

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

Disclaimer: This template is a starting point for your AI policy development. Please review it against local laws and consult with your HR department and legal counsel to ensure full compliance with all applicable regulations and organizational practices.

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]

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