DIAL A GEEK

AI Acceptable Usage Policy

AI Employee Use Policy (Template)

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,CoPilot,Gemini, image and video creation services like Veo, DALL-E and MidJourney, code verification tools, and a variety of emerging AI services.

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 only use company-approved AI tools 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 standard procedures, training, and guidelines on data handling and storage is mandatory for all employees.

Security Practices

Employees must only use AI tools at work with their work accounts. Sharing chat conversations containing confidential or personal data is strictly prohibited.

When using AI tools or websites (for example: StackOverflow, Coda,Github Copilot) 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 AI tools assign 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.K and Europe as it is not created by a human. Consultation with [Insert internal escalation contact e.g line manager] 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 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, 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 information in an automated way.

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 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 [Operations department] will disseminate these updated policies as changes arise.