

Generative AI Use Policy

Effective Date: XX

(Template Note: This policy template is meant to provide a framework for customization. It has general policy language that we suggest detailing further when adjusting to your needs and situation. This template was originally developed by the [Academy to Innovate HR](#), and was adapted by [Data Elevates](#) for [data.org](#).)

1. Purpose

To ensure that the adoption and application of generative artificial intelligence (Gen AI) technologies within [Organization Name] are ethical, lawful, and in line with our organizational values and goals.

(Template Note: As your organization evolves its use of Gen AI tools, you could have multiple policies, each focused on its own purpose and audience.)

2. Scope

This policy applies to all employees, contractors, and affiliates of [Organization Name] using Gen AI tools.

3. Principles

3.1. Transparency: The workings, capabilities, and limitations of Gen AI tools will be understandable by their users and stakeholders.

3.2. Accountability: For every Gen AI solution, there should be a clear line of accountability to ensure responsible decision-making.

3.3. Fairness: Gen AI tools will be implemented with minimizing biases in mind, particularly in curating generated content.

3.4. Privacy: The use of Gen AI will respect individual privacy rights, going above and beyond data protection regulations.

3.5. Safety and Robustness: Gen AI solutions will be developed with controls to prevent misuse, ensuring their safety and reliability.

(Template Note: The principles of Gen AI use should be explicitly linked to the mission and vision of your organization. Some of these principles may be more applicable to your organization, particularly based on whether you only use Gen AI tools, or also develop them.)

4. Data Management

4.1. Gen AI tools used will only utilize data that respects users' rights and privacy.

4.2. Data used to train Gen AI tools will be screened for biases and corrected where necessary.

4.3. Gen AI content storage, transfer, and use will follow all regulatory and internal data management standards.

(Template Note: Noting all applicable regulatory standards and regulations within the document is useful as references to support compliance.)

5. Ethical Use of Generated Content

5.1. Gen AI should not be used to generate content that impersonates real individuals, infringes on copyrights, or touches on highly sensitive subjects without appropriate oversight and caution.

5.2. All generated content should respect cultural, social, and individual sensitivities, avoiding the potential for harm or misinformation.

5.3. Clear guidelines will be established on areas or applications where the use of Gen AI should be approached with caution or avoided altogether.

(Template Note: The guidelines can either be further elaborated in this policy or another. A good way to set this up is a "Do's" and "Don'ts" list to indicate both organizationally acceptable and unacceptable ways to use Gen AI tools.)

6. Human-AI Collaboration

6.1. Gen AI systems are tools and should complement human creativity and decision-making, not replace it.

6.2. Employees should be trained to understand the strengths and limitations of the Gen AI tools they use.

6.3. Content or decisions generated by Gen AI, especially those impacting individuals' rights or wellbeing, should undergo human review.

6.4. A robust feedback mechanism will be set up for users and stakeholders to provide input on generated content, especially if deemed inappropriate or misleading.

(Template Note: The "human review" process should be elaborated in a Gen AI process document. This should focus on how humans are involved in reviews and how that changes based on the type of Gen AI content developed and in use.)

7. Vendor Relations

7.1. Vendors must be transparent about the generative algorithms they use, data sources, and any potential biases or limitations.

7.2. Regular audits and evaluations will be conducted on vendor-supplied AI tools to ensure compliance and performance standards.

(Template Note: This may be a section to delete, unless Gen AI usage is particularly relevant to your vendors.)

8. Sustainability

8.1. Training will be provided to staff and contractors on the environmental concerns in using various types of Gen AI tools.

8.2. Gen AI tools will be used efficiently to respect the scarcity of resources used to power the tools, notably water and energy.

9. Employee Training and Development

9.1. Employees will receive training to effectively, ethically, and creatively use Gen AI tools.

9.2. The organization will promote continuous learning, encouraging employees to stay updated on Gen AI advancements, ethical concerns, and best practices.

(Template Note: This should be accompanied by a determination of the types of trainings that should be available to meet organizational needs.)

10. Policy Violation

10.1. Violations of this policy may result in disciplinary action, up to and including termination.

10.2. Employees are urged to report any concerns or violations related to Gen AI usage without fear of retaliation.

11. Review and Updates

11.1. This policy will be reviewed annually, considering the rapid evolution of Gen AI technologies and their implications.

11.2. Stakeholders, including employees, vendors, and users, may be consulted during policy reviews to Gen AI diverse perspectives.

(Template Note: Annual reviews should be the minimum bar for a Gen AI use policy.)

Conclusion

By adhering to this Generative AI Use Policy, [Organization Name] aims to leverage the benefits of Gen AI responsibly and ethically, ensuring that our operations remain

transparent, fair, and beneficial to all stakeholders. We are committed to maintaining the highest standards in AI application and continuously adapting to the evolving landscape of technology and ethics.