Artificial Intelligence Tool Usage Policy

**Purpose**

This policy outline’s the company’s position with regards to the matter of Artificial Intelligence (AI) Tool Usage in COMPANY. Our company AI tool usage policy outlines best practices for use of artificial intelligence tools in the workplace, especially as it pertains to using sensitive data and proprietary company and customer information in these tools.

The purpose of this policy is to establish guidelines and procedures for the appropriate, secure and responsible use of AI tools within the company. AI tools have become an integral part of our job, and it is vital that all colleagues understand their role in using these tools effectively and ethically.

This policy aims to ensure AI tools are used responsibly, protect the company data and networks, and maintain the trust and confidence of our stakeholders. The Policy defines responsibilities, expectations, and acceptable behaviour when using these tools to ensure compliance with applicable laws and regulations.

**Policy Scope**

The policy applies to all employees of COMPANY and covers the use of both internally developed AI tools and third-party AI tools used in the course of business operations.

AI tools are transforming the way we work. They have the potential to automate tasks, improve decision-making, and provide valuable insights into our operations.

**AI Acceptable Use**

All employees must;

* Use AI tools only for authorised business purposes and in accordance with applicable laws, regulations, and company policies.
* Adhere to licensing agreements, copyright laws, and terms of service for third-party AI tools.
* Ensure that AI tools are used with integrity, honesty, and in a manner that respects the rights, privacy, and dignity of individuals.
* Protect sensitive company data, intellectual property, and confidential information when using AI tools.
* Report any suspected security breaches, misuse, or unauthorised access of AI tools to the appropriate authorities.

**Security**

All colleagues are expected to adhere to the following security best practices when using AI tools:

* Use of reputable AI tools: Colleagues must assess the security of any AI tool before using it. This includes reviewing the tool’s security features, terms of service, and privacy policy. Colleagues must also check the reputation of the tool developer and any third-party services used by the tool.
* Access control: Colleagues must not give access to AI tools outside the company without prior approval from the Company. This includes sharing login credentials or other sensitive information with third parties.
* Protection of confidential data: Colleagues must not upload or share any data that is confidential, proprietary, or protected by regulation without prior approval from the Company.
* Use of reputable AI tools: Colleagues should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by colleagues must meet our security and data protection standards.
* Compliance with security policies: Colleagues must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data policies.
* Data privacy: Colleagues must exercise discretion when sharing information publicly.

**Colleagues must give mind to the following Ethical Considerations when using AI:**

* Use AI tools in a manner that aligns with ethical standards, fairness, and avoids unfairness, biases or discrimination.
* Regularly review the impact of AI tools on individuals, society, and the environment.
* Never use AI tools to engage in illegal activities, harass individuals, or infringe upon others' rights.
* Ensure transparency and accountability in the use of AI tools, including clearly explaining to users the extent and limitations of AI-generated outputs.
* Understand the potential risks, limitations, and ethical implications associated with using AI tools.
* Report any concerns or ethical dilemmas arising from the use of AI tools.

**Review and revision**

This policy will be reviewed and updated on a regular basis to ensure that it remains current and effective. Any revisions to the policy will be communicated to all employees.

**Conclusion**

Our organization is committed to ensuring that the use of AI tools is safe and secure for all employees and customers, as well as the organisation itself. We believe that by following the guidelines outlined in this policy, we can maximize the benefits of AI tools while minimizing the potential risks associated with their use.

By adhering to this AI Tool Usage Policy, we can foster a culture of responsible AI use, protect our company's reputation, and leverage the benefits of AI tools for the success and growth of our business.

**Policy Breaches**

Breaches of this policy will be dealt with in line with the normal company Disciplinary Policy and may result in disciplinary action, up to and including dismissal.

Policy Updated April 2025