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SYMPOSIUM 2025

AI Usage Policy Drafting Workshop

Write Right



Agenda:

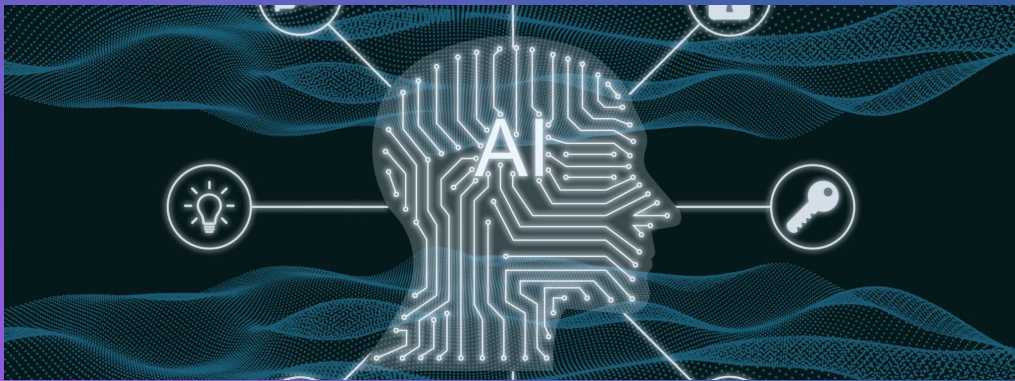


- Introduction to AI Policy
- Objectives of the AI Policy
- Key Components of an AI Policy
- Legal and Regulatory Considerations
- Real World Implications
- Drafting Process
- Implementation and Adoption
- Case Studies & Policy Example
- Q&A

Introduction to AI Policy

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Definition of AI



Understanding AI

Artificial Intelligence (AI) refers to the simulation of human intelligence processes by machines, especially computer systems.

AI in Organizations

In the context of your organization, AI can enhance decision-making processes, automate tasks, and improve efficiency.

Applications of AI

AI has diverse applications including data analysis, customer service automation, and predictive analytics to drive business growth.

Aligning AI policies with organizational values ensures that technology serves the mission and vision of the organization.

Objectives of the AI Policy

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Ethical Use



Promote Responsible AI

The policy aims to promote the responsible development and deployment of AI technologies.

Ensure Transparency

Transparency in AI decision-making processes is essential for building trust among users and stakeholders.

Protect User Privacy

The policy emphasizes the importance of protecting user data and privacy rights in AI applications.

Foster Fairness

AI systems should be designed to promote fairness and avoid bias in their outcomes.

Transparency



Augmenting Human Capabilities

AI should enhance human skills and efficiency, enabling better decision-making and productivity in various fields.

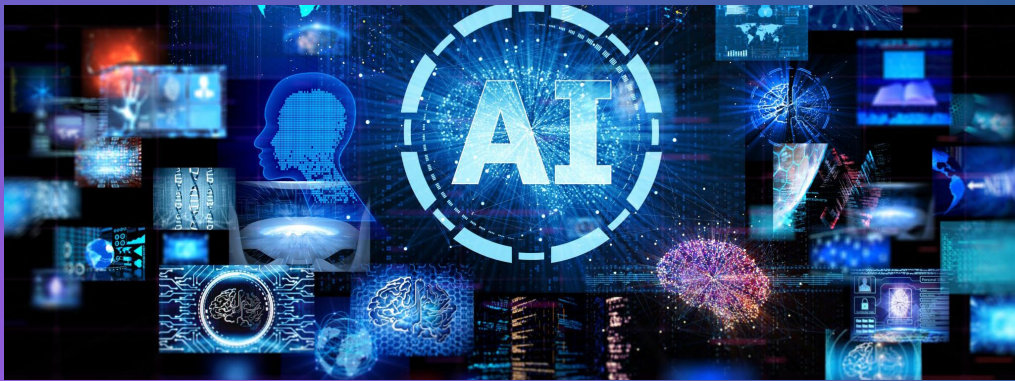
Operational Efficiencies

Implementing AI can streamline processes and operations, leading to increased efficiency and reduced costs for organizations.

Ethical Considerations

It's essential to ensure AI does not promote illegal, discriminatory, or harmful behaviors in any context.

Privacy and Data Protection



Importance of Transparency

Transparency in AI helps stakeholders understand how decisions are made, fostering trust and accountability.

Understanding Decision Criteria

Stakeholders should have access to clear criteria used in AI decision-making to ensure fairness and reduce bias.

Accountability Measures

Establishing accountability measures ensures that AI systems adhere to ethical standards and legal requirements.

Key Components of an AI Policy

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Scope



Global Data Protection Regulations

Adhering to global data protection regulations is crucial for maintaining privacy and ensuring compliance in data handling practices.

Stakeholder Communication

Informing stakeholders about data collection and processing is essential for transparency and trust in data practices.

AI Policy Components

Understanding key components of an AI policy helps organizations navigate legal and ethical challenges in AI deployment.

Accountability and Oversight



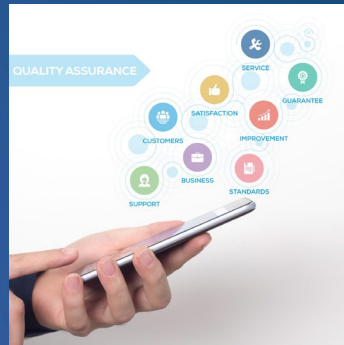
Policy Applicability

Clearly define the scope of the policy to ensure that all relevant parties are included.



Stakeholder Identification

Identify all stakeholders affected by the policy including employees, contractors, and partners.



Ensuring Compliance

Establish guidelines to ensure that all parties adhere to the policy for accountability.

Legal and Regulatory Considerations

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Best Practices & Applications



AI Technologies Overview

Understanding various AI technologies is essential for ensuring compliance with regulations and best practices.

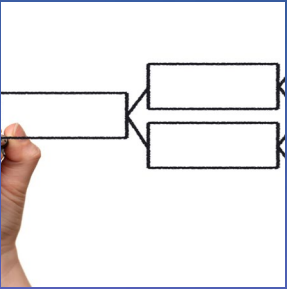
Regulatory Frameworks

Familiarizing oneself with existing AI regulations helps organizations navigate compliance effectively.

Best Practices in AI

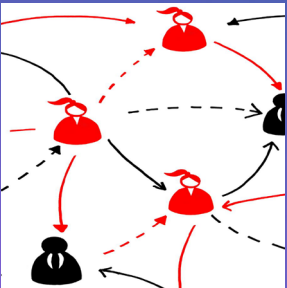
Implementing best practices in AI development and deployment fosters responsible and ethical usage.

Risk Management



Ethical Use

Ethical use involves ensuring that practices align with moral standards and societal expectations, protecting stakeholder interests.



Transparency

Transparency is crucial for building trust, requiring clear communication of policies and practices to all stakeholders.



Privacy

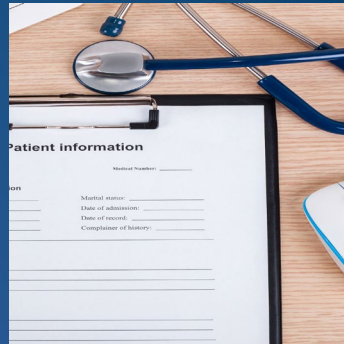
Privacy involves safeguarding personal and sensitive information, ensuring compliance with regulations, and respecting individual rights.

Compliance Considerations



GDPR Compliance

The General Data Protection Regulation (GDPR) sets standards for data privacy and protection in the EU. Policies must align with these regulations to ensure compliance.



HIPAA Regulations

The Health Insurance Portability and Accountability Act (HIPAA) mandates standards for protecting sensitive patient information. Compliance is crucial for healthcare organizations.



AI-Specific Legislation

Emerging AI-specific legislation aims to address ethical considerations and data usage in artificial intelligence. Policies should adapt to these evolving laws.

Real-World Implications

Data Privacy Concerns

AI systems can pose significant risks to data privacy if not managed properly. Strict measures are needed to protect user information.

Bias in AI Systems

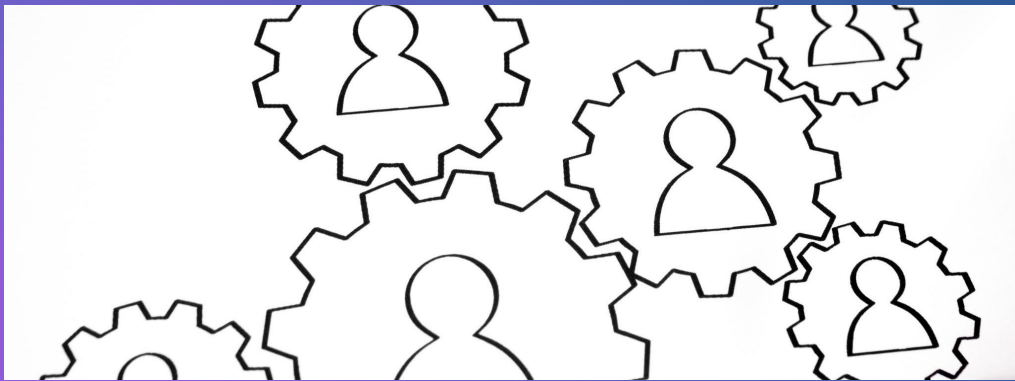
Bias in AI algorithms can lead to unfair outcomes. It's crucial to recognize and mitigate biases in AI development.



Drafting Process

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Assessment



Continuous Learning

AI models require regular updates to enhance their performance and adapt to new data and user needs.

Feedback Mechanisms

Implementing feedback mechanisms allows users to report concerns and improve AI functionality effectively.

Improvement Strategies

Strategies for continuous improvement ensure AI systems evolve based on user interactions and emerging technologies.

Committee Formation



AI Ethics Committee Role

The AI Ethics Committee is essential for overseeing AI systems and ensuring they comply with ethical standards.

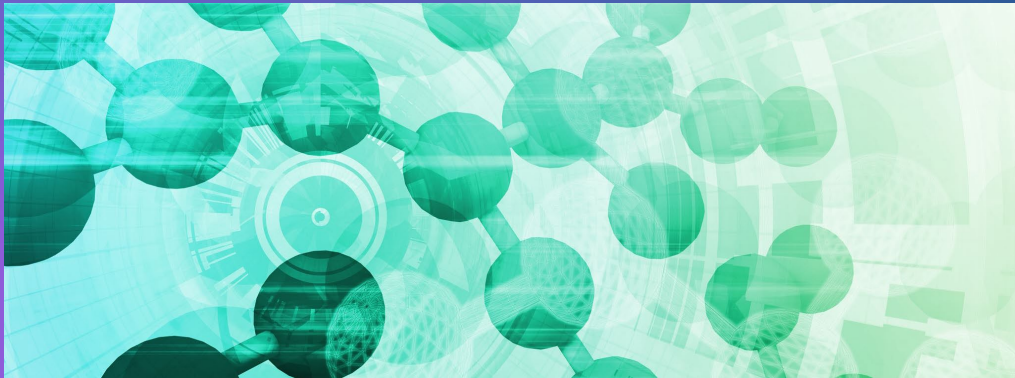
Ensuring Compliance

The committee will ensure that AI systems adhere to established guidelines and regulations to maintain accountability.

Drafting Process

A thorough drafting process will be necessary to establish the guidelines and responsibilities of the committee.

Categorization



Current AI Usage

Assessing how AI is currently utilized within the organization helps identify strengths and weaknesses in its implementation.

Evaluation Process

The evaluation process involves reviewing AI tools, techniques, and their effectiveness in meeting organizational goals.

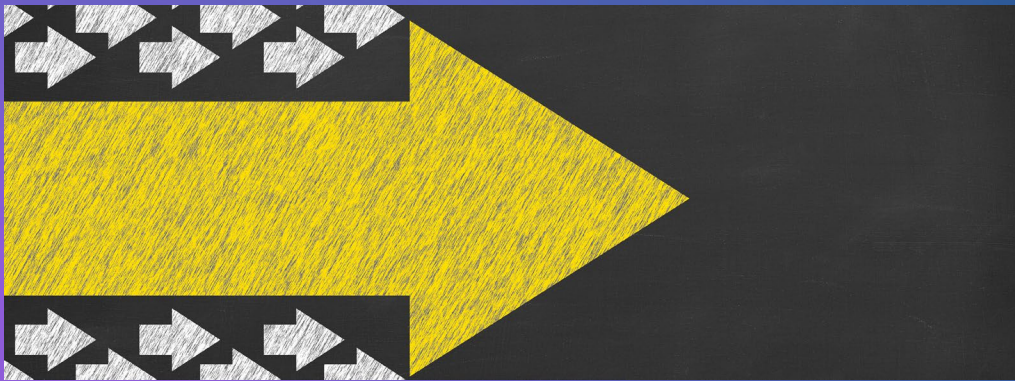
Strategic Insights

Gathering insights from the AI assessment can guide future decisions and strategies for improved integration.

Implementation and Adoption

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Case Studies and Examples



- **Sales Force** – [Artificial Intelligence Acceptable Use Policy - Salesforce](#)
 - Designed to ensure that their AI tools are used ethically and responsibly
 - Sets clear boundaries around what its AI can and cannot be used for
- **Wired** – [WIRED's AI policy](#)
 - Example of how policies can reinforce the mission and strategic objectives of the organization
 - Policy highlights importance of human oversight, transparency, and ethical use
- **Best Buy** – [Best Buy's approach](#)
 - Integrate AI responsibly while maintaining trust and transparency
 - Policy stipulates that all AI-generated content is clearly labeled, i.e. blog posts
 - Policy specifies that human writers and editors review, fact-check, and revise all AI-generated content before it goes live

CLE Code

POLICY25

Example AI Usage Policy

Restrictions:

- **Do Not Input Company Data.** Employees must not input any confidential Company and its affiliate companies ("Company") information, (including business processes, policies, strategies, company project information, intellectual property, software, know how, technology, price lists, customer lists) (collectively "Data"), into ChatGPT or other generative artificial intelligence ("GAI") tools or other tools (including Google Translate) (collectively these are referred to as "Tools").
- **Do Not Input Business Partner Data.** Employees must not input any Data received from the Company's Business Partners (including customers, distributors, agents, suppliers, and service providers) into the Tools.
- **Do Not Input Personal Information.** Employees must not input personal information (meaning any information that may, by itself or combined with other information, enable the identification of the Company or other persons, such as employee names or phone numbers) ("Personal Information") into the Tools.



Example AI Usage Policy

- **Comply with All Laws and Regulations.** The use of these Tools must comply with all legal and regulatory requirements including those related to data privacy, data protection, and the intellectual property rights of the Company and others.
- **Be Aware of the Risks.** Note that inputting Company Data and Company Business Partners' Data into the Tools risks exposure of this Data, may breach confidentiality, and may significantly impact the Company's rights in any code, product, information, or content.
- **Activate Privacy Features.** When using Tools, employees must activate features in the Tools that reduce the risk of exposing Company Data and Company Business Partners' Data.
 - For example, the April 2023 version of ChatGPT allows a user to turn off chat history, and employees must do so because then the chat history will not be used to train and improve the Tool, and the employees' conversations will be permanently deleted after a period of time.
- **You Are Responsible.** In summary, every employee is responsible for the appropriate use and protection of Company Data and Company Business Partner Data. If you are not sure how to use these Tools, ask your manager.



Example AI Usage Policy

Permitted Uses:

- **Use for Appropriate Work-Related Purposes.** Employees are permitted to use the Tools only for work-related purposes that are consistent with Company's Code of Business Conduct and Ethics ("Ethics Code").
- **Use for Certain Research.** A permitted work-related purpose for employees to use the Tools is for research purposes, including market research, as long as the employees comply with the restrictions above.
 - For example, employees are permitted to do market research on the industry in which they work as long as they do not input Company Data, Company Business Partner Data, or Personal Data into the Tools.
- **Use to Create or Summarize Certain Documents.** A permitted work-related purpose for employees to use the Tools is to create articles, reports, internal policies, letters or similar documents ("Documents") or to summarize Documents, as long as the employees comply with the restrictions above.
 - For example, employees are permitted to create a market research report on their industry or summarize a public report on their industry, or create external strategic business reviews for internal use, as long as they do not input Company Data, Company Business Partner Data, or Personal Data into the Tools. If these Documents are to be shared externally, they must be subject to prior review/approval by the employees' manager.
 - For example, employees are permitted to use the Tools for performance management issues like performance reviews and creating OKRs consistent with Company's HR Policy as long as the employees do not input Company Data, Company Business Partner Data, or Personal Data into the Tools.



Example AI Usage Policy

- **Review GAI-Generated Content.** All GAI-generated content must be reviewed by the person who used the Tools to create the GAI-generated content prior to publication or dissemination to ensure its accuracy and appropriateness.
- Review by a person is required because GAI-generated content may contain information that:
 - is prohibited by the Ethics Code and Company's commitment to maintain a respectful, inclusive workplace culture (examples of prohibited information include content that promotes hate speech, violence, or discrimination); or
 - is inaccurate or prohibited for one or more other reasons (including but not limited to, training data limitations, bias issues, calculation errors, hallucinations, lack of empathy, or exploitation by people who seek to use these tools to disseminate false information or to create malware attacks, including spamming, phishing, hacking, or other fraudulent activities).



Preparation, Implementation, Adoption



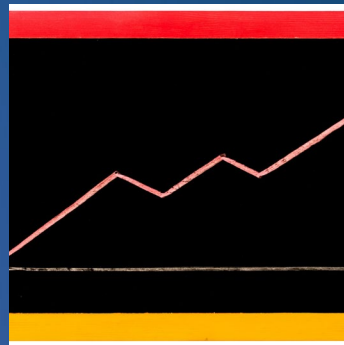
Strategic Planning

Effective preparation requires a solid strategic plan that outlines implementation steps and goals.



Team Collaboration

Successful implementation relies on strong collaboration among team members to ensure alignment and commitment.



Monitoring Progress

Continuous monitoring and evaluation of the implementation process are essential for achieving desired outcomes.

Oversight and Revising

Establishing a dedicated committee is essential for effective policy drafting, ensuring diverse input and oversight.



Training & Refining



Drafting Policies

The initial step involves drafting the policy, ensuring all essential components are included in the document.

Refining Based on Feedback

After drafting, it's crucial to refine the policy by incorporating feedback from stakeholders to enhance its effectiveness.

Revising as Necessary

Revisions should be made as necessary to address any legal and regulatory considerations before finalizing the policy.

Q&A

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