**AI Acceptable Use Governance Policy**

**1. Purpose** This policy outlines the acceptable use of Artificial Intelligence (AI) technologies within [Organization Name]. It aims to ensure responsible, ethical, and secure use of AI to enhance productivity and innovation while safeguarding the rights and privacy of employees and stakeholders.

**2. Scope** This policy applies to all employees, contractors, and third-party partners who use AI technologies in their roles within [Organization Name].

**3. Definitions**

* **Artificial Intelligence (AI):** Technologies that enable machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and decision-making.
* **Data Privacy:** The protection of personal and sensitive information from unauthorized access and misuse.

**4. Acceptable Use** Employees are expected to:

* Use AI technologies in a manner that aligns with [Organization Name]'s values and ethical standards.
* Ensure AI applications are used to enhance productivity, decision-making, and innovation.
* Respect data privacy and confidentiality when using AI tools.
* Report any misuse or unethical use of AI technologies to the appropriate authorities within the organization.

**5. Prohibited Use** Employees must not:

* Use AI technologies to discriminate, harass, or harm individuals or groups.
* Deploy AI tools for unauthorized surveillance or monitoring.
* Manipulate or falsify data using AI technologies.
* Use AI to engage in activities that violate legal, regulatory, or organizational policies.

**6. Data Privacy and Security**

* AI applications must comply with data privacy laws and regulations.
* Employees must ensure that AI tools are secure and do not expose sensitive data to unauthorized access.
* Regular audits and assessments should be conducted to ensure AI technologies are used responsibly and securely.

**7. Training and Awareness**

* [Organization Name] will provide training and resources to employees on the ethical and responsible use of AI.
* Employees are encouraged to stay informed about the latest developments and best practices in AI governance.

**8. Reporting and Accountability**

* Employees must report any breaches of this policy to their supervisors or the designated AI governance team.
* Violations of this policy may result in disciplinary action, up to and including termination of employment.

**9. Review and Updates**

* This policy will be reviewed annually and updated as necessary to reflect changes in AI technology and regulatory requirements.

**10. Contact Information** For questions or concerns regarding this policy, please contact [Contact Information].