

Artificial Intelligence Policy Guide

Version: _____

Date: _____

Organization: _____

Governance

Purpose

The purpose of this policy is to provide guidance to employees and contractors on the responsible and ethical use of generative artificial intelligence (AI) tools.

Scope

This policy applies to all employees, contractors, and third parties ("Team Members").

Owner

The AI Policy is owned and may be amended by the [Policy Owner/Committee]. Changes must be communicated as they are made.

Policy

Responsible Use

- Team Members must use AI tools in a responsible and ethical manner and not for any prohibited or harmful activities.
- All AI outputs must include a human review ("Human-in-the-Loop") prior to use.
- AI tools may not be used for autonomous decision-making about individuals or organizations.
- Team Members must comply with all applicable laws, regulations, and data protection requirements.

Sensitive Information

- AI-generated data and any Sensitive Information must be handled confidentially and in compliance with the organization's data protection policies.
- Customer data must not be shared with public AI tools without consent.
- Team Members must ensure public AI tools do not train models using proprietary or sensitive data.

AI Service Provider Approval

- Only approved AI service providers may be used.
- New providers must be reviewed and approved in accordance with the organization's vendor risk management process.
- Free AI also require review and approval before use.

Accuracy and Reliability

- Team Members must verify the accuracy and appropriateness of all AI-generated content.
- When using AI for data analysis or decision-making, Team Members must remain aware of potential biases and strive for fairness in outcomes.

Policy Compliance

Training

All Team Members must understand and comply with this policy. Training and updates will be made available through internal channels.

Policy Review

This policy should be reviewed periodically or when organizational or regulatory changes occur.

Exceptions

Exceptions must be documented and approved through the organization's formal policy exception process.

Sanctions

Violations of this policy may result in disciplinary actions consistent with company procedures, which may include loss of access, contract termination, or employment termination.

Glossary

Human-in-the-loop

A process in which a human reviews and validates AI outputs prior to use.

Sensitive Information

Any data not publicly available, including personal, financial, or regulated information.

Team Member

An individual hired or contracted by the organization to perform work.

Third-Party

Suppliers, vendors, or partners supporting the organization's operations.