



Society for Standardization Professionals (SES)

Artificial Intelligence (AI) Policy

July 2026

1. Purpose and Scope

The Society for Standardization Professionals (SES) recognizes that artificial intelligence (AI) tools are increasingly used to support research, analysis, writing, and administrative efficiency across many professional contexts. SES is committed to encouraging the responsible, ethical, and transparent use of AI in ways that align with its mission, values, and commitment to professional integrity.

This policy establishes guiding principles and expectations for the use of AI tools in connection with SES activities. It applies to SES staff, committee members, board members, contractors, and others acting on behalf of SES. Members, attendees and other participants in SES meetings, events and standards-related activities are also expected to adhere to these principles when using AI in connection with SES work and activities.

2. Guiding Principles for Responsible AI Use

All use of AI in connection with SES activities should be guided by the following principles:

- **Human Accountability:** AI tools may support work, but humans remain fully responsible for decisions, outputs, and outcomes.
- **Transparency:** Use of AI in SES-related work should be transparent and appropriate to the context. When AI tools materially contribute to presentations, publications, or educational content, disclosure may be required, as further outlined in the Disclosure and Attribution section (Section 6).
- **Accuracy and Quality:** AI-generated outputs must be reviewed, validated, and edited by a human prior to use.



- **Fairness and Bias Awareness:** Users should remain mindful of the potential for bias, omissions, or inaccuracies in AI-generated content.
- **Confidentiality and Data Protection:** Sensitive, proprietary, unpublished, confidential, or personally identifiable information (PII) must not be entered into public or any AI tools that have not been approved for use by SES staff.

3. Acceptable Uses of AI

When used responsibly and with appropriate oversight, AI tools may be used to support SES work activities such as:

- Brainstorming ideas or outlining content
- Drafting or editing non-authoritative materials
- Summarizing publicly available information
- Supporting research or data analysis, with independent verification
- Enhancing administrative or operational efficiency

These examples are illustrative and not exhaustive.

4. Prohibited and Restricted Uses of AI

The following uses of AI are not permitted in connection with SES activities:

- Using external notetaking bots in SES meetings and educational sessions without the express approval of SES Staff
- Submitting AI-generated content as final, authoritative, or official SES positions without human review and approval
- Misrepresenting authorship, expertise, or consensus through the use of AI
- Entering confidential, proprietary, or unpublished information into public AI tools
- Relying on AI outputs for legal, regulatory, or compliance determinations



5. Intellectual Property and Copyright Considerations

Users of AI tools are responsible for ensuring that AI-assisted content complies with applicable intellectual property and copyright requirements. AI tools do not own or author content. Care must be taken to avoid infringement, particularly when developing materials that may inform standards-related work, educational resources, or official SES communications.

6. Disclosure and Attribution

When AI tools are used in a manner that materially contributes to presentations, publications, or educational content associated with SES, appropriate disclosure may be required. In general, routine or assistive uses of AI (e.g., drafting slides, outlining presentations, editing text, or preparing meeting notes) do not require disclosure, provided that all content is reviewed and validated by a human.

Disclosure should be made when AI tools are used to generate substantive content, analysis, or instructional material that meaningfully informs SES outputs or learning. AI tools used for transcription, recording, or meeting assistance during SES activities must be disclosed to all participants and may be restricted or require consent in certain settings.

AI technologies should be treated as assistive tools and should not be listed or credited as authors, contributors, or creators. SES may establish additional disclosure guidance for specific contexts as needed.

7. Governance, Oversight, and Review

This policy may be reviewed and updated periodically to reflect evolving technology, professional norms, and guidance relevant to the standards community. SES may issue supplemental guidance or best practices to support responsible experimentation and learning.

8. Effective Date

This policy is effective upon adoption by the SES Board and will remain in effect unless amended or replaced.