Generative AI Guidelines for Siri Singh Sahib Corporation (SSSC)

About this document
This document provides guidelines for the responsible and ethical use of generative AI tools within the Siri Singh Sahib Corporation (SSSC). These guidelines are designed to help our team use AI technologies effectively and align with the organization's spiritual and ethical values. AS the use of AI in the workplace is very new, this document may evolve as AI technologies and our use of it develop.

The information provided does not, and is not intended to, constitute legal advice; it is meant for informational purposes only.

Introduction

Generative AI is a powerful technology that can help us enhance spiritual learning, communicate more effectively, and improve administrative functions. However, its use raises ethical concerns, including the potential for bias, misinformation, and privacy issues. At SSSC, we aim to use AI in a way that aligns with Sikh Dharma's principles of equality, compassion, and service.

These guidelines outline how we will responsibly use AI to support our mission while protecting the privacy and dignity of all individuals we serve.

Guiding Principles

Principle 1: Disclose AI Use
 SSSC will be transparent about the use of AI in all communications, including events, educational resources, and digital services. Our community has the right to know when AI is used, and we will provide clear information about its role in our work.

Principle 2: Protect Confidential and Sensitive Information
 We will not share proprietary or sensitive information with AI tools that could jeopardize the trust of our community. This includes confidential details about our projects, donations, or personal data of individuals we serve.

Principle 3: Use AI for Work-Related Purposes Only
 AI tools will be used exclusively for SSSC's mission-related work, including administrative tasks, community outreach, and spiritual education. Personal use of AI tools within the organization is prohibited to ensure that resources are used efficiently and ethically.

Principle 4: Safeguard User Data
 We prioritize the privacy and security of personal data. We will follow all applicable data protection laws (e.g., GDPR). We will take appropriate steps to secure user data and prevent unauthorized access.

Principle 5: Share Best Practices with the Team
 SSSC staff will share useful prompts, tips, and methods for using AI effectively within the organization. This collaborative approach will ensure we maximize AI's potential while maintaining ethical standards.

Principle 6: Share Knowledge with the Community
 We will promote the responsible use of AI by sharing knowledge and resources with our broader community. This helps foster transparency and understanding of AI's benefits and limitations, encouraging informed decision-making.

Principle 7: Acknowledge AI Limitations
 While AI tools can assist us in various ways, we acknowledge that they are not perfect and may produce biased or inaccurate results. We will remain vigilant and ensure that all AI-generated content aligns with our values and mission.

Principle 8: Comply with Copyright and Intellectual Property (IP) Laws
 We will ensure that any content produced by AI does not violate copyright laws or intellectual property rights. We will carefully review AI-generated content for any potential infringements and avoid using materials that are copyrighted without proper permission.

Principle 9: Apply an Ethical Framework
 The development and use of AI within SSSC will meet the following key ethical requirements:

1. **Human oversight**: All AI processes will involve human judgment.

2. **Privacy and data governance**: Ensuring privacy and ethical data management.

3. **Transparency**: Clear communication of AI use and outcomes.

4. **Fairness**: Avoiding bias and discrimination in AI outputs.

5. **Accountability**: Taking responsibility for the impact of AI systems.

Conclusion

SSSC is committed to using AI in a way that reflects the teachings of Sikh Dharma and serves the greater good of our community. By following these guidelines, we ensure that AI technologies support our mission in a transparent, ethical, and responsible manner.

Generative AI Notification: This was written with support from Bard and in collaboration with ChatGPT, based on TechSoup's AI Policy.