# Version 1.0

03/12/2024

# Revision History

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| **Version** | **Date** | **Author** | **Description of Change** | **Approved By** |
| 1.0 | 03/12/2024 | Kenneth Silsbee | Initial Publication |  |
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# Purpose

The purpose of this policy is to establish guidelines for the appropriate use of artificial intelligence (AI) in the workplace, including the use of Generative AI (GAI) and Algorithmic AI (AAI) tools. This policy aims to ensure that AI technology is used to enhance productivity, efficiency, and decision-making while complying with applicable law and respecting privacy, confidentiality, and data security.

This policy applies when [Company Name] employee use AI Tools to perform, or assist in the performance of, any work-related activities without regard to the location of the AI Users at the time they use the AI Tools, or whether they operate the AI Tools on [Company Name] equipment and systems, on personal devices, or on third-party electronic devices.

## Definition s

**Generative AI (GAI):** A technology that can create new content in response to

prompts, including but not limited to text, speech, and images.

Examples include:

* ChatGPT: A text-to-text/image AI capable of conversational responses and content generation.
* GitHub CoPilot: Specialized in converting text to code, aiding in
software development.
* Midjourney: Creates visual content from textual descriptions.
* Runway: Generates video content based on text prompts.
* In-App Features: Such as "Copilot" in Microsoft 365, incorporating generative AI
* into everyday applications.

**Algorithmic AI (AAI):** A technology that analyzes data with machine-learning

algorithms and can make decisions or predictions based on the data.

**AI Tool:** Any app, software, or system that can independently change its own

analytical methods and utilizes artificial intelligence (including Generative and

Algorithmic AI), machine learning, or other advanced algorithms to perform tasks,

analyze data, or make (or assist in making) decisions. AI Tools may use GAI, AAI,
or both.

## AI Use Concerns and Limitations

When [Company Name] employees use AI tools to assist in their performance of job-related responsibilities, [Company Name] expects AI Users to recognize the limitations of the tools they are using, avoid over-reliance on such tools, carefully review output for errors, and remain vigilant to identify potentially erroneous, incomplete, or
otherwise inaccurate.

[Company Name] AI users should be aware of the following general concerns and limitations of AI tools:

**Inaccuracy:** AI tool outputs are purely statistical in nature. Their accuracy depends on the data used to train the model (which may be inaccurate or incomplete) and the model’s parameters, for which [Company Name] has no insight. The generated outputs may not fully or correctly implement the specified functionality, so testing and validation is essential.

**Security Risk:** AI Tools respond to prompts and existing data. Outputs would likely not constitute a complete virus or piece of malicious code and it would take a conscious effort to combine many outputs into complete malware. Nonetheless, security is an essential aspect when using AI tools.

**Over-reliance:** AI Tools should augment humans, not replace them. [Company Name] should use them as a tool, but should not depend on them fully for critical roles. Human oversight is always essential.

**Bias:** The AI models are only as good as their training data. Users should always be aware that the output may inherit biases or lack diversity from the original data. Data used to train AI tools may result in unintended bias in
the outputs.

**Explainability:** It may not be clear how a given AI tool arrived at a particular output. Lack of transparency in model logic can be an issue.

**Outputs:** AI tools generate outputs and suggestions which may be integrated into [Company Name]’s systems, services, processes, and code, among others. After the outputs are integrated, Skillalbe will not necessarily know which parts came from an AI tool and which parts were human made.

**IP Infringement:** Generated outputs might include content that is protected by third party intellectual property rights which could give third parties a tolerable basis for claiming IP infringement.

**Unfair employment practices:** If not used appropriately, AI tools could discriminate against any individual based on their protected characteristics, such as race, gender, age, or disability.

**Intellectual and personal property:** AI tools could use customer intellectual property (IP) and/or Personally Identifiable Information (PII), infringing on the rights of others outside of [Company Name].

## AI Use Concerns and Limitations

[Company Name] recognizes the ethical implications of using AI in the workplace. To ensure that [Company Name] uses AI responsibly and ethically for the benefit of its employees, customers, and society, [Company Name] employees, contractors, third-party vendors, and others representing [Company Name] must adhere to the following principles:

* + - * 1. **Transparency:** Skilable’s use of AI tools must include responsible disclosure to employees and customers about how Skillale uses AI and what data is collected in its use.

Supporting materials should provide all stakeholders with the best possible explanations of system behavior and access to resources to further
address concerns.

* + - * 1. **Fairness:** [Company Name] must ensure that the use of AI tools is fair and unbiased, and regularly evaluate and audit the use of AI tools within [Company Name] to reduce or eliminate any biases.
				2. **Human oversight:** [Company Name] must ensure that its employees have the ability to provide oversight, review and override, of any output or decisions made by our AI tools and that human oversight is always present in the output or
				decision-making process.
				3. **Privacy:** [Company Name] must respect the privacy of its employees, customers, and end users, and implement organization, technical, and procedural controls to ensure that any employee, customer or end-user data collected is used only for legitimate and authorized purposes.
				4. **Security,** Safety, and Reliability: [Company Name] prioritizes security, safety, resistance to tampering, and reliability in the use and development of [Company Name] offerings. [Company Name] must strive to limit the application of AI tools to their intended use and manage authorized use. [Company Name] must utilize

				“security by design” development principles consistent with its commitment to product quality and reliability.
				5. **Accountability:** [Company Name] should have in place the appropriate oversight, impact assessment, audit and due diligence mechanisms, including whistle-blowers’ protection, to ensure accountability for the impacts of the use of
				AI tools, attribution of decisions of the AI system, and output correctness.
				6. **Inclusiveness:** When designing, deploying and using AI systems, [Company Name] should take an inclusive, interdisciplinary and participatory approach.

				[Company Name] should conduct meaningful consultations with all relevant stakeholders and affected communities, in the process of defining the purpose of an AI system or AI tool use, identifying the underlying assumptions, determining the benefits, risks, harms and adverse impacts, and adopting prevention and mitigation measures.

## **AI Use Concerns and Limitations**

[Company Name] may require that AI users receive training, either in-house or through a third-party vendor, concerning the potential benefits and risks associated with using AI Tools and on the operation and use of approved AI Tools.

If [Company Name] does require such training, AI users must comply with any associated requirements (e.g., attendance and satisfaction of certain skills assessments) before they can access and use AI Tools for work-related purposes.

## AI Tool Use Requirements

1. Ensure that the use and any response from an AI tool is accurate, appropriate, not biased, not a violation of any other individual or entity’s intellectual property or privacy, and consistent with Skilable policies and applicable laws.
2. Establish and maintain Artificial Intelligence management processes for governing, mapping, measuring, and managing AI use at [Company Name] with clearly
documented outcomes.
3. Foster an organization culture which prioritizes the identification and management of AI risks and impacts to individuals, communities, organizations, customers, and end users.
4. Treat all information provided to an AI tool as if it will go viral on the Internet and be attributed to [Company Name], regardless of the settings the AI tool user may have selected within the tool (or the assurances made by its creators).
5. No [Company Name] employee may use AI tools for decision-making purposes without the express written consent of Executive Management, Security and Compliance, and People Sucess.
6. The publication or distribution of the output of an AI tool could result in the disclosure of [Company Name] Intellectual Property or violation of the Intellectual Property rights of third parties.

Prior to publishing or distributing content generated by AI Tools (in whole or in part), an AI User must receive approval from their supervisor/manager.
7. When publishing or distributing content generated by AI Tools (in whole or in part), AI users must make known, through a disclaimer or otherwise, that the content has been generated by AI.
8. Overreliance on AI tools is inconsistent with the active practice of innovation by [Company Name] employees and as a result is discouraged.
9. All images and videos created by AI tools must be attributed to the appropriate AI system. Wherever possible, attributions and citations to [Company Name] should be embedded in the image or video (e.g., via digital watermark).
10. If text generated by an AI tool is used substantively in a final product or service, attribution to the relevant AI system is required.
11. If a significant amount of source code generated by an AI tool is used in a final software product, or if any amount is used for an important or critical function, attribution to the appropriate AI system is required via comments in the source code and in
product documentation.

## Restrictions on Use

1. Entering confidential information into an AI tool is prohibited without regard to how the information is shared. The information must be anonymized prior to use by an AI tool.

The means of sharing may include, but is not limited to, direct entry, copying and pasting, uploading, video, voice, or any other means of sharing. Further, entering confidential information is prohibited whether or not the entry is saved. Only information that is generally publicly available may be entered into AI tooling.
2. AI Users inputting data and information into an AI Tool are prohibited from disclosing trade secrets, confidential or proprietary business information belonging to [Company Name] or its [clients/customers], or from infringing upon the intellectual property of [Company Name] or others.
3. Do not input personally identifiable information (PII) into AI tools to
safeguard privacy.
4. Reliance on the tool for implementing security features. all outputs (regardless of its source) must be thoroughly reviewed from a security perspective, preferably by multiple people.
5. Do not externally publish or share outputs, content, code, software or products created with the help of AI tools without properly checking and validating the generated content. Users should never rely on outputs without
human validation.
6. AI must not be used for making employment decisions, including hiring, promotions, and terminations.
7. [Company Name] employees must inform their supervisors/managers of their use of AI tools
in their work that are not officially inventoried or approved for use.
8. No [Company Name] data or records, including inputs or prompts, are to be used for training or parameter tuning for AI models outside the [Company Name]’s control.

AI technologies that cannot prevent [Company Name] data or records from contributing to their language models may not be used by [Company Name] employees.