

## **TEMPLATE Acceptable Use of Generative AI Tools Policy**

### **Purpose**

Generative Artificial Intelligence (GenAI) tools, such as chatbots (e.g., ChatGPT, Google Bard, Microsoft Bing) and image generators (e.g., DALL-E 2, Midjourney), are becoming increasingly popular for their potential to streamline work and enhance efficiency. However, these tools present significant security, accuracy, and intellectual property risks. This policy outlines the acceptable use of GenAI tools to safeguard the (Company Name) confidential information, trade secrets, intellectual property, workplace culture, commitment to diversity, and brand.

### **Scope**

This policy applies to the use of any third-party or publicly available GenAI tools, including but not limited to ChatGPT, Google Bard, DALL-E, and Midjourney. It excludes GenAI tools formally approved or installed for use by (Company Name).

### **Guidelines**

#### **DO:**

- Recognize that GenAI tools can assist but are not a substitute for human judgment and creativity.
- Be aware that GenAI tools can produce incorrect or outdated information, requiring careful verification.
- Assume that any information shared with a GenAI tool could become public, regardless of privacy settings or assurances from the tool's creators.
- Notify your supervisor when using a GenAI tool for work tasks.
- Verify that any GenAI-generated content you use is accurate, unbiased, legally compliant, and consistent with (Company Name) policies.

#### **DO NOT:**

- Do not use GenAI tools for employment decisions, including hiring, promotions, or terminations.
- Do not input any confidential, proprietary, or sensitive company information into GenAI tools. This includes passwords, health information, personnel material, and any non-public information that could harm (Company Name) if disclosed.
- Do not input personal information (names, addresses, likenesses) of any individual into GenAI tools.
- Do not claim GenAI-generated work as your own original work.
- Do not integrate GenAI tools with internal (Company Name) software without written permission from your supervisor and your IT Provider.
- Do not use GenAI tools not approved by IT Provider, as some malicious chatbots could steal or misuse information.

## **Violations**

Violations of this policy may result in disciplinary action, up to and including termination, and potential legal action. If you suspect a policy violation, report it to your supervisor or Human Resources.

## **Disclaimer**

This policy is for informational purposes and does not constitute legal advice or create a client-lawyer relationship. Consult with legal counsel before taking actions based on this policy.

## **Note:**

Coordinate with your attorney to integrate this policy with related policies, such as:

- Confidentiality and Trade Secrets
- Data Security
- Acceptable Use of Computers and Electronic Media
- Equal Employment Opportunity
- Discrimination and Harassment
- Workplace Code of Ethics

If your company is subject to HIPAA/HITECH, GLBA, or FCRA, or is a federal contractor, consult your attorney to ensure compliance with these regulations. Additional customizations may be necessary for specific industries or workplaces.

## *Disclaimer*

*This document is provided as a sample policy for informational purposes only. It does not constitute legal advice, nor does it create any legal obligations for the recipient or provider. Before implementing or adopting this policy, we strongly recommend consulting with your legal team to ensure it aligns with your organization's specific needs and compliance requirements. The creator of this template is not liable for any use, adaptation, or consequences that arise from applying this sample policy.*