[***Note – please remove this first page after adapting this draft for your needs***]

**Example: Company AI Guidelines**

**Version Date: July 2023**

This Company AI Guidelines document was prepared by Next-Gen Solutions, in accordance with the legal landscape known as of the date hereof.

The new EU AI Act, China AI Act presented by the Cyberspace Administration of China (CAC), the NIST AI Risk Management Framework (As directed by the US National Artificial Intelligence Initiative Act of 2020) and any other applicable rules and regulations, amongst other things, aim to impose stringent new requirements introducing a risk-based approach, which requires any entity using, developing or deploying AI tools to assess the potential risks associated with such. This draft document aims to set the foundation for building, adopting and implementing an AI framework within your organization.

***IMPORTANT NOTE: This template is not legal advice and any organization using this template should not rely upon it as such. This template is a suggested example approach. There is no requirement to use this template or if it is used, to use it as drafted. Organizations should feel free to amend, cherry pick or ignore this template.***

**Brief & Purpose**

The purpose of these guidelines is to describe and summarize the material and most important parts of the Company's Artificial Intelligence Policy (available at \_\_\_).

Our Company's Artificial Intelligence Policy outlines best practices for use of (Generative) Artificial Intelligence (“**GAI**”) tools in the workplace, especially as it pertains to using Company's confidential, sensitive, proprietary data, as well as customers information and data with these tools.

The purpose of these guidelines is to explain how and how not to use GAI tools, especially as they become more prevalent in day-to-day work.

**Scope**

GAI tools are transforming the way we work. They have the potential to automate tasks, improve decision-making, and provide valuable insights into our operations.

***However***, the use of GAI tools also presents new challenges and risks in many frontiers, such as information security, data protection intellectual property and more.

The policy is a guide for Company’s employees and Company's contractors on how to be safe and secure when using GAI tools. Company’s employees and/or Company's contractors will be referred to as “**Users**” or “**You**” or “**Yourself**” in these guidelines.

**Policy Statement**

The Company recognizes that the use of GAI tools can pose risks to its operations and customers. Therefore, it is committed to protecting the confidentiality, integrity, and availability of all Company’s and customers’ data. Therefore, users are required to use GAI tools in a manner consistent with Company's best practices.

**Best Practices**

All Users are expected to adhere to the following best practices when using GAI tools:

1. **Evaluation of GAI tools**:

You must evaluate the risk levels associated with any GAI tool ***before*** using it. This includes, among others, reviewing the tool’s security features, terms of service, and privacy policy. You must also check the reputation of the tool developer and any third-party services used by the tool.

You should use only reputable GAI tools and be cautious when using tools developed by individuals or companies without established reputations. Any GAI tool used by You must meet the Company’s security and data protection standards.

As a general rule, You should not use personal (or non-enterprise) tools, which may make use of information uploaded by end users for training purpose, or which may be reviewed by human representatives of such tool providers. By default, only enterprise versions or tools which are located on Company's secure cloud (or on-prem) environment are to be used, all in accordance with Company's instructions.

**Protection of Confidential Information**:

You must ***not*** upload or share any data that is confidential, proprietary, or protected by law without prior approval from the appropriate department. This includes data related to Company's intellectual property, customers, employees, or partners.

1. **Access Control**:

You must ***not*** give access to GAI tools outside the Company (such as any GAI tools having access to Company's systems), without prior approval from the appropriate department or manager and subsequent processes, as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

1. **Compliance With Security Policies**:

You must apply the same security best practices the Company uses for all Company and customers data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.

1. **Data Privacy**:

You must exercise discretion when sharing information with any GAI tool. As a first step, ask Yourself the following questions: “Would I be comfortable sharing this information outside of the Company? Would the Company be okay with this information being leaked publicly?” ***before*** uploading or sharing any data into GAI tools.

1. **Responsible and Ethical Use of GAI Tools**:

You must promote transparency by using GAI tools that provide explanations for their decisions and generated content and interpretable models, that allow for better understanding and identification of potential biases.

When applying any direct connection between a GAI tools or any content generated by such tools and any third party (such as Company's customers), You must make sure that the recipients of such content are fully aware of the fact that they are not interacting with a human-being, or that any decision related to them is being made by GAI tools. In such cases, You must also educate end users about the limitations and uncertainties of GAI tools to avoid undue reliance on automated outputs.

When developing any product or service based on GAI tools, You must consider factors such as bias, discrimination, transparency, and accountability or any other harm to individuals which could derive form the use of such product or service.

1. **Human Oversight and Review**:

When developing any product or service based on GAI tools, You must implement a process for human oversight and review of GAI-generated content or decisions ***before*** public release ("keep a human in the loop"!).

For such purpose, You should designate, or approach the Company’s designated, responsible individuals or teams to ensure accuracy, safety, and appropriateness of generated content, and encourage open communication and collaboration between GAI systems and human operators.

1. **Questions and Approvals**:

You are expected to:

* 1. Work closely with the Company’s AI Steering Committee, Compliance and Legal Teams to develop mitigation strategies for identified risks.
  2. Seek approval from the designated parties (e.g., AI Steering Committee, Compliance Team) before adopting a new GAI tools or systems.
  3. Provide detailed information about any new GAI tools requested for use, their purpose, and potential risks.
  4. Present the results of the risk assessment and proposed mitigation measures ***before*** putting such tool into work.

1. **Continuous Learning and Improvement**:

You are expected to:

* 1. Stay updated on the latest advancements, research, and regulations in the field of GAI and responsible GAI tools usage.
  2. Engage in ongoing training and education to enhance understanding of ethical considerations and responsible practices.
  3. Share knowledge and lessons learned with colleagues to foster a culture of responsible GAI tools usage.

1. **Reporting Concerns and Questions:**

If You have any concerns or questions related to responsible GAI tools usage, reach out to the Company’s Responsible AI Officer, AI Steering Committee, Compliance Team, and/or Legal Team.

You are also expected to:

* 1. Report any observed biases, discrimination, or ethical issues that may arise from the use of GAI tools.
  2. Provide feedback and suggestions to improve these guidelines or address emerging challenges.

**Remember –**

By following these guidelines, You can contribute to the ethical and effective use of GAI tools within our Company!