semantic arts

Use of AI in Hiring

Semantic Arts, Inc.

1. Purpose and core principle

Semantic Arts uses a few AI tools to help run its hiring process. This policy sets out what those tools may and may not do.

> **The core principle: people make every hiring decision.** AI holds no decision or evaluation role at any stage. Interviewers form their own views from the interview and their own notes.

This policy covers every stage of hiring: application review, reference calls, phone screens, interviews, auditions, and the review session. It applies to employees, interns, contractors, and anyone recruiting on our behalf.

2. What AI may do

Semantic Arts uses AI only for the following tasks:

- **Transcribe** phone screens, interviews, auditions, and reference calls, with consent (see section 5).
- **Write a factual summary** of what was said on a call: the topics covered, the questions asked, and what the candidate said in reply.
- **Read and summarize resumes and applications**. A person still reads every resume and application in full. AI does not decide who moves forward.
- **Clerical assistance**, such as scheduling, calendar invitations, reminders, directions, and drafting logistics emails.

3. What AI may not do

Semantic Arts does not use AI to do any of the following, at any stage, in any tool:

- Screen, filter, score, rate, rank, sort, or classify candidates.

- Compare candidates with each other or with a profile of an "ideal" candidate.
- Assess fit, competence, skill level, honesty, confidence, or "culture fit."
- Recommend that a candidate advance, be rejected, or be hired, or suggest an offer or pay level.
- Analyze sentiment, tone, personality, facial expression, emotion, or voice.
- Infer or note any protected trait (such as age, race, sex, religion, national origin, or pregnancy), or any health, disability, or accommodation detail.
- Use facial recognition or speaker recognition or create voiceprints or voice profiles.

Vendor features that offer "candidate insights," scoring, highlights, or rankings stay switched off.

No AI-generated evaluation or recommendation is used as a reason for a hiring decision. If an AI summary contains a score, a judgment, or a protected detail, the interviewer removes that content.

4. Human review

The interviewer checks each AI summary against the call and corrects it before it goes into the candidate record. A summary nobody has reviewed doesn't go in the record.

Hiring decisions rest on the interviewers' own notes and judgment, discussed by people in the review session.

5. Transparency and consent

Notice. Every job posting and every interview invitation carries a notification regarding AI utilization.

Recording and transcription. Participants are notified when AI transcription or recording begins and may decline or withdraw consent at any time. If anyone does so, the interviewer stops the tool and takes notes instead. Declining or withdrawing consent has no effect on how the candidate is considered.

Accommodations. A candidate who needs an accommodation should contact HR at hr@semanticarts.com.

6. Candidates' use of AI

Semantic Arts expects candidates to demonstrate their own knowledge and abilities. Candidates may not use AI to answer interview questions or perform technical work at any stage of the hiring process.

- **During the hiring process.** Candidates found to have used AI in violation of this policy will be disqualified from consideration.
- **After hiring.** Employees found to have violated this policy during the hiring process may be subject to termination of employment.

Assistive technology approved as an accommodation is exempt from this restriction. Candidates may contact HR at hr@semanticarts.com, preferably before their interview, to request an accommodation.

7. Confidentiality and data handling

Semantic Arts treats all candidate information as confidential, including applications, résumés, interview recordings, transcripts, and interview notes. Access is restricted to personnel involved in the hiring process and HR.

Candidate information is used only for purposes related to recruitment and hiring. Semantic Arts uses only company-approved AI tools configured to protect data privacy and confidentiality. These tools are configured to prevent vendors from using candidate information to train AI models and to minimize retention of that information.

Candidates may contact HR at hr@semanticarts.com with requests concerning access to, correction of, or deletion of their interview recordings or transcripts. Such requests will be reviewed in accordance with applicable law and the company's record-retention requirements.