

IF USE IS PROHIBITED

**AMENDMENT TO THE
[INSERT AGENCY NAME]
ASSOCIATE HANDBOOK/EMPLOYEE MANUAL**

Generative Artificial Intelligence Use Policy for HR Handbook

Introduction

Generative Artificial Intelligence (AI) tools including, but not limited to, ChatGPT, Bard or Bing are a subset of AI techniques that involves the use of algorithms to generate new, original data. Unlike traditional AI, which is designed to solve specific tasks based on pre-existing data, generative AI algorithms can produce new data to provide assistance, and answer questions based on the input it receives. Generative AI tools such as ChatGPT have shown to enhance productivity, provide information, and assist employees in their daily tasks in the workplace, however, potential risks associated with use of AI in the workplace have been identified, including, confidentiality of customer and of company information, accuracy of information, compliance with federal laws related to bias, and security of data.

Purpose

The purpose of this Generative AI Acceptable Use Policy is to outline rules and guidelines for all employees interacting with generative AI tools in the workplace, and to ensure the confidentiality, integrity, and availability of sensitive information while maintaining a professional and respectful environment for all users.

While ChatGPT is likely to be the most commonly used generative AI tool currently, this Policy will be relevant to all generative AI tools used in the workplace.

Prohibited Use

Generative AI is currently NOT authorized for use by employees within the workplace. While the agency appreciates that the tool holds promise, it is still in flux and the liability that could result from its use and misuse is not fully understood. If employees feel that a specific situation would benefit from the use of Generative AI, they should report it to their supervisor for consideration. If the use is approved for that specific purpose or project, appropriate guidelines will be followed.

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