



Artificial Intelligence Policy

1. Introduction

Innovative Management Concepts, Inc. (IMC) recognizes the transformative potential of artificial intelligence (AI) technologies in improving efficiency, innovation, and decision-making across various domains. This policy establishes guidelines to ensure responsible and ethical development, deployment, and use of AI within our organization.

2. Ethical Principles

IMC is committed to upholding the following ethical principles in all AI-related activities:

Transparency: Ensure transparency in the design, development, and deployment of AI systems, including disclosure of data sources, algorithms, and decision-making processes, where applicable.

Accountability: Hold individuals and entities accountable for the decisions and actions facilitated by AI systems, with clear allocation of responsibilities and mechanisms for recourse in case of errors or harm.

Fairness: Strive to mitigate biases in AI systems, ensuring fair and equitable outcomes across diverse populations and avoiding discrimination based on race, gender, ethnicity, religion, or other protected characteristics.

Privacy: Respect user privacy rights and safeguard sensitive information throughout the AI lifecycle, adhering to relevant data protection laws and best practices for data anonymization, encryption, and access control.

Safety: Prioritize the safety and well-being of individuals affected by AI systems, implementing robust testing, validation, and monitoring procedures to mitigate risks of physical, financial, or psychological harm.

3. Governance and Compliance

IMC shall establish a dedicated AI governance structure responsible for overseeing compliance with this policy, including:

- Appointment of an AI Ethics Committee or Officer tasked with reviewing AI initiatives, conducting risk assessments, and advising on ethical considerations.
- Integration of AI-related requirements into existing governance frameworks, such as data governance, risk management, and compliance programs.
- Regular audits and assessments to evaluate the effectiveness of AI policies and controls, with adjustments made, as necessary, to address emerging risks and regulatory changes.

Prepared And Approved By	Signature	Page
Artificial Intelligence Manager	<i>Nadine Forbes</i>	1 of 2

4. Data Management

IMC shall adhere to the following principles for ethical and responsible data management in AI projects:

Data Quality: Ensure the accuracy, relevance, and representativeness of training data to minimize biases and improve the performance of AI systems.

Data Privacy: Obtain explicit consent for data collection, processing and sharing activities, with clear communication regarding the purpose and scope of data usage.

Data Security: Implement robust security measures to protect data against unauthorized access, breaches, and cyber threats, including encryption, access controls, and regular security assessments.

5. Collaboration and Partnerships

IMC shall collaborate with external stakeholders, including government agencies, industry partners, and civil society organizations, to advance responsible AI practices and contribute to the development of regulatory frameworks and industry standards.

6. Training and Awareness

IMC shall provide ongoing training and awareness programs to employees involved in AI-related activities, covering topics such as ethics, bias mitigation, privacy compliance, and cyber security to foster a culture of responsible innovation.

7. Review and Revision

This AI policy shall be reviewed periodically to ensure alignment with evolving ethical standards, technological advancements, and regulatory requirements. Revisions shall be made as necessary to reflect changes in the organizational landscape and emerging risks associated with AI technologies.

8. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract termination, depending on the severity and impact of the violation. Employees are encouraged to report any concerns or suspected violations through established channels for whistleblower protection.

9. Adoption and Communication

This AI policy shall be communicated to all employees, contractors, and stakeholders involved in AI-related activities, with acknowledgment of receipt and understanding required upon adoption. Any updates or amendments to the policy shall be promptly communicated to affected parties.

10. Contact Information

For questions, feedback, or concerns regarding this AI policy, please contact Sr. Quality Assurance Specialist Nadine Forbes at isoqualityreview@imcva.com.

Prepared And Approved By	Signature	Page
Artificial Intelligence Manager	<i>Nadine Forbes</i>	2 of 2