



## Generative AI Acceptable Use Policy

*July 2023*

The exploration and use of Generative AI / Open AI / Chat GPT tooling (from this point forward referred to as Generative AI) by employees of Maergo is permitted and in fact encouraged for work-related purposes. Generative AI is a new, exciting, and powerful tool that can assist in various aspects of work, including but not limited to writing, research, analysis, and customer service. At Maergo, we embrace new technologies and encourage our teams to leverage them to improve efficiency and effectiveness, and enable the achievement of our objectives. However, it is vitally important that employees use Generative AI responsibly while remaining compliant with all existing company policies and all applicable laws.

We are committed to providing a safe and secure environment for our employees, partners, and customers and this includes our responsible use of Generative AI tooling. This policy outlines the guidelines and principles that employees must follow when using Generative AI capabilities. The company developed these guidelines so that we can experience the benefits of Generative AI tooling while ensuring its utilization is secure and aligned with our expectations for conduct and our internal data privacy controls.

### Guiding Principles

There are two main principles that guide the Maergo approach to Generative AI and the entirety of this policy centers on these ideas:

1. Generative AI should be used to assist employees in their work, not perform their work.
2. All existing company policies apply to the utilization of Generative AI.

**Generative AI should be used to assist employees in their work, not perform their work.** Employees are responsible for their work product and are expected to carefully review any output received through Generative AI. Utilizing Generative AI well includes

writing prompts with care, reviewing output, verifying output, editing output, and providing feedback to the tool if it got something wrong.

**All existing company policies apply to the utilization of Generative AI.** This means that the company has determined that all current policies apply to an employee's use of Generative AI, including but not limited to the Employee Proprietary Information Agreement, as well as all company policies pertaining to confidential information; intellectual property; bias, harassment, and discrimination; fraud and other illegal activities.

### **Prohibited Use**

While Maergo allows and encourages utilization of Chatbots/Large Language Models (LLMs) such as ChatGPT, autonomous AI agents including but not limited to AutoGPT, Godmode AI, and AgentGPT are not by default approved for company use. Due to the functionality, failure modes, and risks associated with autonomous AI agents, utilization is prohibited unless a request is made and approved by the Vice President, Product and Engineering and the Executive Leadership Team.

As of the writing of this policy, Maergo does not permit the use of Generative AI in the candidate selection process in any way that would replace or substantially assist in the decision-making responsibilities of our hiring teams. Prohibited use of Generative AI includes but is not limited to screening or comparing candidate data, profiles, or resumes. Generative AI may be used to assist with various components of the recruitment process such as assisting with the drafting job description language and suggesting potential interview questions.

As of the writing of this policy, Maergo does not permit the use of Generative AI to directly communicate or interact with any other person through bots or any similar technology. Generative AI may be used to assist with drafting or editing of communications but may not be used for direct communication with others internal or external to Maergo.

As previously stated in this document, all current policies apply to the utilization of Generative AI. For the purposes of reinforcing this expectation, we are providing the following illustrative examples of activities that are strictly prohibited and constitute serious violations of company policy. These following will result in disciplinary action, up to and including termination of employment.

1. Sharing company confidential and proprietary information in a Generative AI chat or by any other means sharing or entering this information into a Generative AI tool.
2. Sharing customer or partner confidential information in a Generative AI chat or by any other means sharing or entering this information into a Generative AI tool.
3. Sharing Personally Identifiable Information (PII) in a Generative AI chat or by any other means sharing or entering this information into a Generative AI tool.
4. Using Generative AI in a way that is not professional and respectful of others including using Generative AI to engage in any form of discrimination, harassment, or other inappropriate behavior.
5. Using Generative AI to engage in any activity that violates Maergo's policies.
6. Using Generative AI to engage in illegal activity, including but not limited to fraud, intellectual property theft, and copyright infringement.

For clarity, entering confidential information into the tool is prohibited without regard to how the information is shared. The means of sharing may include, but is not limited to, direct entry, copying and pasting, uploading, video, voice, or any other means of sharing. Further, entering confidential information is prohibited whether or not the entry is saved. Only information that is generally publicly available may be entered into Generative AI tooling.

If employees are unsure about whether or not information is confidential, they are expected to ask a member of the People or Legal team prior to sharing such information Generative AI.

## **Security Measures**

Utilization of Generative AI for any work-related purpose should always be done through an account associated with an employee's maergo.com email address rather than a personal email address.

As with any system that is used by Maergo employees, those using Generative AI must ensure that their login credentials are kept confidential and not shared with anyone. In case an employee suspects any breach of security or unauthorized use, they must report it immediately to a member of the People or Legal team.

## **Reporting**

Employees must report any suspected violations of this policy, or any incidents related to the misuse of Generative AI tooling, to the Maergo People team. All reports of

suspected violations or incidents will be investigated promptly and thoroughly and as confidentially as possible.

Employees must cooperate fully with any investigations related to suspected violations or incidents where Generative AI has been applied. Maergo prohibits retaliation against any employee who reports or participates in an investigation of a possible violation of our code of conduct, our policies including this policy, or the law. If you believe you are being retaliated against, please contact the Chief People Officer or General Counsel.

Maergo reserves the right to review any communications sent through or information shared with Generative AI tooling for the purpose of investigating suspected violations or incidents. This includes but is not limited to messages, prompts, attachments, and files.

### **Financials of Usage**

At present, there are free Generative AI tools available that are sufficient to allow for the utilization outlined in this policy. The company will not pay for or reimburse employees for premium subscriptions or other costs associated with Generative AI tooling. A business case for an exception request will require the approval of the Vice President, Product and Engineering and the Executive Leadership Team.

### **Review of this Policy**

Maergo will review this Acceptable Usage Policy as needed to ensure it remains relevant and effective, in line with our risk appetite for Generative AI use cases. Any changes or updates to this policy will be communicated to all employees. Maergo reserves the right to make changes to this policy at any time, without notice. Employees are encouraged to ask questions or for clarification on this policy. Employees are also encouraged to provide feedback on this policy and offer suggestions for changes or improvements.

### **Acknowledgement**

By using the Generative AI in relation to their work at Maergo, employees acknowledge that they have read and understood this policy and agree to comply with it. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.