# AI Policy for [Your Organization Name]

## Introduction

**Purpose:** This policy guides our use of Artificial Intelligence (AI), particularly generative AI, aligning it with [Your Organization Name]'s mission and ethical standards.

**Effective Date:** [Insert Date]

**Review Schedule:** Annually

## 1. Understanding Generative AI

**Definition and Scope:** Generative AI, including Large Language Models (LLMs) like ChatGPT and Dall-E, uses massive datasets to create text, images, or other media. Its capabilities are vast, but so are the associated responsibilities and risks.

**Potential and Limitations:** Generative AI can significantly enhance creativity, productivity, and operational efficiency but should not be seen as a replacement for human judgment and expertise.

## 2. Ethical Use and Risk Management

*Guiding Principles:* Curiosity and Innovation: Encourage exploration of AI's potential in improving workflows and creating new solutions. Responsibility: Users are responsible for the outputs generated by AI, including correcting biases and inaccuracies.

**Risk Mitigation:** Identify and manage risks like data breaches, perpetuating biases, or spreading misinformation. Regular assessments and strategies will be in place for risk mitigation.

## 3. Data Security and Privacy

**Protection of Sensitive Information:** Exercise caution with AI tools. Never submit sensitive data such as PII or proprietary information. Opt out of machine learning data usage wherever possible.

**Data Handling Protocols:** Ensure compliance with data protection laws and maintain user privacy.

## 4. Quality Control and Due Diligence

**Human Oversight:** Always supervise AI-generated content to prevent costly mistakes and reputational damage.

**Review Lenses:** Apply bias, plagiarism, and accuracy lenses when reviewing AI outputs. Use external sources for verification and ensure content authenticity.

## 5. Publishing AI-Generated Content

**Content Disclosure:** Include disclaimers for AI-generated content, particularly when publishing long-form content or when required by AI tool TOS.

**Use Limitations:** Avoid using AI for content that could be misconstrued as evidence or damage public trust. Always check TOS for any limitations on the use of AI-generated content.

## 6. Implementation and Approval Processes

**AI Tool Approval:** Use only approved AI tools, listed in the Approved AI Tool List. For new tools, submit a software license review request.

**Staff Training:** Provide training for staff on the responsible use of AI, adhering to this policy.

## 7. Transparency and Accountability

**Disclosure Requirements:** Clearly disclose the use of AI in public communications and to stakeholders.

**User Responsibility:** Staff at [Your Organization Name] must use AI tools responsibly, in line with this policy.

## 8. Review and Update

**Policy Adaptation:** This policy will be reviewed annually and updated to reflect technological and best practice changes.

**Feedback and Sharing:** Encourage sharing insights and experiences with AI for continuous learning and policy improvement.

## 9. Contact and Reporting

**Questions/Concerns:** Direct AI-related inquiries to [Designated Contact Person/Department].

**Violation Reporting:** Report breaches of this policy to [Designated Contact Person/Department].

## Approval

**Approved By:** [Name/Title]

**Date of Approval:** [Insert Date]