

Artificial Intelligence (AI) Driven Tools in the Workplace Policy

1. **Purpose.** The purpose of this policy is to establish guidelines for the appropriate use of artificial intelligence (AI) in the workplace, including the use of Generative AI (GAI) and Algorithmic AI (AAI) tools, defined in Section 3. below. This policy aims to ensure that AI technology is used to enhance productivity, efficiency, and decision-making while complying with applicable law and respecting privacy, confidentiality, and data security.

2. **Scope.**

(a) This policy applies to all employees, contractors, and third-party vendors who interact with, develop, or implement AI tools within our organization (collectively, AI Users). It covers all AI technologies, including, but not limited to, machine learning, natural language processing, and computer vision.

3. **Definitions.**

(a) Generative AI (GAI) is a technology that can create new content in response to prompts, including but not limited to text, speech, and images (e.g., ChatGPT).

(b) Algorithmic AI (AAI) is a technology that analyzes data with machine-learning algorithms and can make decisions or predictions based on the data.

(c) AI Tool is any app, software, or system that can independently change its own analytical methods and utilizes artificial intelligence (including Generative and Algorithmic AI), machine learning, or other advanced algorithms to perform tasks, analyze data, or make (or assist in making) decisions. AI Tools may use GAI, AAI, or both.

4. **Training.**

(a) The Company may require that AI Users receive training, either in-house or through a third-party vendor, concerning the potential benefits and risks associated with using AI Tools and on the operation and use of approved AI Tools.

(b) If the Company does require such training, AI Users must comply with any associated requirements (e.g., attendance and satisfaction of certain skills assessments) before they can access and use AI Tools for work-related purposes.

5. **General Principles.** For purposes of this policy:

(a) This policy applies when AI Users use AI Tools to perform, or assist in the performance of, any work-related activities without regard to the location of the AI Users at the time they use the AI Tools, or whether the AI Users operate the AI Tools on Company equipment and systems, on the AI Users' personal devices, or on third-party electronic devices.

- (b) AI Users should only use the AI Tools in circumstances when they enhance or assist the AI Users in performing their job-related tasks by enhancing productivity, efficiency, and decision-making. For example, AI Tools can be helpful aids in sorting, ranking, and evaluating large quantities of documents and information. AI Tools employing GAI can prepare first drafts of standard correspondence and documents, as well as for creating simple outlines.
- (c) AI Tools may produce erroneous or nonsensical information or results that are not real, do not match any data the algorithm has been trained on, or do not follow any other discernible pattern. In addition, the results may reflect biased or incomplete data sets on which they were trained. AI Tools should not be used blindly for decision making and/or the creation of content and should never be relied upon for important inquiries.
- (d) When AI Users use AI Tools to assist in their performance of job-related responsibilities, the Company expects AI Users to recognize the limitations of the tools they are using, avoid over-reliance on such tools, carefully review output for errors, and remain vigilant to identify potentially erroneous, incomplete, or otherwise problematic output.
 - (i) AI Users who have concerns with the output of an AI Tool should follow the Reporting Procedures set forth in section 8. below.

6. Use of Approved AI Tools.

- (a) Company will maintain a list of AI Tools that have been approved for use, with a specific indication as to which departments and job classifications may use each tool (List). The List can be found here [list].
 - (i) Questions concerning whether an application which is not included on the List is an AI Tool – and, thus, subject to this policy – should be referred to [appropriate individual or department name].
- (b) Prior to using an approved tool, the department or AI User seeking to use the tool must request and be approved for access by [where access request should be sent] and in the request state the intended use of the tool.
- (c) Prior to using an AI Tool for any-work related purpose, regardless of their location, that is not on the List, not specifically approved for use in their department and job classification, or not approved for the task that the AI User seeks to use the AI Tool to perform, an AI User must receive express written consent from [supervisor/manager/HR designee]. The requesting AI User should be prepared to discuss the purpose, scope, and business justification of using the AI Tool in question to complete a work-related task.
- (d) During working hours, AI User may only use AI Tools for work-related purposes in accordance with this policy. If an AI User uses AI Tools for non-work-related purposes during working hours, they may be subject to appropriate disciplinary action, up to and including immediate termination of employment or termination of contract (as in the case of a contractor or third-party vendor).

- (e) No AI User may use AI Tools for personnel decision-making purposes without the express written consent of [HR or an HR designee].
- (f) AI Users must at all times comply with the Company's [identify policies against discrimination and harassment and other conduct policies] when using AI Tools. Please refer to those policies for additional information on what might be considered inappropriate or unlawful use.

7. Confidentiality.

- (a) The input of confidential or sensitive information into an AI Tool could result in the disclosure of such information to third parties. When using AI Tools, AI Users must comply with [name policies concerning confidentiality, non-disclosure of trade secrets or intellectual property, IT/computer use policy, etc.].
- (b) AI Users inputting data and information into an AI Tool are prohibited from disclosing trade secrets, confidential or proprietary business information belonging to the Company or its [clients/customers], or from infringing upon the intellectual property of the Company or others.
 - (i) To the extent information is licensed from a third party, the output may be subject to restrictions on the use of the information contained therein. Inputting such licensed information into an AI Tool could constitute a breach by the user of those third-party restrictions.
- (c) The publication or distribution of the output of an AI Tool could result in the violation of the Intellectual Property rights of third parties. Prior to publishing or distributing content generated by AI Tools (in whole or in part), an AI User must receive approval from [supervisor/manager]. When publishing or distributing content generated by AI Tools (in whole or in part), AI Users must make known –through a disclaimer or otherwise – that the content has been generated by AI.
- (d) AI Users must at all times comply with Company [identify policies concerning data and record retention, and the proper storage, handling and sharing of sensitive information].

8. Reporting Procedures.

- (a) AI Users are expected to contact [their supervisor/manager/other appropriate individual or department name] immediately if they become aware of:
 - (i) An actual or possible violation of this policy
 - (ii) A breach of data privacy or security
 - (iii) AI system failure –or–
 - (iv) A circumstance where an AI Tool is generating output which is: i) erroneous, ii) incomplete, iii) misleading, iv) offensive, v) harassing, vi) discriminatory, vii) which causes an employee to have other concern(s), or viii) which violates any Company policy.
- (b) Reports made under this section will be investigated, and AI Users must cooperate with any such investigation.

- (c) The Company may, in its sole discretion, decide to suspend use of the AI Tool during any such investigation.
- (d) To the extent corrective measures are required following the investigation, AI Users must cooperate in the implementation of those measures.

9. Violations.

- (a) Violations of this policy may result in disciplinary action, up to and including termination of employment or contract (as in the case of a contractor or third-party vendor). Nothing herein shall modify the at-will nature of an employee's employment with the Company. If AI Users have questions about this policy, they should contact [appropriate individual or department name].

10. Amendment of These Policies.

- (a) AI technology and the laws and regulations governing AI are rapidly evolving and these policies may be amended from time to time to reflect the evolving landscape.

ACKNOWLEDGMENT

I acknowledge that I have received and read the Company's Artificial Intelligence (AI) Tools in the Workplace Policy. I understand it and will abide by it. I understand that this policy is not an employment contract and does not change my status as a[n] [at-will employee] [independent contractor] [third-party vendor].

Dated: _____

Signature

Printed Name