**AI User Acceptable Use Policy**

**1. Purpose**

This policy outlines acceptable use standards for employees utilizing AI tools and platforms provided by the organization. It aims to ensure responsible, ethical, and secure use of AI resources while maximizing their benefits and minimizing potential risks.

**2. Scope**

This policy applies to all employees, contractors, and any other individuals who utilize AI tools or platforms on behalf of the organization. It covers all AI-related activities, including data input, interaction with AI models, and interpretation of AI-generated outputs.

**3. Acceptable Use Standards**

* **Professional Use:** AI tools should be used for professional purposes that align with the organization's mission and objectives.
* **Data Responsibility:**
	+ Input accurate and reliable data into AI systems.
	+ Respect data privacy and confidentiality guidelines.
	+ Do not input sensitive or personal data without proper authorization.
* **Ethical Considerations:**
	+ Use AI tools in a fair, unbiased, and ethical manner.
	+ Be mindful of potential biases in AI-generated outputs and avoid perpetuating them.
	+ Report any concerns regarding ethical implications of AI use to the designated AI Ethics Committee or responsible personnel.
* **Security:**
	+ Protect AI system credentials and access.
	+ Report any security breaches or vulnerabilities immediately.
	+ Do not attempt to bypass security measures or access unauthorized data.
* **Output Validation:**
	+ Critically evaluate AI-generated outputs and do not blindly rely on them.
	+ Validate AI-generated results using independent sources or human expertise.
	+ Report any inconsistencies or inaccuracies in AI outputs to the designated AI support team.
* **Compliance:**
	+ Adhere to all applicable laws, regulations, and organizational policies related to AI use.
	+ Maintain records of AI-related activities as required.

**4. Prohibited Uses**

* Misuse of AI Tools: Using AI tools for personal gain, unauthorized activities, or any purpose that violates organizational policies or ethical standards.
* Data Manipulation: Intentionally inputting false or misleading data into AI systems.
* Bias and Discrimination: Using AI tools in a way that perpetuates bias, discrimination, or unfair treatment.
* Security Violations: Attempting to gain unauthorized access to AI systems, data, or infrastructure.
* Sharing AI Outputs: Sharing AI-generated outputs with unauthorized individuals or entities.
* Reverse Engineering: Attempting to reverse engineer or modify AI models or systems without authorization.

**5. Training and Support**

* The organization will provide employees with training and resources on the proper use of AI tools.
* Employees can seek support from the designated AI support team for any questions or issues related to AI use.

**6. Reporting and Compliance**

* Any concerns or suspected violations of this policy should be reported to the designated AI Ethics Committee or responsible personnel.
* The organization will regularly review and update this policy to reflect the evolving AI landscape and best practices.

**7. Enforcement**

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

**8. Disclaimer**

This policy is intended to provide general guidance on acceptable use of AI tools. Specific AI applications may require additional or more detailed guidelines. Employees should consult with the AI Ethics Committee or responsible personnel for guidance on specific AI use cases.