

Company Generative AI Usage Policy - Template

Introduction

This policy outlines the acceptable use of Generative AI (GenAI) technologies within our company. Our goal is to harness GenAI's capabilities to enhance business operations while ensuring ethical, secure, and compliant usage.

Scope

This policy applies to all employees, contractors, and partners who utilize GenAI tools in their work-related activities.

Acceptable Use

To use GenAI effectively and responsibly:

- **Data Protection:** Do not input personal information, including full names, addresses, phone numbers, social security numbers, or any other personally identifiable information.
- **Anonymization:** When discussing personal scenarios or examples, use fictional or generic names.
- **Fact-Checking:** AI-generated responses may contain factual errors, biases, or inappropriate content. Always verify accuracy before using or distributing AI-generated outputs.
- **Professionalism:** Ensure AI-generated content remains professional, respectful, and free from offensive, discriminatory, or inappropriate language.
- **Security Measures:** Protect access credentials and prevent unauthorized access to GenAI systems.
- **Compliance:** Follow all applicable laws, regulations, and company policies when using GenAI tools.

Prohibited Use

The following actions are strictly prohibited when using GenAI:

- **Confidential Information:** Do not input, share, or expose sensitive data, including:
 - Passwords, credit card numbers, health records, or any other confidential information.
 - Company intellectual property (IP) or trade secrets unless explicitly authorized.
 - Any proprietary or business-sensitive data in external AI tools (such as ChatGPT) unless privacy settings (e.g., history/cache disabling) are properly configured.
- **Inappropriate Content:** Do not generate, distribute, or use AI to create:
 - Illegal, discriminatory, defamatory, or otherwise inappropriate content.
 - Harassing, bullying, or intimidating messages.

- **Security Risks:** Avoid activities that could compromise the security or integrity of the company's data and systems.
- **Misinformation:** Do not knowingly distribute false or misleading information generated by AI.

Responsibilities

- **Employees:** Ensure compliance with this policy in all AI-related activities.
- **Managers:** Educate teams and enforce policy adherence.
- **Legal & Compliance Team:** Oversee regulatory compliance and address concerns related to AI usage.
- **AI Ethics Team:** Monitor ethical considerations, bias, and responsible AI use.

Privacy and Data Protection

- **Personal Data Handling:** Comply with privacy laws when processing personal data in GenAI tools. Obtain necessary consent where applicable.
- **Data Anonymization:** De-identify personal data before inputting it into AI systems to mitigate privacy risks.
- **Audit & Logging:** When feasible, maintain logs of AI interactions for compliance reviews without compromising security.

Ethical Considerations

- **Bias and Discrimination:** Regularly review AI-generated decisions for potential biases. Implement corrective measures as needed.
- **Intellectual Property:** Do not use copyrighted materials or third-party proprietary content without proper authorization.
- **Accountability:** Employees are responsible for the ethical use of AI and should report any concerns about misuse.

Review and Compliance

- **Policy Updates:** This policy will be reviewed annually to ensure ongoing relevance and effectiveness.
- **Violations:** Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Transparency

- **Disclosure:** Employees must clearly disclose when GenAI has been used in the creation of external-facing content, products, or services.

Conclusion

Adhering to this policy ensures responsible, ethical, and secure use of GenAI technologies within our company. It aligns with our values, regulatory obligations, and commitment to innovation. For further guidance or questions, please contact the **Legal & Compliance Team**.

Template made by:

[Eyal Marcus](#), not a lawyer, not responsible for your usage of the template (that needs editing and customization to your org)

I encourage you to subscribe to [my weekly newsletter](#) - it's packed with content that will help you stay ahead of the curve.

And don't forget to check out my podcast, you won't believe what it's about (hint: it's about Gen AI).