MilDef Group

AI Policy

Background and purpose

This policy outlines MilDef Group's commitment to the responsible, ethical, and secure use of Artificial Intelligence (AI) in alignment with the quality management principles set forth in the MilDef Management System (MMS). The purpose of this policy is to provide a framework for AI adoption that ensures continuous improvement, increases efficiency and productivity, maintains the highest standards of quality and customer satisfaction, and embraces AI responsibly throughout all of MilDef.

Policy Statement

MilDef Group is dedicated to integrating AI technologies into our operations while adhering to the relevant national and international regulations and industry best practices. Our AI vision aims to foster a culture of innovation, enhance our processes, deliver superior quality solutions to our customers, promote responsible AI use, ensure data security and privacy, and to embrace the technological opportunities of AI to do great things.

Responsible AI Use

Employees must use AI technologies in a manner consistent with our ethical principles, legal requirements, and industry best practices, ensuring that AI systems are transparent and explainable.
AI systems should be designed and implemented in a way that avoids unfair bias and discrimination, promotes fairness, and respects human autonomy.

Data Security and Privacy

AI systems must adhere to MilDef Group's data protection and privacy policies, ensuring that all company and customer data is treated with the utmost care and confidentiality.
Employees must only use AI systems with the appropriate licensing and approval, as determined by the relevant MilDef Group authority.
Any AI system used within MilDef Group must be designed and deployed with a focus on security, ensuring the protection of data and the prevention of unauthorized access.

Knowing Which AI Systems to Use

Employees should consult with the AI Governance Committee or a designated AI expert within MilDef Group to determine the most suitable AI systems for their tasks, ensuring compatibility with organizational goals, ethical standards, and data security and privacy requirements.
AI systems should be selected based on their ability to meet the desired objectives, as well as their adherence to this policy, other MMS requirements, and relevant regulations.

Audience

This policy applies to all employees, contractors, and third parties who engage in the development, deployment, or use of AI systems on behalf of MilDef Group.

Roles and responsibilities

The CEO is the owner of this policy.

Corporate Management Team: Responsible for establishing and promoting the AI vision, ensuring alignment with MMS, and providing resources to implement this policy.

AI Committee: Chaired by CTO. Oversees AI-related activities, monitors compliance with this policy and related MMS policies, evaluates the quality performance of AI systems, and ensures responsible AI use and data security and privacy.

AI Ambassadors: Volunteers who receive their mandate from the AI Committee. Inspiring and empowering their colleagues through generous sharing of competence, ideas, and AI proficiency. Taking AI from a policy document into the hands of real people (and others).

Employees: Must adhere to this policy, participate in AI-related training, actively contribute to quality management efforts associated with AI adoption, and engage in responsible AI use while safeguarding data security and privacy.

Contractors and Third Parties: Must comply with this policy and all relevant quality requirements when developing or deploying AI systems for MilDef Group, ensuring responsible AI use and data security and privacy.

Exceptions

Exceptions to this policy may be granted on a case-by-case basis by the AI Governance Committee or the CEO. Requests for exceptions must be documented, justified, and submitted to the committee for review.

Monitoring of compliance

MilDef Group will conduct regular audits and assessments to ensure adherence to this policy and the principles of responsible AI use, data security, and privacy. This process will involve evaluating the quality performance of AI systems, assessing the effectiveness of AI-related training, and verifying the proper handling of data.

MilDef Group will maintain a continuous improvement mindset, regularly reviewing and updating this policy and associated processes to reflect advancements in AI technologies, evolving industry standards, and the changing needs of our organization and customers.

Non-compliance with this policy may result in disciplinary action, termination of contracts, or other consequences as deemed appropriate by MilDef Group. All employees, contractors, and third parties are expected to promptly report any instances of non-compliance or potential risks related to AI adoption, responsible AI use, or data security and privacy.

References

Information Security Management Procedure
Artificial Intelligence (AI) Management Instruction