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Example 1

AI Policy for Responsible Use for [Company]

As we continue to integrate artificial intelligence (AI) into our daily operations, it is crucial that we establish guidelines to protect our company's data and intellectual property while also ensuring the accuracy of information obtained from AI systems. This policy aims to provide a clear framework to help you use AI responsibly and securely.

Safeguard Company Data and Intellectual Property

a. Do not share any company data or intellectual property with external AI services or applications without explicit authorization from a designated manager or supervisor. This includes, but is not limited to, datasets, algorithms, models, and internal system APIs.

b. Always use company-approved AI tools and platforms, which have been vetted for security and compliance with our data protection policies. [insert approved tools here]

c. Maintain strict access controls and confidentiality when working with company data, even when using AI tools internally. Share data only with authorized colleagues on a need-to-know basis.

d. Immediately report any suspected data breaches or unauthorized access to sensitive information to your manager or the IT security team. [insert contact information of this person or team]

Verify Accuracy of Data Obtained from AI Systems

a. When using AI-generated data or insights in your work, always cross-check the information for accuracy and reliability. AI systems, while powerful, can sometimes produce incorrect or biased results.
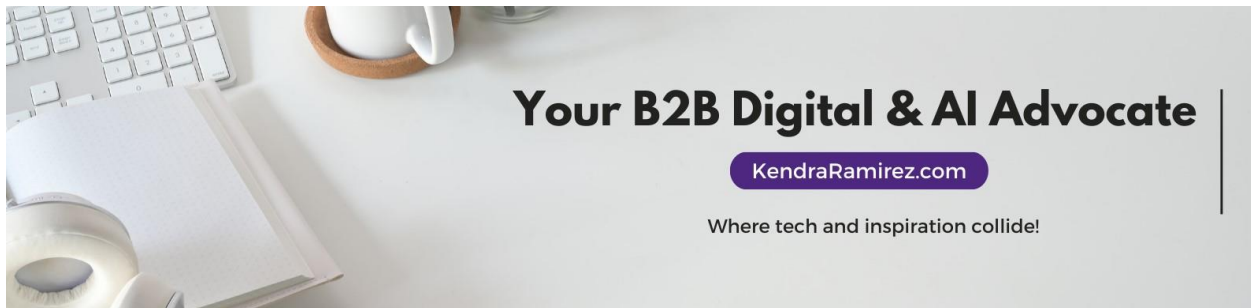
b. Consult with your colleagues or other trusted sources to validate AI-generated information, especially when making critical decisions based on AI outputs. Verify any and all information prior to using the information provided by the AI.

c. Continuously update and refine AI models and algorithms to improve accuracy and reliability. Collaborate with the AI committee or team to provide feedback on any inconsistencies or errors you may encounter. [insert AI team contact information]

d. If you are unsure about the accuracy of AI-generated data or insights, do not hesitate to seek guidance from your manager or a subject matter expert.

By following these guidelines, we can ensure that our AI systems remain an invaluable asset to our company while safeguarding our data and intellectual property. Your cooperation and diligence in adhering to this policy is greatly appreciated.

If you have any questions or concerns regarding this policy, please do not hesitate to reach out to your manager or the IT department.

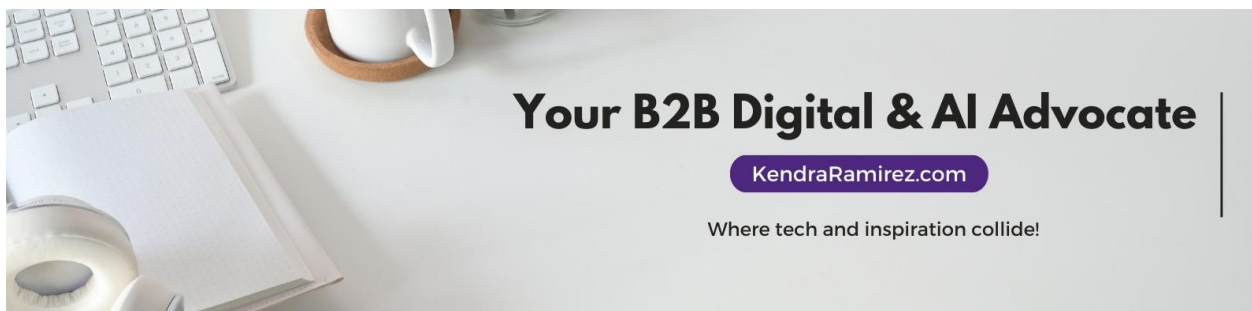Thank you for your commitment to maintaining a secure and responsible AI environment at [Company].

Best regards,

[Your Name]

[Your Title]

[Company Name]

*Have the employee acknowledge the new policy by email or signature. Add this policy to the employee handbook. *

Example 2

Responsible AI Usage Policy for [Company Name]

Artificial Intelligence (AI) is an increasingly important tool in the business landscape, offering unprecedented possibilities for content creation, increased efficiencies, and client engagement. However, with great power comes great responsibility. Therefore, this AI usage policy is designed to guide our team in the responsible, transparent, and ethical use of AI in their work. The aim of this policy is not to hinder creativity or innovation, but rather to ensure that our use of AI aligns with our overall company values and respects our clients' rights.

Guidelines for Responsible AI Usage

Transparency

It's crucial that we remain transparent about our use of AI. This includes acknowledging when AI has been used to create or modify content. This can be through a blanket statement on our website or integrated into contracts with clients.

We use AI to assist in some content development at our company. To ensure transparency, accountability, quality and privacy, we adhere to internal AI usage standards. These standards help us safeguard against biases, maintain data security, and uphold our commitment to ethical business practices. One of these standards is that AI should be used to assist in content creation, not fully automate it. We ensure that every piece of content we develop is shaped and reviewed by people who have an understanding of our audience and AI's limitations.

Tool Selection

The following AI tools have been approved for use in our company. DO NOT use any tools outside of those on this list or approved in writing by our security team on company devices or to do company related work.

[Insert list of approved tools here]
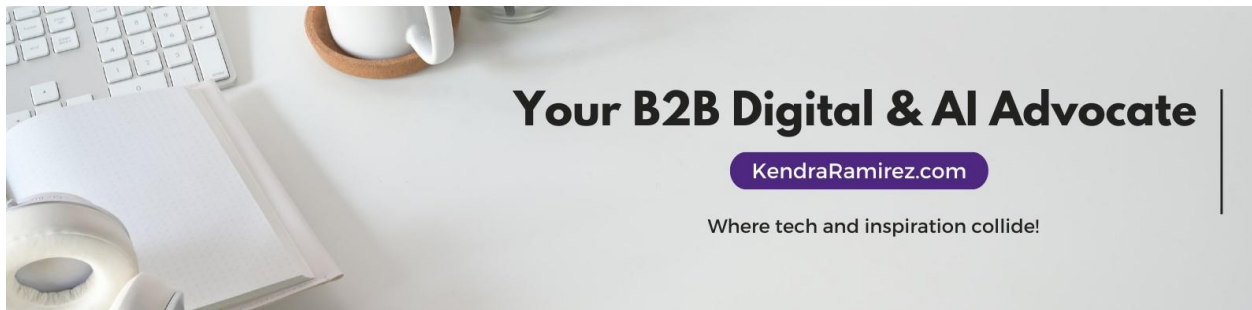
Accountability

Responsibility cannot be outsourced to a machine. Always remember that humans are ultimately accountable for the actions of the AI. AI is an assistant, not a replacement for good judgment. Our company policy is that we should NEVER publish or send something that has been written entirely by AI without human development or review for quality and accuracy.

Additionally, in case of any negative outcomes from AI-assisted content, we must take responsibility and remediate as necessary.

Use Cases That Should Not Leverage AI

While there are many positive use cases of AI assistance in our work, there are specific types of work in which we have decided as a company to restrict the use of AI. Do not use AI for the following:
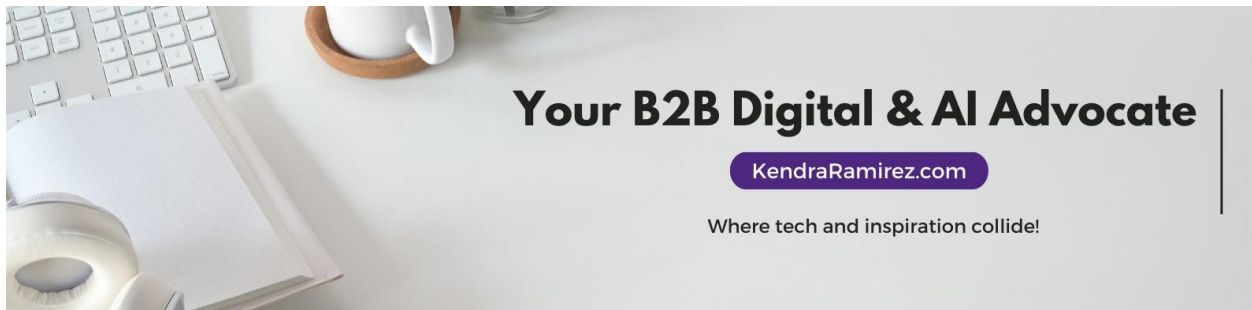
[Insert any uses that your company would like to restrict based on your own standards. This will

vary by company so have your own discussion internally about what scope you'd like to set.

Limited use cases could include: company data, intellectual property, legal contracts, specific coding projects, client date, etc.]

Addressing Specific Issues

Bias

AI systems learn from the data they are fed, and thus can unintentionally perpetuate biases found in their training material. Many language models have filters to reduce the risk of bias or harmful outputs, but filters aren't enough. It is our responsibility to ensure that content and data we produce is reviewed for potential bias and developed to be inclusive and accessible.

Privacy

We must protect the privacy of our clients. See our list of approved tools with reliable privacy policies and do not submit clients' data into AI tools or Large Language Models (LLMs). In addition, we must protect the privacy of our own intellectual property (IP). Sticking with the approved list of tools above will help safeguard both and ensure our data and IP is not used to train publicly accessible language models.

Security

AI systems can be targets for cyber-attacks. Please review the approved list of AI tools and discuss any additional tools you subscribe to or use on company devices with the security team.

Ethical Considerations

AI should not be used to mislead or manipulate clients. All content and data created using AI should be ethical and in line with our company values. AI content and data should go through a review process to check for bias, inaccuracies and other risks.

Impersonation

It is our company policy that employees should not use AI to impersonate any person without their expressed permission. AI can allow you to create "in the style" of public figures; as a policy we do not do that in our company. Designated employees may, with permission and review, use AI to mimic the writing style of a current [Company Name] employee for the purposes of ghostwriting or editing content from that individual.

Training Employees on AI Usage

All employees involved in creating content with AI should receive appropriate training. This should cover both the technical aspects of using AI, and the ethical considerations outlined in this policy.
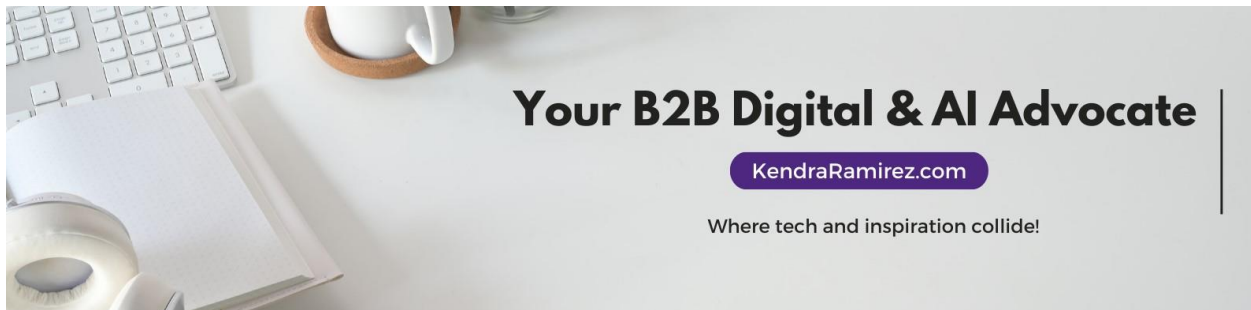
Acceptance

By using AI in your work, you agree to comply with this policy. Non-compliance will be taken seriously and could lead to disciplinary action or employment termination.

Remember, the goal of this policy is not to restrict creativity, but to ensure that we use AI responsibly and ethically. By following these guidelines, we can harness the power of AI while respecting our clients and upholding our company values.

Employee signature _____

Best regards,

[Your Name]

[Your Title]

[Company Name]

*Add this new policy to your employee handbook.**

Yes, AI was used and assisted in the writing of these examples. They were also read and edited by a human.