



## Acceptable Use of Generative AI Tools *[Sample Policy]*

### **Purpose**

Publicly available generative artificial intelligence (GenAI) applications, such as chatbots (e.g., ChatGPT, Google's Bard, Microsoft Bing) and image generators (e.g., DALL-E 2, Midjourney), are powerful tools with potential to enhance productivity and efficiency. However, these tools also present significant risks related to security, accuracy, intellectual property, and compliance. This policy establishes guidelines for the acceptable use of GenAI tools, aiming to protect the Company's confidential information, trade secrets, intellectual property, workplace culture, diversity commitments, and brand integrity.

### **Scope**

This policy governs the use of any third-party or publicly available GenAI tools, including ChatGPT, Google Bard, DALL-E 2, Midjourney, and similar applications that perform tasks by mimicking human intelligence. The policy does not apply to approved AI or GenAI tools that the Company has formally authorized and provided for employee use. Optional: List any approved GenAI tools here.

### **Guidelines**

DO:

- **Exercise Judgment:** Use GenAI tools as supplemental aids, not as replacements for human judgment or creativity.
- **Verify Accuracy:** Recognize that GenAI tools may produce inaccurate, outdated, or misleading information (commonly referred to as "hallucinations"). Always verify outputs for accuracy and relevance before relying on them.
- **Assume Public Disclosure:** Treat all inputs to GenAI tools as if they may become publicly accessible or attributed to you or the Company, regardless of privacy settings or assurances from the tool's creators.
- **Notify Supervisors:** Inform your supervisor when using a GenAI tool to assist with work-related tasks.
- **Ensure Compliance:** Confirm that all outputs used are accurate, unbiased, lawful, and aligned with Company policies, applicable laws, and intellectual property rights.

DO NOT:

- **Employment Decisions:** Refrain from using GenAI tools to make or assist with decisions regarding hiring, promotion, discipline, termination, or other employment-related matters.
- **Sensitive Data:** Never upload or input confidential, proprietary, or sensitive Company information into GenAI tools. Examples include passwords, credentials, protected health information (PHI), personnel records, or documents marked as Confidential, Sensitive, or Proprietary.
- **Personal Data:** Avoid uploading personal information (e.g., names, addresses, likenesses) of any individual into GenAI tools.
- **Misrepresent Outputs:** Do not present work generated by a GenAI tool as your original work.





- **Unauthorized Integrations:** Do not integrate GenAI tools with internal Company systems or software without prior written approval from your supervisor and the IT Department.
- **Unapproved Tools:** Use only approved GenAI tools provided by the Company. Avoid interacting with unverified or malicious GenAI tools that may compromise security or data integrity.

### ***Violations***

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Legal action may also be pursued if warranted. Employees who suspect a violation of this policy must report their concerns to their supervisor or Human Resources.

### ***Disclaimer***

This policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, working conditions, or any other rights protected by the National Labor Relations Act.

### ***Integration with Related Policies***

Before implementation, this policy should be reviewed alongside other relevant Company policies, such as:

- Confidentiality and Trade Secrets
- Data Security
- Acceptable Use of Computers and Electronic Media
- Equal Employment Opportunity
- Anti-Discrimination and Harassment
- Workplace Code of Ethics

If your organization operates under HIPAA/HITECH, GLBA, FCRA, or other federal regulations, or if you are a federal contractor subject to affirmative action requirements, consult legal counsel to integrate this policy accordingly. Additional industry- or workplace-specific customizations may also be necessary.

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**NOTE:** This policy is designed for third-party GenAI tools not provided by the Company. It does not govern Company-approved AI tools. Consult your legal counsel to ensure compliance with applicable laws and integration with existing policies.

