

Artificial Intelligence

Employee Acceptable Use Guidelines

Prepared by: Rosemary Brisco, ToTheWeb.com

July 2023

• to the web

AI Employee Use Policy

(Sample Template)

All employees are expected to interact with generative AI technologies, such as ChatGPT, in a responsible and ethical manner. This encompasses safeguarding privacy and personal data, using the technology for lawful and beneficial purposes, abstaining from deceptive or harmful applications, and fostering transparency and comprehension regarding the technology's capabilities and constraints.

Introduction

This AI Acceptable Use Policy provides guidelines for the use of AI tools by <insert company name> employees. This policy serves to enable employees to harness the full potential of AI in their roles, improve the company's operations, and promote a culture of AI literacy and safety. This policy seeks to ensure the security of our company's and customers' data, and foster a secure, professional, and respectful environment for all users.

For the purposes of this policy, AI tools include but are not limited to generative models such as ChatGPT, image and video creation services like DALL-E and MidJourney, code verification tools, and a variety of emerging AI services. The rapidly changing nature of AI will necessitate frequent updates to our policy.

Ethical Use

Each employee's ethical engagement with AI technologies, positively shapes our working environment and the reputation of our company. Adhering to relevant laws, regulations, and company policies ensures that we use AI tools to enhance our performance while also maintaining the highest ethical standards.

Using AI technologies in an ethical manner bolsters our working environment, enhances the reputation of our company, and aids in delivering superior services. We expect employees to use AI tools in a manner that reflects our commitment to honesty, respect for others' rights, and a general standard of fairness.

Authorized Use

Employees should use company-sponsored AI accounts, like ChatGPT, for work-related tasks only. Any suspected misuse or violation of this policy—including unethical use, unauthorized data sharing, or security bypass—should be reported to <insert reporting email>. The company is committed to aiding employees in using AI tools securely and effectively.

Data Security: Confidentiality and Intellectual Property

In using AI tools, employees must be mindful of potential infringements on copyrights, trademarks, patents, or other legal protections from the input or output generated from AI tools.

Confidential information includes, but is not limited to, trade secrets, intellectual property, business strategies, financial information, and personal data of employees or clients. Employees are prohibited from disclosing or sharing any such confidential information while using AI tools.

Additionally, employees should avoid using sensitive data, such as names, in AI models. Compliance with the company's procedures, training, and guidelines on data handling and storage is mandatory for all employees.

Security Practices

Employees must only use AI tools, such as ChatGPT and Bard, in private mode with the chat history turned off. Sharing chat conversations containing confidential or personal data is strictly prohibited.

When using AI tools or websites (for example: StackOverflow, Coda) for coding tasks, programmers must thoroughly inspect and test any AI-generated code for functionality and security, ensuring adherence to best practices. Uploading sensitive code to the platform is strictly forbidden.

Ownership and Copyright

While OpenAI (owner of ChatGPT) assigns all rights of the output to the user, the legal landscape of AI and copyright is still evolving. The use of copyrighted works in AI outputs could potentially lead to infringement issues. For example, the ownership of images and videos created using AI is currently unclear. AI output might not be protected by copyright in several jurisdictions such as the U.S. and Europe as it is not created by a human. Consultation with the legal department is required in situations of uncertainty.

Content Verification

The company acknowledges the potential limitations and inaccuracies in AI-generated content. We encourage a collaborative effort to maintain our standard of accuracy and quality. All AI-generated content should be cross-verified with conventional means, and employees are advised to seek assistance or use provided resources when in doubt.

Permitted Uses

AI tools, including ChatGPT, offer a wide range of applications to enhance our daily operations and improve customer experiences. Permitted uses include but are not limited to:

- content management, internal corporate communications, programming and development, marketing and sales, and other use cases such as creating first drafts, editing documents, conducting research and generating ideas,
- supporting customers by providing detailed product information in an automated way,
- generating personalized recommendations and purchase suggestions based on individual needs and preferences.

Policy for AI Bias

AI tools may unintentionally mirror biases from their training data. Consequently, we expect all employees engaging with AI to vigilantly assess for any such biases.

Training Requirement

We encourage all employees to take part in the company-provided training on the correct use of AI tools. This training not only helps maintain our standards but also equips you with important skills that can enhance your job performance. As AI evolves, refresher courses will be offered to keep employees updated on the latest developments and best practices.

Compliance and Consequences

Using ChatGPT and other AI tools signifies agreement to this Acceptable Use Policy. Our primary response to policy violations is constructive: we aim to understand the situation, correct it, and prevent recurrence. However, consistent non-compliance may lead to serious consequences, including potential disciplinary action. This policy exists to ensure a safe, productive work environment and we appreciate your cooperation in upholding it.

Given the dynamic nature of AI, our policy will require regular updates. The HR department will disseminate these updated policies as changes arise.

Driving AI Competency: Key Considerations for CEOs

Confidentiality: Do employees recognize confidential data?

AI Service Differences: Are employees aware that different AI services might have varying controls and approaches?

ChatGPT Usage & Data Control: Do employees understand usage specifics, data control, and the opt-out options for training data use?

AI-Generated IP: Are employees aware of the intricacies of AI-generated IP and when to seek legal counsel?

AI Limitations: Do employees understand AI tool limitations and the need for cross-verification of outputs?

AI Training: Have employees received adequate, up-to-date AI training?

Regular Policy Review: Are there scheduled reviews or triggers to update the policy, considering AI's rapid evolution?

Third-Party Use: If your organization works with third parties (vendors, partners, etc.) that have access to these AI tools, are there guidelines in place addressing their usage and responsibilities?

Permission to Use: This document was created by Rosemary Brisco at ToTheWeb.com and is intended to serve as a guide for responsible and beneficial use of AI tools in a professional setting. Anyone is free to use, modify, or adapt this policy for their own organizational purposes. However, it is recommended to consult with a legal professional to ensure any policy changes align with your local regulations and your organization's specific needs.

• to the web

Catapult productivity with artificial intelligence.

Customized ChatGPT Training Aligned with Your Marketing Goals



[LEARN MORE](#)