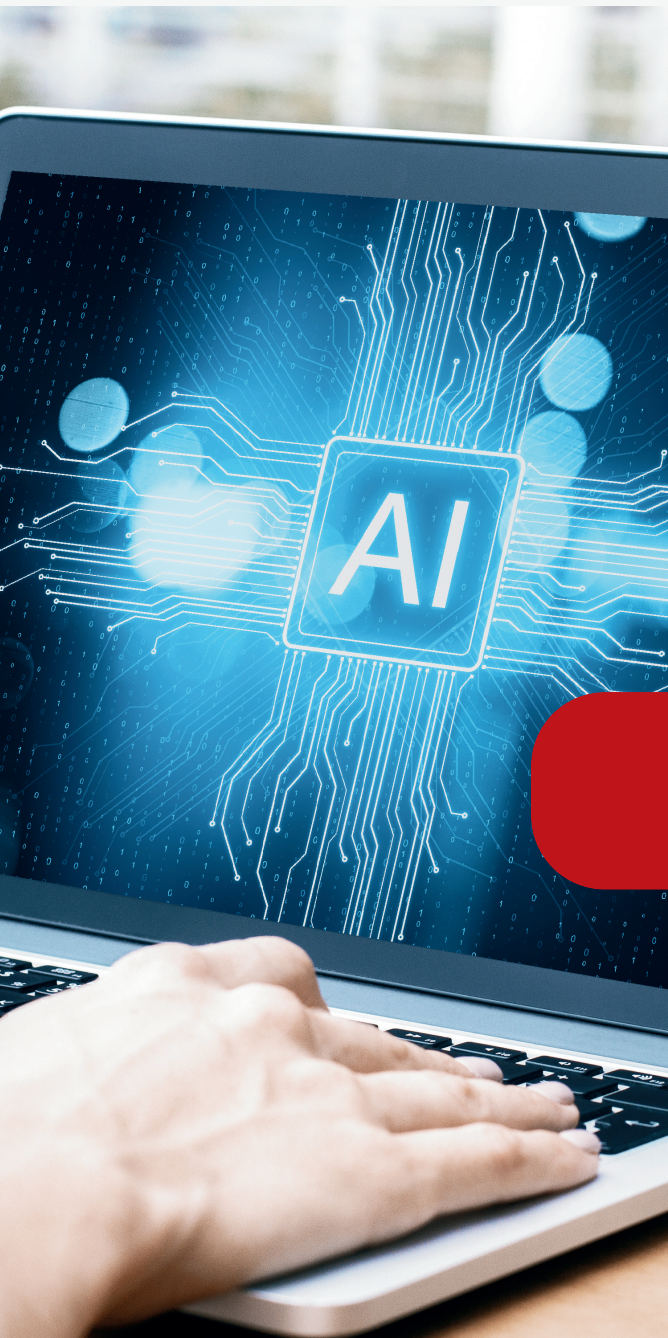


Using AI Responsibly in the Workplace

Awareness & Best Practices



Common Mistakes to Avoid with AI Technology

- **Protect sensitive data** – don't input confidential info
- **Verify AI outputs** – always check for accuracy and compliance
- **Be mindful of bias** – AI can reflect unintended biases
- **Use approved tools only** – stick to company-sanctioned platforms
- **Keep human oversight** – critical decisions still need your judgment

Key Inappropriate Uses of AI

- **No sharing confidential data externally**
- **No offensive or discriminatory content**
- **No bypassing security controls** (e.g., using AI to hack systems or access restricted files)
- **No misrepresenting AI outputs** (e.g., claiming AI-generated reports as fully verified human work)
- **No automating high-risk decisions**

If you violate, suspect a violation, or notice a potential AI breach, report it immediately to your IT or Compliance team