



Policy Name: Generative AI Usage

Governing Board Approval Date: November 13, 2025

Owner / Title: Krista Caley, Sr. Director of IT

Department: Information Technologies

Internal Control Ref # (if applicable): N/A

Date of Last Review / Revision: New Policy effective January 1, 2026

PURPOSE:

To establish guidelines for responsible, ethical and secure use of generative AI by employees and volunteers.

SCOPE:

This policy applies to all employees and volunteers of The Dayton Foundation (TDF) and to all work associated with TDF that these individuals perform, whether on or off the organization's premises.

POLICY STATEMENT:

With the increasing popularity of generative AI tools, it has become necessary to outline the proper use of such tools while working at TDF. While we remain committed to the responsible adoption of new technologies to aid our mission, we all must work to ensure the responsible use of our AI tools so as to protect TDF, our employees, donors, volunteers and partner organizations from harm.

The risks associated with the use of AI include those associated with uncertainty about intellectual property rights relating to AI-created content and the security/privacy risks relating to inputting proprietary organizational information or sensitive information about an employee, donor, customer, etc., into an AI tool. Additionally, the accuracy of the content created by these technologies must be verified, as the information may be outdated, misleading or, in some cases, fabricated.

PROCEDURE:

Limited use of generative AI tools will be allowed while performing work for TDF.

M365 Copilot is the only allowable generative AI tool approved for use at TDF, unless otherwise approved by the Sr. Director of Information Systems. When using ***M365 Copilot***, employees must be signed into the Microsoft 365 system¹ with their TDF credentials, and a green “shield” should be displayed in the upper right corner. The “shield” indicates Enterprise Data Protection, an extra level of security. No proprietary TDF data or donor information may be submitted (copied, typed, etc.) into this platform, unless it is authorized by the Sr. Director of Information Systems.

Employees or volunteers wishing to use ***M365 Copilot*** should discuss the parameters of their use with their manager. Managers may verbally approve, deny or modify those parameters to best meet the organization’s policies, legal requirements or other business needs.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes. While AI can enhance productivity and be a source of inspiration, TDF work should be original and reflect our brand and authentic community voice. As a reminder, employees must follow TDF style guidelines and consult with the Sr. Manager of Marketing and Communications before sending any communication to a large or broad audience.

Acceptable uses of AI include:

- to gain answers or information in response to general knowledge questions meant to enhance your understanding on a work-related topic;
- to brainstorm ideas related to projects you are working on;
- to create formulas for Excel spreadsheets or similar programs;
- to develop or debug code, to be verified before deployment;
- to generate initial drafts of an email, letter or article – or to review such items; or
- to summarize online research or to create outlines for content projects to assist in full coverage of a topic.

Unacceptable uses of AI include:

- using AI tools other than M365 Copilot, unless specifically authorized to do so;
- using AI tools for work while signed in using other than TDF credentials; or
- submitting any proprietary TDF data or donor information into the AI tool unless approved by the Sr. Director of Information Systems.

¹ The Microsoft 365 system includes the entire suite of applications such as Outlook, SharePoint, Excel, Word, PowerPoint, and Teams.

Training

All managers and staff will be trained in the proper use of generative AI tools in the workplace.

Ethical Use

Employees must use *M365 Copilot* in accordance with TDF's conduct and anti-discrimination policies. This technology must not be used to create content that is inappropriate, discriminatory, biased or otherwise harmful to others or the organization. Such use will result in disciplinary action, up to and including termination.

Monitoring

TDF's Computer Use Policy and relevant monitoring policies still apply when using *M365 Copilot* with company equipment.

If you have any questions regarding this policy, please contact your manager. Any violation of this policy will result in disciplinary action, up to and including termination.

NOTE: This policy may not be revised or altered in form or substance without formal approval of Owner as this policy language specifically correlates to TDF's internal controls.