**Company Policy for the Use of Artificial Intelligence (AI)**

**Policy overview**

This policy explains the guidelines and best practices for using artificial intelligence (AI) tools in our company. AI tools are software applications that use machine learning, natural language processing, computer vision, or other forms of AI to perform tasks that normally require human intelligence.

AI tools can offer many benefits for our company, such as improving productivity, efficiency, creativity, and decision-making. However, AI tools also pose potential risks, such as compromising the security and confidentiality of our company and customer data, violating ethical principles, or producing inaccurate or harmful results.

Therefore, we are committed to using AI tools in a responsible, secure, and ethical manner, and to comply with all applicable laws and regulations regarding AI. We also expect all our employees to follow this policy when using AI tools for work-related purposes.

**Policy scope**

This policy applies to all employees who use AI tools for work-related purposes, whether on company-owned or personal devices, and whether on or off company premises.

This policy does not apply to the use of AI tools for personal or non-work-related purposes, unless such use interferes with work performance, violates company policies, or poses a risk to the company or its customers.

**Policy statement**

Our company recognizes that AI tools can offer many advantages for our business, but also that they come with certain challenges and responsibilities. Therefore, we have adopted the following principles and guidelines for using AI tools in our company:

* We will use AI tools only for legitimate and authorized purposes that are aligned with our company’s mission, vision, and values.
* We will use AI tools only in accordance with the terms of service, privacy policy, and security features of the AI tool provider, and with the consent of the data owner or subject, if applicable.
* We will use AI tools only in a way that respects the dignity, rights, and interests of all stakeholders, including our employees, customers, partners, and society at large.
* We will use AI tools only in a way that ensures the accuracy, reliability, and quality of the AI outputs, and that avoids or mitigates any potential harm or bias that may result from the use of AI tools.
* We will use AI tools only in a way that maintains the security and confidentiality of our company and customer data, and that prevents any unauthorized access, use, disclosure, or loss of such data.
* We will use AI tools only in a way that fosters transparency, accountability, and trust, and that allows for human oversight, intervention, and explanation of the AI outputs and processes.

**Policy requirements**

To implement this policy, we expect all our employees to follow these specific requirements when using AI tools for work-related purposes:

* Evaluation of AI tools: Employees must evaluate the suitability, functionality, and security of any AI tool before using it for work-related purposes. Employees must also check the reputation and credibility of the AI tool provider and any third-party services or data sources used by the AI tool.
* Approval of AI tools: Employees must obtain prior approval from their manager or the IT department before using any AI tool for work-related purposes, unless the AI tool is already approved by the company. Employees must also report any changes or updates to the AI tool that may affect its performance or security.
* Protection of confidential data: Employees must not upload, share, or process any data that is confidential, proprietary, or protected by law or regulation without prior approval from the data owner or subject, or the relevant department. This includes data related to our company, customers, employees, or partners. Employees must also ensure that the AI tool provider and any third-party services or data sources comply with our data protection policies and standards, and that they do not retain, reuse, or disclose our data without our consent.
* Use of Microsoft AI tools: Employees are encouraged to use Microsoft AI tools as the preferred AI tools for work-related purposes, unless otherwise authorized by the company. Microsoft AI tools are software applications that use AI technologies developed by Microsoft, such as Azure AI, Microsoft 365 Copilot, GitHub Copilot, AI Builder, and others. Microsoft AI tools offer many features and benefits for our company, such as:
	+ They are built on Microsoft’s AI platform, which provides a secure, scalable, and reliable infrastructure for AI development and deployment.
	+ They are integrated with Microsoft’s cloud services, such as Azure, Microsoft 365, and GitHub, which offer a comprehensive and consistent environment for data management, collaboration, and productivity.
	+ They are designed with responsible AI principles in mind, such as fairness, reliability, safety, privacy, security, transparency, and accountability, which help us use AI tools in a trustworthy and ethical manner.
	+ They are customizable and adaptable to our specific needs and preferences, and they allow us to create our own AI solutions and copilots with little or no coding experience.
* Monitoring and auditing of AI tools: Employees must monitor and audit the performance and security of the AI tools they use, and report any issues, errors, or incidents to their manager or the IT department. Employees must also keep records of their use of AI tools, such as the purpose, data, output, and date of use, and provide such records upon request by the company or the relevant authorities.
* Training and education on AI tools: Employees must complete the required training and education programs on AI tools provided by the company or the AI tool provider. Employees must also keep themselves updated on the latest developments and best practices on AI tools, and seek guidance from their manager or the IT department when in doubt or need of assistance.

**Policy compliance**

The company appreciates the cooperation and support of its employees in following this policy and using AI tools in a responsible, secure, and ethical manner. The company will provide the necessary resources and assistance to help its employees comply with this policy.

The company will also monitor, audit, and review the use of AI tools by its employees, and provide feedback and guidance for improvement. The company will also take appropriate corrective or preventive actions for any violations of this policy, in accordance with the company’s disciplinary procedures.

The company will also modify, update, or terminate this policy as needed, and inform its employees of any changes.

Employees who have any questions or concerns about this policy or the use of AI tools should contact their manager or the IT department.