



Red Hawk Technologies, LLC
Artificial Intelligence (AI) Tool Usage Policy

Effective Date: 2025-04-02

Modified: 2025-04-29

Purpose:

Red Hawk Technologies, LLC ("Red Hawk," "the Company," "we," or "us") recognizes the potential benefits and risks associated with the use of artificial intelligence (AI) tools in the workplace. The purpose of this policy is to establish guidelines for the appropriate, secure and ethical use of approved AI tools by Red Hawk employees and subcontractors.

Scope:

This policy applies to all Red Hawk employees and subcontractors who utilize AI tools provided by the Company for Client and Company initiatives. This AI policy supplements the guidelines outlined in Red Hawk's Use of Company Technology policy.

Definitions:

AI Tool - A software application, platform, or interface specifically designed to enable users to directly interact with artificial intelligence (AI) systems. These tools serve as the primary means for humans to communicate with, leverage, and extract value from AI capabilities.

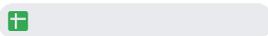
Unlike applications that merely incorporate AI features as supplementary functionality, AI Tools are purpose-built for AI interaction as their core function. They provide structured environments where users can input queries, commands, or data and receive AI-generated responses, analysis, or content.

Examples include:

- Conversational AI interfaces like chat platforms
- Prompt engineering environments
- AI image, audio and video generators with direct user controls
- Voice assistants with natural language processing
- Code completion and generation tools
- AI-powered research assistants
- Text and content generation platforms

The defining characteristic of an AI Tool is that the direct interaction with the AI system is the primary purpose and value proposition of the tool, rather than AI being an enhancement to another primary function.

Approved AI Tools:

Red Hawk currently permits the use of the AI tools listed in the  Authorized AI Tools document. Any tool with "APPROVED" status in this document can be used with Red Hawk or Client Intellectual Property  unless explicitly prohibited. The Company will be notified when the items on this list are added, changed or removed.

Products and/or Services which utilize AI Integrations

The utilization of products or services incorporating AI integrations is presently permitted by Red Hawk, provided such products or services are not classified as AI Tools (see definition above) themselves (e.g., Supabase, Firebase, Process Street), and provided all the following conditions are strictly adhered to:

- **The foundational AI must not be trained utilizing any Intellectual Property of Red Hawk or its Clients.**
- The integration of AI must not entail the collection of any Intellectual Property belonging to Red Hawk or its Clients.
- The product or service in question must not claim ownership of any assets generated by the AI.
- Where available, AI privacy settings should be configured to their most stringent level.

Prohibited AI Tools:

Employees and subcontractors are strictly prohibited from using **personal accounts** for **any** AI tool for **any** use with Red Hawk or Client Intellectual Property unless explicitly authorized by Red Hawk leadership.

Guidelines for AI Tool Usage:

1. **Company-Provided Accounts:** Employees and subcontractors must use only Company-provided accounts to access approved AI tools. **Personal accounts are not permitted.**
2. **Data Confidentiality:** Do not input any confidential or sensitive information into AI tools, with the exception of data captured by approved AI assistants for the purpose of generating transcripts and drafting notes during client meetings. This includes, but is not limited to, protected health information (PHI), personally identifiable information (PII), trade secrets, client source code and data.
3. **Ethical Use:** Only utilize AI tools in a manner that aligns with Red Hawk's values and code of conduct. Avoid using AI tools for discriminatory, misleading, or harmful purposes.
4. **Output Review:** Carefully review and edit any output generated by AI tools before using it in Company communications or work products. AI-generated content may be inaccurate, biased, or incomplete.
5. **Intellectual Property:** Be aware of the intellectual property rights associated with AI-generated content. Do not use AI-generated content that infringes on the copyrights or trademarks of others.
6. **Security:** Follow Red Hawk's security policies and procedures when using AI tools. This includes using strong passwords, enabling two-factor authentication, and avoiding phishing scams.
7. **Reporting:** Report any suspected misuse of AI tools or any security incidents to your supervisor immediately.
8. **Responsibility:** You are responsible for the content generated by AI Tools and the inclusion of that content in Red Hawk or Client communications and/or work products in the same manner as if you created the content yourself.
9. **Impersonation:** Do not use AI Tools to impersonate others or create deceptive content.

Requesting Approval for Additional AI Tools

Employees and subcontractors who wish to use an AI tool not currently listed in the "Approved AI Tools" section of this policy must first obtain approval from their Nest Principal Engineer. To request approval, employees must submit a written request that includes the following information:

1. **Tool Name:** The name of the AI tool you wish to use and a link to information on the tool.
2. **Tool Purpose:** A description of how the AI tool will be used in your work and how it will benefit the Company.
3. **Data Usage:** A description of the types of data that will be input into the AI tool and how the output will be used.
4. **Data Confidentiality:** A description and link to the tools policy on how the data we will give it will be used within the tool.
5. **Security:** An assessment of the security risks associated with using the AI tool and how these risks will be mitigated.
6. **Costs:** A description and a link to the costs associated with using the tool.

The Principal Engineer will review the request and may consult with other members of Red Hawk leadership, including legal counsel, to assess the risks and benefits of using the requested AI tool. The Principal Engineer will then approve or deny the request in writing. If the request is approved, the Principal Engineer will add the tool to the list of "Authorized AI Tools" and may update this policy accordingly.

Consequences of Non-Compliance:

Violations of this AI Tool Usage Policy may result in disciplinary action, up to and including termination of employment or subcontracting agreement.

Employee/Subcontractor Acknowledgement:

I have read and understand Red Hawk's Artificial Intelligence (AI) Tool Usage Policy. I agree to abide by its terms and conditions.

Employee/Subcontractor Signature: _____

Printed Name: _____

Date: _____

Disclaimer: This policy is intended to provide general guidance and does not constitute legal advice.