GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE
IN THE WORKPLACE POLICY

Purpose

The purpose of this policy is to provide employees with guidelines for the use of generative AI Tools. All employees are responsible for complying with this policy.

Scope of Policy

This Policy applies to all employees in the course of their employment when using AI Tools for authorized business purposes, including working with co-workers, clients, customers, and vendors.

Compliance with Related Policies

Other employer policies, practices and procedures may affect or relate to an employee's use of AI Tools and must continue to be followed. These include but are not limited to the following:

- Code of Ethics
- Anti-Harassment/EEO
- Computer Security
- Confidential Information/Confidentiality Agreements
- HIPAA privacy practices
- Work Product Assignment Agreements
- Vendor Agreements

Guidelines for Using AI Tools

When using AI Tools in the workplace, employees should only use organization-approved AI Tools. The following have been approved for employee use:

[Employers should include a list of which AI Tools are approved for use]

Employees should only use AI Tools for the following job functions:

[Employers should include appropriate use of AI and/or consider referring employees to a specific place if AI use will vary by job function]

- Drafting internal and external communications
- Drafting presentations
- Conducting research

Employees should follow guidelines specific to each AI tool when inputting sensitive data.

[Employers should include data security guidelines specific to each approved AI tool, addressing the sharing of confidential information, trade secrets, personal/proprietary information, etc.]

Should employees have another use for which AI may be valuable, employees should submit their requests to their supervisor and receive permission in writing. Employees should not have an expectation of privacy when using AI Tools in the workplace. The employer retains the right to monitor all employee use of AI Tools.

Additionally, the following rules and regulations will apply when using AI:

- The employee should log into AI Tools with their organization-provided email address.
- The employee should not enter any confidential information or trade secrets (including personal/proprietary information) into an AI Tool unless approved in this policy or in writing by the employee's supervisor.
- Employees should not enter any offensive, discriminatory, or inappropriate content into an AI Tool.
- Employees should closely review any output generated by the AI Tool before using it or forwarding it to anyone else (whether inside or outside the organization). This should include reviewing that AI has not generated any content in violation of the employer's anti-harassment/EEO policies, in violation of copyright law, and that no confidential information has been disclosed and that the information generated is accurate.
- Employees should allow the AI Tool to track their prompt history. Prompt history should not be erased or tampered with.
- Employees should not use AI to conduct, engage in or solicit illegal activities.
- Employees should be aware of and respect copyright laws.
- Employees should not use AI alone to make employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion or salary increase/decrease of employees. AI should not be used to evaluate or conduct performance reviews.
- Employees should not input personal information into AI, whether their own or that of a co-worker, client, customer or vendor, unless allowed by the data security policy applicable to that specific tool.
- Employees should not represent AI work as their own.

Mandatory Training

Employer will provide training opportunities and resources to help employees understand AI Tools and their obligations under this Policy. Employees will not be permitted to use AI Tools if they do not attend required trainings.

Reporting Non-Compliance with This Policy

Employees who know of an actual or potential violation of this Policy should immediately report such violation to their supervisor. This includes the following:

- Use of an AI Tool that has not been approved for use according to this Policy.
- Use of an AI Tool for a task or project that is not authorized by this Policy.·
- Use of an AI Tool that poses an identified, unaddressed security risk or contains any material defects or malicious code.
- Use of an AI Tool that violates any other employer policy.

The organization prohibits any form of discipline, reprisal, intimidation, or retaliation for any good-faith reporting of a violation of this Policy.

Violations of this Policy

If employer determines any employee has engaged in conduct in violation of this Policy, they will be subject to discipline, up to and including termination of employment.