**ARTIFICIAL INTELLIGENCE USAGE POLICY**

**I. POLICY STATEMENT**

The purpose of this policy is to establish guidelines for the appropriate use of Artificial Intelligence (AI) at [ORGANIZATION NAME]. This includes, but is not limited to, AI applications and tools utilized for communication, data analysis, task automation, and decision-making support. This policy will ensure [ORGANIZATION NAME] remains compliant with legal and ethical standards, protects the privacy and rights of its employees, clients, and stakeholders, and safeguards the reputation of the [ORGANIZATION NAME].

**II. SCOPE**

This policy applies to all [ORGANIZATION NAME] employees across all [DEPARTMENTS] and extends to external partners, vendors, and contractors who interact with our AI tools and systems.

**III. POLICY TERMS**

AI Tools: For this policy, AI tools refer to any software or hardware system that utilizes machine learning, natural language processing, or any form of AI technology.

Data: Data here refers to any information, documents, files, or records that are processed by the AI tools.

**IV. GUIDELINES**

Ethical and Legal Compliance: All AI tools used within [ORGANIZATION NAME] must adhere to all applicable laws, regulations, and ethical standards. Any use of AI for unfair discrimination, violation of privacy, or illegal activities is strictly prohibited.

Privacy and Confidentiality: AI tools must not be used to access or disseminate confidential or proprietary information without proper authorization. Privacy laws and regulations, such as GDPR, must be strictly adhered to.

Data Integrity: All data used in AI applications must be accurate, reliable, and relevant. Employees must take steps to ensure that data used in AI applications is not corrupted or misleading.

Transparency: Employees must be transparent about their use of AI and must clearly communicate to stakeholders when an AI tool is being used, its purpose, and the implications of its use.

**V. ROLES & RESPONSIBILITIES**

Managers: Managers are responsible for ensuring their team understands and complies with this policy. They are also responsible for approving the use of AI tools within their department and overseeing their appropriate use.

Individual Contributors: Individual contributors are expected to comply with this policy and only use AI tools they are authorized to use. They should report any misuse of AI tools to their manager or the HR department.

HR & Legal Departments: These departments are responsible for training employees on this policy, updating this policy as necessary, and handling reports of policy violations.

**VI. CONSEQUENCES FOR POLICY VIOLATIONS**

Violations of this policy may result in disciplinary action, up to and including termination. In certain cases, legal action may be taken.

**VII. POLICY REVIEW**

This policy will be reviewed at least annually, or more frequently as needed, to ensure it remains up-to-date with the latest legal requirements and AI technologies.

**VIII. POLICY ACCEPTANCE**

By using any AI tools at [ORGANIZATION NAME], employees are confirming that they have read, understood, and agreed to this policy.

**IX. TRAINING AND SUPPORT**

[YOUR ORGANIZATION] will provide training and support to help employees understand and effectively use AI tools while complying with this policy. This will include training on specific tools, ethical AI use, data privacy, and legal compliance.

**X. AI-USE CATEGORIES**

AI tools at [ORGANIZATION NAME] have been categorized based on the nature of their application and the level of data sensitivity they handle. The categories guide the extent and manner of AI tool use in [ORGANIZATION NAME].

**Strict Usage (Category A)**

AI tools in this category are those dealing with highly sensitive and confidential data or making critical business decisions. These may include tools used for financial forecasting, sensitive HR decisions (such as promotions or dismissals), and highly confidential strategic planning.

Examples: AI-powered financial analysis software, machine learning models for HR decision-making.

In this category, AI tools must only be used by authorized individuals who have undergone the necessary training. Strict data privacy measures must be in place, and these tools must be closely monitored for any data breaches or misuse.

**Fair and Safe Usage (Category B)**

AI tools in this category handle less sensitive data and are used for routine business tasks that still require careful handling. These may include tools for customer service, product recommendations, or HR tasks such as scheduling or resume screening.

Examples: Chatbots for customer service, AI-driven recommendation systems for sales, AI-based resume screening tools.

These tools must be used responsibly and ethically. There should be a balance between allowing innovative uses of these tools and maintaining reasonable data security and privacy safeguards.

**Low-security Concern Usage (Category C)**

AI tools in this category have minimal security implications and are used for non-critical business tasks. They include tools used for drafting emails, scheduling meetings, or generating reports.

Examples: Email drafting software, virtual assistant tools for meeting scheduling, AI-based report generating tools.

These tools have relatively relaxed restrictions, but employees are expected to use them in a professional and responsible manner, ensuring no misuse that could harm the reputation of [ORGANIZATION NAME].

Each employee at [ORGANIZATION NAME] should understand which category the AI tools they are using belong to and adhere to the guidelines set for that category. Managers should supervise the use of these AI tools and ensure compliance with this policy. The HR and IT departments should provide necessary training and support to the users of these AI tools to ensure their effective and secure use.

**ACKNOWLEDGEMENT:**

I, [EMPLOYEE NAME], have read, understand, and agree to abide by the AI Usage Policy of [YOUR ORGANIZATION] as described above. I understand that violation of this policy may result in disciplinary action, up to and including termination of employment.

Employee Signature  
Date