Artificial Intelligence Policy

prepared by the AI policy committee October 16, 2026.
Version 1.0, effective xxxx, 2026
Policy #4

Purpose

- This policy is intended to govern the use of artificial intelligence (AI) in Trent Radio's operations and programming.
- As a producer-oriented broadcast facility, Trent Radio aims to encourage participation and membership in the broadcast process, which we understand to require prioritizing human creativity and co-operation.
- Guided by Trent Radio's aims and objectives, this policy aims to work towards formalising our operations while encouraging the positive use of radio and the empowerment of our members and programmers.
- The intention of this policy is not to discourage participation, but rather to promote conversation and understanding around the use of Generative AI, and create an environment of shared learning rather than enforcement.

Statement of Principles

- Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer-oriented programming and community access for the production of creative local radio. Trent Radio's programmers are by definition amateurs, that is, they do radio for the love of it. This space is a radio workshop where people can learn and create together.
- In pursuing these goals, the following principles will guide and influence our activities:
    - Trent Radio will continue to focus on, celebrate and prioritise original human creations of locally produced programming, audible art and producer oriented content and continue to celebrate the contributions of local community members at all stages of learning and experience.
    - Trent Radio expects that all programming instances will refrain from using Generative AI to replace the human element(s) within Community Radio as it pertains to broadcasting, and as it pertains to the promotion of Trent Radio programming and activities. Trent Radio expects programmers will not use Trent Radio's logo and/or information on any promotional materials that have been designed using Generative AI.
    - Trent Radio strives to be a climate conscious organisation and seeks to reduce and limit our carbon footprint in regards to the ways we choose to work and create.

    - Trent Radio supports the rights of human creators, and will not tolerate the use of Generative AI that steals from or compromises the integrity and value of original human created art/music/content at any stage of programming production.
    - Trent Radio programmers are expected to be transparent about any use of AI for the production of their radio content.

Definitions

- The field of artificial intelligence development is a long and ever evolving field of computer science, dating back to the 1950s. In the past such terms as Computational Models, Machine Learning, and Deep Learning have been used to describe these systems.
- As this area of computer technology is rapidly changing, instead of naming specific commercially available AI systems this policy will focus on the current subfield of Artificial Intelligence currently known as Generative AI.
- Trent Radio understands that future developments and new systems being created (and yet to be imagined) in this field of technology may also be included as they are created.
- The definition included is to help guide producers in creating content at Trent Radio, but is not intended to limit personal use of AI in their private lives or for work outside of Trent Radio.
- In the scope of this policy Generative AI is considered to be the following:
    - Generative AI (GenAI) is a subfield of Artificial Intelligence that uses deep learning and other models to generate content such as text, images, video, and audio in response to a user's prompts.
- What is not included as Generative AI with regards to this policy:
    - Living assistance devices and systems. Speech synthesis, vision assistance, mobility devices and software.
    - Electronic or music sampling hardware or audio software requiring human interaction.
    - Writing assistance software, ie. spellchecks, thesaurus, grammar assistance software, audio dictation.
    - Personal Organizational software, project scheduling software, calendar software, journalling.
    - Other systems and software for personal use where AI capabilities have been added.

Use of AI at Trent Radio

- Trent Radio prioritises quality over quantity. When there is a conflict between working to a high standard or achieving metrics/quotas with AI, the preference is to work to a high standard.
- Programming
    - Any use of AI in programming must be disclosed on air and in programme logs.

    - Programmers playing music must know where it comes from and will not play AI music. There must be an identifiable human artist / composer for all tracks played.
        - Programmers are responsible for everything they play on the radio, which includes researching musical artists before playing them. The excuse of not knowing something is AI will not be accepted.
    - Programmers will not include AI generated text / intellectual content on air.
    - AI will not do work of radio hosts on air. This does not include accessibility devices, or text-to-speech software.
    - Trent Radio strongly discourages the use of AI in the research or editing for shows. If AI is used for off-air preparation and presentation of a show, including but not limited to research, script writing, note taking, and editing, it will be vetted by the programmer to ensure the information is accurate.
    - No AI will be used in any promotional material that will be presented on-air for the show, such as programme promos. No Trent Radio materials, including but not limited to Trent Radio's logo, art, schedule, and our aims and objects will be fed into generative AI tools.
    - The programmer is accountable for the radio they make. This also extends to guests: it is the responsibility of the programmer to make sure their guests are aware of and follow Trent Radio's AI policy.
- Operations
    - Trent Radio will not use generative AI in preparation of materials, including but not limited to reports and promotional materials.
    - Staff, board & volunteers will not knowingly feed Trent Radio materials into AI tools.
    - Staff members or volunteers, or their core responsibilities, will be not replaced by AI.
    - Technology should not supersede human judgement, responsibility, accountability, or skill development.
    - AI will not be used for evaluation of humans - including but not limited to programmers, programming content, staff or hiring.
- Journalism
    - Trent Radio journalists should not be using AI at all in their work. The accountability of our journalists and news room is held to a very high standard, which values human research and storytelling.
    - AI is not to be used by Trent Radio journalists in the intellectual content of our news broadcasts & their development, including but not limited to story development, research, interviewing, and scripting.
    - Understanding that AI is becoming increasingly impossible to avoid, journalists are expected to validate their sources to the best of their ability, to avoid relying on AI-generated information.
    - In other respects, rules for all programming apply to news.

- Archives
    - Trent Radio has slightly different criteria for our archive of local music vs general archives
    - General archives: Trent Radio will not accept the use of generative AI in any materials we archive.
    - Local music archive: It generally follows the same rules as the general archives but staff have discretion to include materials that use generative AI when seen to be of high value to Trent Radio's aims and objects, such as:
        - Non-professional musicians, music made in an educational setting or as part of an educational workshop, or works deemed to have high community engagement value.
        - Any archived materials made with AI will be clearly identified in the archives.

Disclosure & Transparency

- Any use of generative AI in programming will be clearly identified on air at the time of broadcast.
- Use of generative AI must be disclosed in programme logs / music sheets.
- Staff will develop & document procedures for this disclosure, and ensure these are included in training materials.
- Staff will report regularly to the board & membership about the use of AI atTrent Radio.

Accountability & Consequences

- Concerns around the use of AI which may be in violation of this policy shall be reported to Trent Radio management.
- In keeping with Trent Radio's existing practices, the primary objective will be to address concerns constructively, with the goal of reaching understanding and agreement which allows programmers to remain on-air.
- Refusal to address concerns, or repeated violations of this policy, may result in cancellation of a programme.
- Trent Radio staff are expected to adhere to this policy in all aspects of their employment.

Review

- This policy shall be reviewed by Trent Radio management on an annual basis, or as needed. As part of this review, management should keep up to date with the state of the art in technology and cultural expectations around use of generative AI.
- As a result of this review, management will make a recommendation to the board of directors to make revisions to the policy, or to keep it unchanged.
- Changes resulting from this review will be presented for approval at a general meeting.

- This recommendation should aim to ensure the relevance of the policy to use of technology at Trent Radio, and the community standards of Trent Radio's staff and volunteers and the Trent and Peterborough communities.

Information & Education

- This policy shall be posted on the Trent Radio website, and a copy of it shall be available at Trent Radio House.
- Trent Radio will organize workshops at least seasonally regarding AI use at Trent Radio and this policy.

Coming into Force

- This policy shall be subject to approval by membership at a general meeting, and take effect at the start of the fall or summer season immediately following.

References

- Trent Radio's Aims and Objectives: https://trentradio.ca/old_site/aims.html