

Policy for Responsible Use of Artificial Intelligence

Exciting advancements in technology, including generative artificial intelligence (AI), provide us with an opportunity to better understand our businesses; efficiently operate our manufacturing floors; provide relevant products and services; and remain innovative in the marketplace. However, as the humans behind the machines, we are each responsible for using these tools in a responsible, ethical and legally compliant manner.

This Policy will assist you in using and interacting with AI responsibly.

What you need to know:

- **Do not input customer or employee data, sensitive information or confidential or proprietary Company information** (e.g. formulas, specific pricing models, nonpublic market information or analytics, or Company information about specific employees, customers or business partners) **into publicly available free versions of AI or other emerging information technology tools**, including Google Translate, DALL-E 2 and ChatGPT. These tools are not designed to safeguard information and entering confidential, proprietary or protected information may result in unauthorized disclosure, data breaches and loss of intellectual property rights.
- **Do not use generative AI as a primary source for research.** Tools like ChatGPT are known to produce outdated, incorrect or inaccurate responses. Independently research any information obtained via a generative AI platform.
- **Use paid business versions of AI or other information technology where available and as approved by your RPM group IT department, instead of free versions.** Free personal versions of AI and other information technology take control of the data you feed them in exchange for the use and using them to conduct business is often a violation of the provider’s terms and conditions.
- **You can use free technology tools to brainstorm, inform on general topics, and for recreational purposes** provided the use does not violate any Company policies and no specific, nonpublic Company information is used.
- If you have any questions, please reach out to dataprotection@rpm-inc.com.

	<p>Remember:</p> <ul style="list-style-type: none"> • <i>Entering information into free online tools makes it publicly available. If you shouldn't post it on the open web, don't put it into a free AI or information technology tool.</i>
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Any suspected violation of this Policy shall be reported to a supervisor or the Human Resources, Legal and/or Compliance departments. A suspected violation may also be reported via the internet with the Company’s third-party vendor by using the [Hotline Online](#). Any associate who violates this Policy or any applicable addendum to this Policy or who directs or who knowingly permits a subordinate to violate a Company policy or addendum may be subject to disciplinary action up to and including termination.