Generative Artificial Intelligence Policy

Note: This document does not constitute legal advice. Employers are advised to consult legal counsel before using this sample policy.

The purpose of this policy is to establish guidelines for the responsible and appropriate use of Generative Artificial Intelligence (“AI”) (e.g., ChatGPT) for [Company’s] purposes. This policy is intended to ensure that AI is used ethically, professionally, and in compliance with all applicable laws and regulations.

Generative AI is a language model that can generate human-like responses to text-based prompts, questions, or conversations. AI may be used to [insert permissible business uses e.g., create agendas, policies, reports, trainings, etc.].

While AI can be helpful and save time, it is important to remember that anything “fed” into the language model may be publicly accessible. It is also important to remember that information that comes from AI is not always accurate and/or complete. As such, below is a non-exhaustive list of company guidelines that all employees are expected to follow. When in doubt whether something is permitted and/or an appropriate use of AI for business-purposes, employees are expected to consult [their Supervisor, Human Resources, etc.].

* Only certain designated roles/positions are authorized to use AI on behalf of the company (“business purposes”). Do not use AI for business purposes without receiving **prior written authorization**.
* Authorized employees will login to AI using a company-provided email address (“company account”). When using a company account, employees are only permitted to use AI for business purposes and not for any personal reasons or interests. Authorized employees are responsible for securely managing their password. Authorized employees are not permitted to share their company account information or allow anyone to use their company account. The Company may revoke authorized use of AI for business purposes at any time, within its sole discretion.
* Employees who have not been authorized to use AI for business purposes are not permitted to use a company-provided email address, or access AI under another employee’s company account.
* Do not rely on AI as a final source of accurate information. Employees are expected to verify that information provided by AI is accurate, complete, and useful, by referring to other sources as appropriate. If legal or other expert assistance is required, the services of competent professionals should be sought.
* Employees agree not to use AI in a manner that violates any applicable employer policy, or laws/regulations.
* Never share Company personnel information, trade secrets, proprietary information, confidential information, or [provide additional relevant examples] with an AI generator.
* [If applicable insert: Employees must ensure that their use of AI does not result in plagiarism. When creating content, employees may use AI for idea generation, but are not permitted to publish AI-generated work on behalf of Company.]
* [If applicable insert: Employees must ensure that their use of AI does not result in a violation of intellectual property or copyright laws.]

Violations of this policy may result in disciplinary action, up to and including termination of employment.

If you have any questions or concerns about this policy, please contact [Human Resources, CEO, etc.].

Print Name:

Signature:

Date: