Employee Policy: Use of AI in the Workplace
Effective Date: [Insert Date]

Artificial Intelligence (AI) is often referred to as a *large computer language model* designed to assist people in an interactive manner with a variety of tasks such as writing, creating images, or coding. Examples of AI include Google Bard, Bing Chat AI, and Chat GPT. These tools are imperfect and can produce inaccurate results, and are often limited by not having the most current information or contain other biases/issues.

The Company [Company Name] has established these guidelines for the use of AI in the workplace.

Option 1 - No Use of AI
Employees may not use AI due to the risks described above. Any use of AI in the workplace can result in discipline, up to and including termination.

Option 2 - *With Management's Approval*
Employees may use AI only with management/supervisor approval. Employees may be assigned to use AI or must ask their manager/supervisor. Approval of use may depend on the type of work, what information may be fed into AI, or based on the needs of The Company.
Employees must respect any intellectual property rights of the AI software platform.

Option 3 - Conditional Use Set by Management
Employees may use AI in their work duties under "conditional use" permission. TUse of AI will depend upon what type of information may be fed into the AI platform, or or due to the needs of The Company—employees **may or may not be allowed to use AI.** The manager/supervisor/etc. will let employees who should not use AI and that they are forbidden from doing so.

Include for options 2 and 3
Proprietary or Sensitive Information
Employees must not input sensitive or personal information into AI platforms. All information placed into AI platforms must be anonymized—which is the process of removing personal and identifiable information so that the people whom the AI describes will remain anonymous. This is to ensure privacy protection. Examples include but are not limited to, client names, employee names, Social Security Numbers (SSNs), financial information, or other personally identifiable information. Employees must not input any proprietary or trade secrets into AI platforms.

Include for options 2 and 3
AI Platform Intellectual Property Rights
Employees must respect any intellectual property rights of the AI software platform. It is the responsibility of the employee to make sure anything they produce using AI can be used commercially by The Company.

Include for options 2 and 3
Accuracy of AI
The accuracy of AI platforms' information, writing, or solutions is not always accurate or up-to-date. Employees are required to fact-check information before using any material produced by such platforms.

Expectations of Privacy

There is no expectation of privacy using AI as The Company monitors the use of computers, internet connections, etc.