GENERATIVE ARTIFICIAL INTELLIGENCE USE POLICY

Updated 19 February 2024

1.0   Purpose

The purpose of this policy is to establish guidelines and best practices for the responsible and secure use of generative artificial intelligence (AI) within our organization ("we" or "us"). Generative AI refers to technology that can generate human-like text, images, or other media content using AI algorithms, such as ChatGPT, Google Gemini and Microsoft CoPilot (collectively, "AI").

2.0   Scope

This policy applies to all employees, contractors, and third-party individuals who are providing services for our organization.

3.0   Risks

- AI tools available on the web are not private. Any data you submit to an AI tool may be used for training the AI model and could become available to other users.
- AI's training data may include copyrighted materials and violate the rights of others.
- AI tools may provide biased results based on their training and data.
- AI tools are not accurate. Information may be outdated, misleading, or fabricated.

4.0   Prohibited Use

You may not use AI in the performance or your services, or submit any information about our organization, such as information about our business, our users, employees, customers, or vendor without express written permission by our IT team and management.

5.0   Approval Required for AI Use

- Our IT team and senior management must evaluate and approve any use of AI.
- Our evaluation process must include a review of the tool's security features, terms of service, privacy policy and assuring that such tools meet the AI Risks and Trustworthiness Framework offered by the National Institute of Standards and Technology.

6.0   Compliance with Laws and Regulations

All users of AI must comply with applicable laws, regulations, and ethical guidelines governing intellectual property, privacy, data protection, and other relevant areas. We prohibit unauthorized use of copyrighted material or creation of content that infringes on the intellectual property of others.

7.0   Responsible and Ethical Use

Your use of AI must align with our values, ethics, and quality standards. Do not use AI content that is misleading, harmful, offensive, or discriminatory.

8.0   Acceptable Use

You may use approved AI platforms solely for specific tasks and data authorized by us. Unless we provide otherwise, do not input into any query on AI sensitive or protected data, such as:

- Personally identifiable information (PII);
- Personal health information (PHI and ePHI);
- Our intellectual property or trade secrets;
- Strategic information, including AI requests that inadvertently give away our plans and strategy (for example, asking ChatGPT to summarize notes from a board meeting during which directors discussed financial updates and other strategy that are confidential);
- Financial data;

- Data that could be used to help create or carry out malware, spam or phishing campaigns; or
- Generate content that enables harassment, threats, defamation, hostile environments, stalking or illegal discrimination.

9.0   Human in the Loop

You must verify the accuracy of any results from AI.

10.0   User ID and Passwords

Do not share your username or passwords to an AI platform with anyone else.

11.0   Non-Compliance

Non-Compliance with this policy may result in disciplinary action, up to and including termination of employment or contract. Violation of laws may also result in civil and criminal prosecution.

12.0   Policy Review

We will review and update this policy periodically to address emerging risks, technological advancements, and regulatory changes.

* This template is provided as an example and does not constitute legal advice. To ensure the template meets your needs, please consult your legal and compliance teams. *