



## **Aas Health Foundation**

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### **Artificial Intelligence (AI) Policy**

#### **1. Introduction**

Aas Health Foundation (AHF) is committed to using Artificial Intelligence (AI) responsibly, ethically, securely, and transparently in support of its work in healthcare, research, community welfare, education, and public awareness. AI may support research, data analysis, educational content, administrative activities, communication, programme planning, and operational efficiency. However, its use must protect human dignity, privacy, safety, confidentiality, intellectual property, and the integrity of the Foundation's work.

AI shall remain a supportive tool and shall not replace appropriate human judgment, professional accountability, or ethical decision-making, particularly in healthcare and research-related activities.

#### **2. Purpose**

The purpose of this policy is to:

1. Establish responsible and ethical standards for the use of AI within AHF.
2. Protect confidential, personal, patient, donor, employee, volunteer, beneficiary, and research information.
3. Ensure that AI-assisted work is reviewed by appropriately qualified human personnel.
4. Prevent misuse of AI, including misinformation, discrimination, fraud, plagiarism, and unauthorized disclosure of information.
5. Promote transparency and accountability in the use of AI.
6. Encourage beneficial innovation while managing risks associated with AI technologies.

#### **3. Scope**

This policy applies to:

- Board members and office bearers.
- Employees and consultants.

- Healthcare professionals working with or associated with AHF.
- Researchers and research collaborators.
- Volunteers and interns.
- Contractors and service providers.
- Partners and other persons using AI on behalf of AHF.

The policy applies to AI tools used through computers, mobile devices, cloud platforms, software applications, websites, APIs, generative AI systems, and other digital technologies.

#### **4. Definition of Artificial Intelligence**

For this policy, Artificial Intelligence (AI) refers broadly to computer-based systems capable of performing tasks that ordinarily require human intelligence, including generating or analysing text, images, audio, video, data, predictions, recommendations, or other outputs.

This includes, but is not limited to:

- Generative AI and large language models.
- AI-based data-analysis and research tools.
- Machine-learning systems.
- AI-powered healthcare or decision-support systems.
- Automated content-generation systems.

#### **5. Key Principles**

**Human Oversight** — AI-generated information shall not automatically be considered accurate, complete, or appropriate. A responsible human user must review AI-generated information before it is used for important organizational, healthcare, research, financial, legal, or public-facing purposes.

**Beneficence and Safety** — AI should be used to create legitimate benefits and should not knowingly expose individuals or communities to avoidable harm.

**Privacy and Confidentiality** — Personal, patient, research, donor, employee, beneficiary, or other confidential information shall not be entered into AI platforms unless the platform has been appropriately assessed and the use is authorized.

**Transparency** — Where AI materially contributes to research, publications, educational materials, reports, or other important outputs, appropriate disclosure should be considered in accordance with applicable institutional, journal, funder, and professional requirements.

**Fairness and Non-Discrimination** — AI systems shall not knowingly be used to discriminate against individuals or communities on the basis of protected or otherwise irrelevant characteristics.

**Accountability** — The person using AI remains responsible for the accuracy, appropriateness, legality, and ethical use of the final output.

**Accuracy and Verification** — Important factual, scientific, medical, statistical, legal, and financial information generated by AI must be independently verified using appropriate authoritative sources.

## **6. Responsibilities**

### **1. Management and Leadership**

- Promote responsible, ethical, secure, and transparent use of AI.
- Ensure appropriate safeguards and approval processes are established for higher-risk AI use.
- Support awareness and training on responsible AI use.

### **2. Employees, Researchers, Healthcare Professionals and Associates**

- Use AI only for legitimate organizational purposes and in accordance with this policy.
- Review and verify AI-generated outputs before official or professional use.
- Protect confidential, personal, patient, beneficiary, donor, employee, and research information.
- Report suspected misuse, data disclosure, security incidents, or other policy violations promptly.

## **7. Acceptable Uses of AI**

Subject to appropriate review and safeguards, AI may be used for:

- Drafting and editing administrative documents.
- Preparing educational and awareness materials.
- Brainstorming ideas and project concepts.
- Summarising publicly available information.
- Supporting literature searches and research planning.
- Data analysis where appropriate safeguards are in place.
- Preparing presentations and communication materials.

- Translation, language assistance, and improving accessibility.
- Administrative workflow support.
- Developing non-sensitive programme materials.
- Supporting monitoring and evaluation activities.
- Generating preliminary drafts of reports and proposals.

AI-generated material must be reviewed before official use.

## **8. Restricted and Prohibited Uses**

AI shall not be used to:

1. Generate or disseminate knowingly false or misleading health information.
2. Make autonomous medical diagnoses or treatment decisions on behalf of patients.
3. Replace qualified healthcare professionals in clinical decision-making.
4. Make decisions about employment, volunteers, beneficiaries, grants, or other individuals solely on the basis of an unvalidated AI output.
5. Enter confidential patient or beneficiary information into an unauthorized AI platform.
6. Generate fraudulent records, certificates, research findings, financial documents, or evidence.
7. Fabricate research data, references, citations, clinical outcomes, or scientific findings.
8. Plagiarise or deliberately misrepresent AI-generated work as original human work where disclosure is required.
9. Create deceptive impersonations, including fabricated audio, video, or images intended to mislead.
10. Circumvent security, privacy, access-control, or organizational safeguards.
11. Use AI for discriminatory, abusive, defamatory, or unlawful purposes.
12. Upload confidential organizational documents to external AI systems without authorization.

## **9. AI and Healthcare Information**

Because AHF operates in the health sector, special precautions shall apply to health-related information.

1. Human Professional Responsibility

- AI may assist healthcare professionals with information organization, educational content, research support, or other permitted activities. Professional responsibility remains with the appropriately qualified human professional.

## 2. Patient Safety

- AI output shall not be treated as a substitute for clinical assessment, professional judgment, appropriate investigations, or established clinical protocols.

## 3. Patient Data

- Personally identifiable patient information, medical records, photographs, videos, case histories, laboratory reports, or other sensitive health information must not be uploaded to public or unapproved AI platforms.
- Where AI is required for an authorized research or operational purpose, appropriate de-identification, security, consent, legal, and ethical safeguards must be implemented.

## 10. AI in Research

AHF encourages responsible use of AI as a research-support tool while maintaining scientific integrity. Researchers must:

- Verify AI-generated scientific information.
- Independently verify references and citations.
- Never fabricate or manipulate research data using AI.
- Maintain appropriate research records.
- Follow applicable research ethics requirements.
- Follow journal and publisher requirements regarding AI use.
- Clearly distinguish AI-assisted analysis or generation from actual research findings.
- Ensure that AI does not compromise participant confidentiality.

AI shall not be considered an independent author or responsible research investigator.

## 11. Personal Data and Confidential Information

AHF shall seek to minimise the personal information provided to AI systems. Where feasible:

- Use anonymised or de-identified information.
- Avoid unnecessary personal identifiers.
- Use approved and secure platforms.

- Follow applicable privacy and data-protection requirements.
- Limit access to sensitive AI-related information.
- Retain information only for legitimate organizational purposes.

Any suspected unauthorized disclosure of personal or confidential information must be reported promptly.

## **12. AI-Generated Content, Consent and Personal Stories**

AI-generated content intended for publication, social media, educational campaigns, fundraising, research, reports, or public communication shall be reviewed by an appropriate member of AHF.

Particular care shall be taken with:

- Medical claims and statistics.
- Research findings and references.
- Patient stories and testimonials.
- Photographs, images, audio, and video.
- Claims concerning AHF programmes or impact.

AI shall not be used to create fictional patient outcomes or misleading testimonials.

The Foundation shall obtain appropriate consent before using identifiable photographs, videos, patient stories, beneficiary information, or other personal material for AI-assisted content creation. AI-generated or AI-modified representations must not falsely imply that a real patient, beneficiary, healthcare professional, donor, or other person said or did something that they did not.

## **13. Intellectual Property and Copyright**

- Users must respect applicable copyright, licensing, confidentiality, trademark, and intellectual-property requirements when using AI.
- AI-generated material must be reviewed before publication to determine whether it incorporates or reproduces protected material inappropriately.
- Users must not upload confidential or copyrighted third-party material to AI systems unless they are authorized to do so.

## **14. Bias and Fairness**

AI systems can produce biased or inaccurate outputs because of limitations in training data, algorithms, or context. AHF users shall:

- Be alert to potential bias.
- Review AI outputs critically.
- Avoid relying on AI where its limitations could cause unfair treatment.
- Consider the impact on vulnerable or underserved communities.
- Escalate significant concerns about discriminatory AI outputs.

## **15. Cybersecurity and Third-Party AI Tools**

AI tools shall be used in accordance with AHF's cybersecurity and information-security practices. Users must:

- Use authorized accounts and systems.
- Protect passwords and authentication information.
- Avoid entering confidential credentials into AI tools.
- Avoid uploading sensitive files without authorization.
- Report suspected data breaches or unauthorized access promptly.
- Follow organizational information-security procedures.

Before adopting AI tools for organizational use, AHF should consider:

- Data privacy and security.
- Terms of service and data-retention practices.
- Ownership and use of submitted information.
- Accuracy and reliability.
- Vendor safeguards and reputation.
- Regulatory and ethical considerations.
- Cost, sustainability, and suitability for the intended purpose.

Sensitive applications should undergo additional review before deployment.

## **16. Accountability and Approval**

The person introducing or using an AI system is responsible for ensuring that its use complies with this policy.

For high-risk applications involving any of the following, prior approval should be obtained from the appropriate authority within AHF:

- Patient information or clinical decision support.
- Research participants or sensitive personal data.
- Beneficiary eligibility or employment decisions.
- Financial decisions.
- Public health interventions.

## **17. Reporting AI-Related Concerns**

Concerns relating to inappropriate or unsafe AI use may be reported through the Foundation's grievance, whistleblower, or designated management channels.

Concerns may include:

- Unauthorized use of personal information.
- AI-generated misinformation.
- Research misconduct.
- Discriminatory AI outputs.
- Security incidents.
- Unauthorized disclosure of confidential information.
- Fraudulent or deceptive AI-generated content.
- Violation of this policy.

Individuals reporting concerns in good faith shall be protected from retaliation in accordance with AHF's Whistleblower Policy.

## **18. Training and Awareness**

AHF may provide appropriate training to employees, researchers, volunteers, and other users on:

- Responsible AI use.
- Privacy and confidentiality.
- AI limitations and hallucinations.
- Cybersecurity.
- Research integrity.
- Bias and fairness.

- Ethical use of generative AI.
- Applicable legal and professional requirements.

## **19. Monitoring and Review**

AHF shall periodically review its use of AI and this policy to ensure that it remains appropriate in light of technological developments, emerging risks, changes in applicable laws and regulations, research and healthcare standards, organizational requirements, and lessons learned from AI use.

This policy shall be reviewed at least annually or earlier when significant changes occur.

## **20. Consequences of Policy Violations**

Violation of this policy may result in appropriate corrective or disciplinary action, depending on the nature and seriousness of the violation. Where required, AHF may also report serious violations to appropriate regulatory, legal, or law-enforcement authorities.

## **21. Contact Information**

Aas Health Foundation

Email: [help@ashealthfoundation.com](mailto:help@ashealthfoundation.com)

Phone: 7304317605

## **22. Acknowledgment**

All employees, volunteers, researchers, healthcare professionals, consultants, and associates covered by this policy must read, understand, and comply with the AAS Health Foundation Artificial Intelligence Policy.

By using AI in connection with AHF activities, individuals acknowledge their responsibility to use AI ethically, securely, transparently, and in accordance with applicable laws, professional standards, organizational policies, and the best interests of the communities served by the Foundation.

### **Approved by:**

Dr. Kamlesh Kakde

Secretary,

Aas Health Foundation

Date: \_\_\_\_\_