# Artificial Intelligence Usage Rules

Rule 119

## OVERVIEW

This rule outlines the principles for using Artificial Intelligence (AI) technologies within our organization to ensure ethical and responsible usage, promote transparency, and safeguard sensitive data. AI can encompass any machine that simulates human intelligence, allowing them to reason, learn, and act in ways that would typically require human cognition or handle data beyond human analytical capacity. Examples include Large Language Models (LLM), Natural Language Processing (NLP) and Generative tools like CHAT-GPT and CoPilot.

## PURPOSE

<ORG NAME> has developed guidelines and standards for artificial intelligence use. Our AI usage rule aims to achieve the following objectives:

1. **Compliance and Legal Adherence**:
   * Ensure compliance with existing AI laws and regulations.
   * Adhere to data privacy, intellectual property rights, and consumer protection laws.
2. **Trust and Transparency**:
   * Set standards for AI-generated content quality and accuracy.
   * Maintain trust with external stakeholders by ensuring reliable and transparent AI output.
3. **Data Protection**:
   * Mitigate risks related to sensitive data exposure by implementing strict data protection protocols.

## SCOPE

All employees, contractors, vendors or other third parties who interact with AI systems within our organization.

## RULES

**Content Generation**

* As an AI user, you are required to review all AI-generated content before dissemination.
  + Reviewers should assess trademark or copyright infringement possibilities, accuracy, relevance, and potential biases.

**Mitigation and Fairness**

* As an AI user:
  + You need to ensure that the AI models you are using are trained on diverse and representative data.
  + You will regularly monitor and address any biases that emerge during AI usage.
  + You will educate yourself about potential biases and limitations.

**Data Privacy**

* You can only input publicly available data into AI tools.
  + The organizations confidential or sensitive data should NEVER be input into AI tools.
  + As needed, implement encryption, access controls, and anonymization techniques.
  + Educate yourself on safe data sharing practices & reach out to IT for help.

**Transparency and Accountability**

* As an AI user, you are responsible for:
  + Clearly communicating when AI systems are in use.
  + Provide explanations for AI-generated decisions where feasible.
  + Maintaining an audit trail of your AI activities.

**Governance and Oversight**

* AI tools & functionality must be on the approved list (e.g., OpenAI, ChatGPT v4.0, Microsoft, Zoom, ChatGPT v.3.0)
  + Legal & Information Technology departments have an AI governance framework that you must follow related to review of AI usage.
* Legal & Information Technology departments appoint personnel responsible for overseeing AI implementation.
* Legal & Information Technology departments regularly review and update this rule.

**Implementation and Training**

* Legal & Information Technology departments will ensure all relevant staff receive training on AI usage, bias awareness, and data privacy.
* Legal & Information Technology departments monitor AI usage and address any issues promptly.

**Review and Revision**

* Legal & Information Technology departments conduct periodic reviews of this rule to ensure alignment with organizational goals and legal requirements.

## ENFORCEMENT

Any staff found to have violated this rule may be subject to disciplinary action, up to and including termination.

## DISTRIBUTION

This rule is to be distributed and signed by all <ORG NAME> Staff.