

Generative Artificial Intelligence Usage – Default

ID:

This policy establishes guidelines for using generative artificial intelligence (AI) tools responsibly in the workplace. This policy aims to encourage innovation and efficiency while protecting {{OrganizationAlias}}’s data, intellectual property and ethical standards.

Scope

This policy applies to using any third-party or publicly available generative AI tools and similar applications that mimic human intelligence to generate answers, create work product or perform certain tasks. This policy does not cover generative AI or AI tools that the {{OrganizationAlias}} has formally approved or installed for employees’ use.

This policy applies to all {{OrganizationAlias}} employees and work associated with the {{OrganizationAlias}} that those employees perform, whether on or off company premises.

Compliance With Related Policies

Employees must continue to follow the {{OrganizationAlias}}’s other policies, practices and procedures that may affect or relate to an employee’s use of AI tools. These include, but are not limited to, the following:

- Code of Ethics
- Discrimination Is Prohibited
- Equal Employment Opportunity
- Confidentiality and Nondisclosure of Trade Secrets

Guidelines for Using AI Tools

Employees must use only {{OrganizationAlias}}-approved AI tools when using generative AI tools in the workplace. Employees may only enter publicly available, nonsensitive information into generative AI tools. Additionally, employees are responsible for reviewing AI-generated content for accuracy, appropriateness and compliance before use. Employees should not represent AI-generated work as their own.

Acceptable Use

Employees may use approved generative AI tools to:

- Draft, edit or summarize text for business purposes (e.g., reports, presentations, communications);
- Generate ideas and outlines;
- Engage in brainstorming or problem-solving activities;
- Automate repetitive tasks; and
- Conduct research.

When using AI tools, employees must be aware of and adhere to copyright, licensing and intellectual property laws. If employees have another use for which generative AI may be valuable, they should submit a request to {{HRDepartment}} and receive written permission before using AI tools for that purpose.

The {{OrganizationAlias}} has the right to monitor all employees' use of AI tools.

Prohibited Use

Employees should not enter any confidential or proprietary information, including trade secrets, into an AI tool without prior written approval. This includes personal, customer, employee or vendor information. Additionally, employees should not use AI tools to conduct, engage in or solicit illegal activities, or generate content that is discriminatory, offensive or violates the {{OrganizationAlias}}'s policies or federal, state or local laws.

Further, employees should not solely rely on AI tools when making employment decisions. This includes decisions regarding the hiring, discipline, suspension, termination, promotion, demotion or salary increase/decrease of employees. The {{OrganizationAlias}} strictly prohibits the use of AI tools to evaluate or conduct performance reviews.

Training

The {{OrganizationAlias}} will provide training and resources on proper, safe and effective AI usage, including employees' obligations related to AI usage in the workplace. All employees using generative AI tools for work purposes must attend training on the proper use of these technologies before using them.

Policy Violations

Employees remain responsible for the accuracy, legality and appropriateness of any work product that incorporates or uses AI-generated content. If the {{OrganizationAlias}} determines that any employee has engaged in conduct that violates this policy, the employee may be subject to disciplinary action, up to and including termination.

Employees who know of an actual or potential violation of this policy should immediately report such violation to their supervisor or {{HRDepartment}}. The {{OrganizationAlias}} will not discipline, discriminate or retaliate against employees for any good faith reporting of a violation of this policy.

This policy will be reviewed and updated periodically as AI technologies and regulations evolve. If employees have any questions regarding this policy, please contact {{HRDepartment}}.