:

- *Human-in-the-Loop Approach:* AI-generated outputs will always require human review and approval before implementation. A designated individual from SIOR will review any AI-generated content before publication or any external use on behalf of the organization.
- *Training and Awareness:* Authors and employees using AI in their work will receive training on AI ethics, biases, and limitations, to make informed and responsible decisions. Employees must complete generative AI training within a reasonable time after their initial hire. All employees must complete generative AI training on at least an annual basis. SIOR may treat failure to complete generative AI training as a violation of this Policy.
- *Audits:* SIOR may conduct periodic audits and evaluations of AI systems to assess their performance, fairness, and overall impact, and ensure compliance with our ethical framework. SIOR may implement an audit system to monitor and document all AI tool inputs and outputs, including identification of the source of all data sets used with AI tools and labeling AI tool outputs to indicate that they were produced in whole or in part using AI technology. SIOR shall keep accurate records of any audits, determinations, and decisions and any communications of these to employees and third parties. SIOR may also consult with legal counsel regarding any legal issues raised by or during any activities referred to in this Policy.

Data Usage and Ownership

SIOR will strictly adhere to data usage and ownership guidelines:

- *Data Responsibility:* Data and any content used for training AI models will be obtained legally and responsibly, with proper consent and protection of user privacy.
- *Collaboration and External Partnerships:* SIOR recognizes the significance of collaboration with external partners in the AI space. We will partner with entities that share our commitment to ethical AI usage and responsible decision-making.

Continuous Improvement

SIOR is committed to continuous improvement in our policies and practices. We will establish a feedback mechanism to receive input from stakeholders on AI-related practices. The AI policy will be periodically reviewed and updated to align with the latest regulations and ethical standards.

Approved Tools

As AI technology evolves, SIOR will periodically review new platforms and if such platforms are deemed acceptable and meet business needs, this list will be updated. If you have discovered a new AI tool that you feel will bring value to SIOR, please discuss it with your manager and obtain their approval before using this tool for association-related business.

- Otter.ai for taking notes during non-legally protected meetings
- Fireflies.ai for taking notes during non-legally protected meetings
- Jasper.ai for writing general marketing content. This includes blog posts, social posts, etc.
- Scribe for creating standard operating procedures
- Predis.ai for creating and posting social media posts
- Open.ai and ChatGPT for generating text and content [except minutes for legally protected meetings]

Reporting Non-Compliance with Policy Requirements

If you become aware of an actual or potential violation of this Policy, or have reason to believe that any of the following has been downloaded to or installed on SIOR's networks, systems, or devices, you must promptly disclose this to SIOR's COO:

- An unlicensed AI tool
- An AI tool that has not been approved for use according to the Approved Tools list above
- An AI tool that is used in a manner outside of the approved manner or scope
- An AI tool that poses an identified, unaddressed security risk or contains any material defects or malicious code

SIOR prohibits any kind of retaliation for reporting a violation of this Policy.

Violations of AI Policy

If SIOR determines that any employee, regardless of position or title, has engaged in conduct in violation of this Policy, they will be subject to discipline, up to and including termination of employment.

Policy Administration

SIOR expressly reserves the right to change, modify, or delete the provisions of this Policy without notice.

Conclusion

By adopting this AI policy, our organization aims to leverage AI's potential while ensuring that the ultimate responsibility lies with the human authors. We commit to conducting our AI-based work ethically, transparently, and responsibly, fostering a positive impact on society. If you have questions or concerns, please reach out to SIOR HQ, your manager, or director for guidance.