

Statement

[Company Name] is committed to ensuring the appropriate and effective use of generative AI tools while maintaining the highest standards of data security, privacy, and compliance with relevant regulations.

Standard

- This policy applies when using third-party or publicly available generative AI tools (including ChatGPT, Google Gemini, DALL-E, Midjourney, and similar applications) that mimic human intelligence to generate answers, create work products, or perform specific tasks.
 - This policy does not cover other generative AI or AI tools formally approved or installed for use by [Name].
- Associates must never enter proprietary company information or sensitive team member, client, or customer information (e.g., names, addresses, phone numbers, passwords, likenesses, etc.) when using generative AI tools. See also [Privacy – Personal And Sensitive Personal Information](#) and [Confidentiality](#).
- Team members must be mindful of the accuracy of the content created by generative AI, as the information can be unreliable, outdated, misleading, or fabricated.
- Generative AI tools must never be used to:
 - Replace human judgment and creativity.
 - Make or help make employment decisions about applicants or team members. See also [Nondiscrimination and Anti-Harassment](#).
- Violation of this policy may result in disciplinary action, including immediate termination, and could result in legal action.
- Nothing in this policy is designed or intended to interfere with, restrain, or prevent team member communications regarding wages, hours, other terms and conditions of employment, or any other rights protected by the National Labor Relations Act.
- Any questions about these guidelines must be directed to HR.

Procedure

1. Ensure your supervisor knows that you use a generative AI tool to help perform tasks.
 - a. Ensure that any response from a generative AI tool that you rely on or use is accurate, appropriate, unbiased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with [Name] policies and applicable laws.
2. Use caution and diligence when using generative AI technology, to protect [Name] and its team members.
 - a. Never upload or input confidential, proprietary, or sensitive information (e.g., names, addresses, phone numbers, passwords, likenesses, etc.) into any generative AI tool.
 - b. Be cautious, always taking time to make deliberate and thorough decisions.
3. Assess AI information for quality and relevance, and use your expertise to decide what to include in your work.
4. Use generative AI ethically and legally. Do not violate privacy, intellectual property rights, or laws.
 - a. Differentiate between your inputs and AI-generated responses, and attribute information appropriately.
 - b. Do not represent work created by a generative AI tool as your original work. Include disclaimers where appropriate or required.
5. Do not integrate any generative AI tools with internal company software without first receiving specific written permission from your manager and the IT Department. See also [Conduct – Use of IT Resources](#) and [Conduct – BYOD Program](#).
6. If you suspect a violation of this policy, report it to your manager or HR.