

# LOVE146 ARTIFICIAL INTELLIGENCE ACCEPTABLE USE POLICY

January 2026

## 1. Overview

Love146 is committed to leveraging the power of Artificial Intelligence (AI) responsibly to enhance our work. This AI Acceptable Use Policy has been designed to provide clear guidance on the acceptable use of AI technologies within our organization. It outlines the appropriate tasks for which AI can be employed, the data that can be shared with these AI instances, and the safeguards required to maintain confidentiality and security. Our goal is to harness AI's potential while protecting our data and ourselves.

## 2. Scope

This AI Acceptable Use Policy pertains to three primary domains regarding the use of AI within our organization:

1. **Organization and Stakeholder Data:** The policy governs the handling, processing, and protection of both organizational and key stakeholder data in the context of AI tools and services.
2. **AI Tools and Services:** The policy provides guidelines for the use and selection of AI tools and services. This includes software, cloud-based AI platforms, and any other AI-related technologies used within the organization.
3. **Responsible Use:** The policy defines the standards of responsible use of AI. It establishes the expectations for the use of AI in alignment with our organization's security and quality standards.

## 3. Organization and Key Stakeholder Data

Depending on the type and sensitivity of the data, various levels of protection and restrictions apply when interacting with AI. The following subsections define the categories of data used when considering AI tool and service selection.

### 3.1 Sensitive Data

This is data that belongs to Love146 or its key stakeholders and includes the following identifying information:

- Data indicating association between Love146 and a key stakeholder
- Data specific to Love146 personnel, internal operations, practices, or products/services
- Data specific to key stakeholder personnel, customers, operations, practices, or products/services

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- Love146 Intellectual Property

This data may only be used with AI tools or services that have been approved by Love146 for handling such data.

### 3.2 Non-Sensitive Data

This is data that does not belong to Love146 or its stakeholders or clients of theirs or has been anonymized to remove any identifying or sensitive information. Data in this category include public-facing information that can be gathered from multiple locations.

### 3.3 Highly-Sensitive Data

Data loss or compromise in this category would cause significant damage if made public. This can include impact to Love146, its employees, or its stakeholders. Such data require significant protection. This includes personally identifiable information (PII) and (PHI).

### 3.4 Moderately-Sensitive Data

Data loss or compromise in this category would cause some damage if made public. This can include impact to Love146's stakeholders. Such data require an elevated level of protection.

### 3.5 Minimally-Sensitive Data

Data loss or compromise in this category would cause minimal damage if made public. This would not include impact to Love146's stakeholders. Such data require some level of protection.

## **4. AI Tools and Services**

Depending on the type and source of the AI tool or service, various levels of approval and restrictions apply. Defined below are the categories of AI tools and services.

### 4.1 Approved for Sensitive Data

These AI tools and services have been established or assessed by Love146 to ensure proper security and privacy features are enforced. They have been authorized for processing and interacting with all categories of Sensitive Data as defined in Section 3.

All AI tools or services that are recognized and approved under this category can be found in *Appendix A*, which may be periodically updated as approvals for use change. It is each employee's responsibility to refer to this list prior to using Sensitive Data with any AI tools and services.

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#### 4.2 Unauthorized for Sensitive Data

These AI tools and services have been reviewed by Love146 and deemed unacceptable for use with Sensitive Data. A list of such tools and services can be found in *Appendix B*, which may be periodically updated.

Such tools may not be used with Sensitive Data as defined in Section 3 but may be used with Non-Sensitive Data as defined in Section 3.2, provided employees abide by all considerations described in Section 5, Responsible Use.

#### 4.3 Unauthorized for General Use

These AI tools and services have been reviewed by Love146 and deemed unacceptable for general use, regardless of data categorization. A list of such tools and services can be found in *Appendix C*, which may be periodically updated. Such tools may not be used with any data defined in Section 3, with any Love146 or customer accounts, or with any Love146 information system components.

#### 4.4 Unverified

These AI tools and services have not been reviewed by Love146. This includes any tool that has not been specified in *Appendices A - C* of this policy.

Such tools may not be used with Sensitive Data as defined in Section 3 but may be approved by the Tech Manager and/or the Chief Operating Officer to be used with Non-Sensitive Data as defined in Section 3.2, provided employees abide by all considerations described in Section 5, Responsible Use.

If the need arises for use of an Unverified AI tool or service with Sensitive Data, contact the Tech Manager and/or the Chief Operating Officer for approval. Requests should include the following:

- Name and website of the product or service
- Intended use of the application
- Potential data used with the product or service
- Love146 team(s) that would potentially utilize the product or service
- Description of a current problem the product or service addresses (if applicable)

Such tools or services may not be used with Sensitive Data unless or until they are approved and added to *Appendix A*.

### **5. Use of AI Tools Embedded in Organizational Systems**

Many software platforms already approved for organizational use (such as CRM systems, collaboration tools, email, document storage, and project management platforms) include

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built-in or integrated AI features. Because these systems may contain confidential, sensitive, or protected information, the use of embedded AI tools must follow the same, or higher, standards of data protection as standalone AI tools.

Employees may only use AI features within approved organizational systems (e.g., Salesforce, Slack, Microsoft, Google Workspace) for work-related purposes and in ways that are consistent with this policy and other applicable data protection, privacy, and security policies.

When using AI features embedded within organizational systems:

- Users must not input, prompt, or process sensitive, confidential, or protected data unless the AI feature has been approved by the organization for that use.
- Users must assume that any data processed by embedded AI tools may be stored, logged, analyzed, or used to improve the tool, unless explicitly documented otherwise by the vendor and approved by the organization.
- AI-generated outputs should be reviewed for accuracy, bias, and appropriateness before being shared, relied upon, or stored in organizational systems.
- Users must not enable, configure, or connect additional AI integrations or plugins within organizational systems without prior approval from the Tech Manager or Chief Operating Officer.

If there is uncertainty about whether an embedded AI feature is approved or appropriate for a given use, employees must seek guidance before using the feature.

## 6. Responsible Use

### 6.1 AI Use and Evaluation

While Love146 encourages the awareness and potential use of various AI tools and services, all must be approached with caution. Employees are responsible for conducting due diligence to verify secure use of any AI tools or services that are not listed in *Appendices A - C*. Such AI tools and services may only be used with Non-Sensitive Data and with approval from the Tech Manager and/or the Chief Operating Officer. The following guidelines must be followed when making decisions regarding AI tools and services:

1. Do not connect or link any Love146 accounts to any Unauthorized or Unverified AI Tools or
2. Do not install or run local instances of AI tools on any Love146 devices without prior approval from the Tech Manager and/or the Chief Operating Officer or
3. Do not visit suspicious sites, and use sound judgement when navigating Internet-based AI.

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## 6.2 Outputs and Hallucinations

It is important to recognize that all AI tools, including Approved, are capable of producing inaccurate outputs. Such instances are known as AI hallucinations. It is each employee's responsibility to verify the output from any AI tools or services prior to use in any capacity. It is the responsibility of the employee to ensure the output is high quality, complete, and accurate.

## 6.3 Final Decisions

AI tools may be utilized for research purposes, with consideration made to verification of accuracy (Section 5.2) and all other considerations within this section. However, AI output or functions may not be relied upon for sole decision-making in any situation, whether internal or external. It is each employee's responsibility to evaluate suggestions or decisions made by AI solutions and make the final decisions regarding implementation.

## **7. Acknowledgement**

I acknowledge that I have read, understand, and agree to abide by the terms of the Love146 AI Acceptable Use Policy. I understand that this policy outlines the expectations regarding the responsible use of AI tools and services, as well as the handling of organizational and stakeholder data. I understand that this policy supplements and does not supersede or replace any previous agreements concerning information system acceptable use or the non-disclosure of confidential information.

I understand that failure to comply with this policy may result in disciplinary action, up to and including termination of employment. I understand that I may also be subject to pay financial damages, legal fees, and any costs incurred based on damages to Love146.

I am aware that it is my responsibility to seek clarification from the designated authorities within Love146 (Tech Manager and Chief Operating Officer) on any aspects of the policy that I do not fully understand. I acknowledge that the policy may be updated periodically and that it is my responsibility to stay informed about any changes.

Employee Signature

Date

Printed Employee Name

*Note: Portions of this policy were sourced from <https://landing.atxadvisory.com/ai-acceptable-use-policy>*

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## APPENDICES

### Appendix A – Approved AI Tools and Services for Sensitive Data

The following AI tools and services have been reviewed by Love146 and deemed acceptable and approved for use with Sensitive Data as defined in Section 3 and under the requirements laid out in Section 5:

- None\*

*\* Note: This appendices references external AI tools and services. Refer to Section 5 for guidance on use of AI tools embedded in organizational systems.*

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### Appendix B – Unauthorized AI Tools and Services for Sensitive Data

The following AI tools and services have been reviewed by Love146 and deemed unacceptable and unauthorized for use with Sensitive Data as defined in Section 3. *They may be used with Non-Sensitive data as defined in Section 3.2:*

- OpenAI ChatGPT: This is OpenAI’s own public chatbot for interacting with the OpenAI GPT-3.5 or GPT-4.0 large language models. This includes both free accounts and ChatGPT Plus paid accounts.
- Gemini: This is Google’s own AI assistant and aggregate of their large language Gemini 1.0 Pro is free to use and integrates with all Google apps. Google also provides a paid version, Gemini Advanced, to handle more complex processing tasks.
- Standard Bing Chat: This is a chatbot service provided by Microsoft Bing available to non-Love146 Microsoft accounts or via Bing when signed out of any Microsoft account. Standard Bing Chat can be differentiated from Bing Chat Enterprise by the branding (it will lack the word “Enterprise” and a small shield logo) and by the lack of the following indicator above the chat box: “Your personal and company data are protected in this chat.” While Bing Chat Enterprise is approved for Sensitive Data, Standard Bing Chat is not. It is each individual’s responsibility to verify which Bing Chat is being used prior to data sharing.
- Anthropic: This is an AI research company who produce “Claude,” their flagship AI Currently in open beta, usage is limited to free accounts but can be expanded with paid accounts. Current functions include chatbot, vision analysis, code generation, multilingual processing and more.
- Grantable: This is an AI-powered grant-writing assistant developed by Grantable, Inc. Usage is limited for free accounts and can be expanded with paid accounts. Can ingest

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source material from the organization’s existing content library or suggest resources to draft responses to grant questions.

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### Appendix C – Unauthorized AI Tools and Services for General Use

The following AI tools and services have been reviewed by Love146 and deemed unacceptable and unauthorized for general use. These tools may not be used with any data defined in Section 3, with any Love146 or customer accounts, or with any Love146 information system components:

- WormGPT
- FraudGPT
- XXXGPT
- WolfGPT
- Grok
- Anything that has not been authorized for use.

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### Appendix D - Philosophy of AI

At Love146, we believe that the use of artificial intelligence (AI) should be guided by ethical principles, organizational values, and a duty of care to the community. Additionally, our approach is informed by our commitments to transparency, trauma-informed practices, a people-centered approach, risk mitigation, and continuous learning. As an organization, we are dedicated to the ethical and socially-responsible utilization of AI technologies to fulfill our mission of empowering individuals and communities.

#### AI Overview

AI, or Artificial Intelligence, is a field of computer science that focuses on creating systems and machines that can perform tasks that typically require human intelligence. These tasks include problem-solving, learning, reasoning, perception, language understanding, and decision-making. AI systems aim to simulate or replicate human-like cognitive functions using algorithms, data, and computational power.

- **Generative AI:** Generative AI refers to systems that have the ability to create new data or content. These systems can generate content like text, images, music, or even entire narratives. Generative models are designed to understand patterns in existing data and generate new examples that are similar to the patterns they've learned. Example: ChatGPT.
- **Predictive AI:** Predictive AI, on the other hand, focuses on making predictions or recommendations based on existing data. It uses historical data to identify patterns and

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make predictions about future events. Example: Netflix recommendations or Instagram algorithm.

### Potential Risks of AI

- **Bias and Fairness:** AI systems can inherit biases present in the data they are trained on. This can lead to unfair or discriminatory outcomes, affecting groups that are underrepresented in the training data. Ensuring fairness and mitigating bias in AI is a significant challenge.
- **Privacy Concerns:** AI often involves processing large amounts of personal data. This can raise concerns about privacy, as data breaches or misuse can have significant consequences. Proper data protection and privacy measures are crucial.
- **Security Risks:** AI can be used maliciously to automate cyberattacks, create deep-fakes, or exploit vulnerabilities. Strengthening cybersecurity measures is essential to protect against these threats.
- **Ethical Dilemmas:** AI can raise ethical dilemmas. Decisions made by AI systems can have life-altering consequences, and determining responsibility and accountability can be challenging.
- **Lack of Transparency:** Many AI models are complex and not easily interpretable. This lack of transparency can make it difficult to understand how AI systems arrive at their decisions, which can be problematic in critical applications like healthcare or finance.
- **Dependence on AI:** As AI becomes more integral to various aspects of society, there is a risk of over-dependence on AI systems. Relying too heavily on AI without human oversight can lead to vulnerabilities and errors as AI is not validating data and information. It is pulling information from the most popular sites, and fact checking is required.
- **Environmental Impact:** Consider environmental impact: Evaluate the energy use, carbon footprint, and resource demands of AI tools and workflows, and prioritize lower-impact approaches where possible.

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### Appendix E - Organizational Guidelines

#### Guiding Principles

1. **Ethical AI Utilization:** We recognize that AI systems can have profound impacts on individuals and society as a whole. Therefore, we pledge to use AI technologies in accordance with robust ethical guidelines. This includes ensuring fairness, transparency, and accountability in the implementation of AI systems. We will actively engage with diverse stakeholders to solicit feedback and ensure that our use of AI solutions align with the values and needs of the communities we serve.

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2. **Human-Centric Approach:** Our Philosophy of AI emphasizes a human-centric approach, where the focus is on using AI to enhance human capabilities, improve lives, and foster inclusivity. We will prioritize projects that aim to address pressing societal challenges, such as healthcare, education, poverty alleviation, and environmental sustainability.
3. **Privacy, Security, and Data Protection:** Respecting individual privacy is paramount in our AI endeavors. We pledge to handle data responsibly, ensuring that personal information is protected and used only for legitimate and legal purposes. We will comply with relevant data protection laws and establish rigorous safeguards to prevent any misuse of sensitive data. Additionally, we commit to verifying AI systems to minimize potential risks and prevent unintended consequences.
4. **Bias Mitigation and Fairness:** We are dedicated to addressing biases and ensuring fairness in AI systems. We will continuously work to identify and rectify biases in AI algorithms to avoid reinforcing existing societal prejudices and disparities.
5. **Human Oversight and Control:** We firmly believe that humans should retain control over AI systems. We will use AI technologies to complement human decision-making and not replace or override it. Human oversight and intervention will be incorporated into our AI applications whenever necessary.
6. **Continuous Evaluation and Improvement:** We will commit to ongoing evaluation and improvement of our AI technologies. We will monitor their impact on society, gather feedback from users and stakeholders, and be responsive to their evolving needs.

By adhering to these guiding principles, Love146 seeks to promote an AI landscape that is transparent, ethical, and dedicated to the betterment of humanity. Our mission is to leverage the power of AI for positive social change, fostering a future where AI technologies contribute to a fair, inclusive, and sustainable world.

The aim of the following is to provide guidance for the responsible use of AI-generated content, emphasizing the need for proofing, editing, fact-checking, and using AI-generated content as a starting point, not the finished product.

### Requirements for AI-Generated Content

Here are a few requirements for Love146 when engaging with AI-generated content:

- **Proofing:** All AI-generated content must be proofread and checked for accuracy by a human before being published or shared. This includes checking for spelling errors and grammar mistakes.
- **Editing:** AI-generated content must be edited to ensure that it is well-written, applicable, coherent, and engaging. This includes ensuring that the content is structured in a logical manner and that it is appropriate for the intended audience.
- **Imagery:** Users must ensure that any AI-generated imagery includes proper credit to the original photographer if known, and must disclose the involvement of AI to prevent misrepresentation and protect creative rights.

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- **Fact-checking:** AI-generated content must be fact-checked to ensure that all information is accurate and up-to-date. This includes verifying sources, checking statistics, and ensuring that any claims made in the content are supported by evidence.
- **Starting point, not the finished product:** AI-generated content should be viewed as a starting point, not the finished product. While AI can provide a valuable tool for generating content or initial ideas, it cannot replace the creativity and critical thinking skills of human writers and editors.
- **Transparency:** Content that is 50% or more AI-generated must be clearly labeled as such, and the use of AI in generating content should be transparent to employees and all organizational stakeholders.
  - Potential Disclaimer: “This content may have been created with the help of AI technology (or contains AI-generated elements) and has been thoroughly fact-checked and edited by Love146 staff members. Read more about our organizational AI Philosophy here [link].”
- **Data privacy:** We must ensure that any personal or sensitive data used to train AI models is handled with appropriate care and that any AI-generated content that contains such data is handled in compliance with data protection laws.
- **Liability:** Love146 must take responsibility for any harm caused by AI-generated content, and we must have insurance coverage to protect against potential legal claims.

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