



System in Motion - Policies

Generative AI Usage

Example

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1 Introduction

This policy document outlines the company's commitment to the effective, ethical, and secure use of Generative AI (Artificial Intelligence) in our business operations. It is critical for all users to adhere to the guidelines herein to ensure the successful implementation and management of AI technology.

2 User Training

2.1 All users handling Generative AI shall undergo comprehensive and continuous training. The training shall encompass technical aspects, ethical implications, and legal ramifications of AI use.

2.2 The training shall cover topics such as data privacy, transparency, and potential biases and risks associated with AI.

3 Traceability

3.1 Detailed logs and records of AI operations, from data input, manipulation, to the final output, shall be maintained.

3.2 Traceability is crucial for understanding the AI system's working process, assisting in auditing, monitoring, and identifying potential errors or biases.

4 Data Leakage Prevention

4.1 The company shall provide the latest versions of Generative AI to all users to prevent the unauthorized transmission of data from within our organization.

4.2 Users must only use approved Generative AI solutions, which have been configured to securely process company confidential information.

4.3 Regular audits and monitoring systems shall be put in place to promptly detect and halt any potential data breaches.

5 Ethical Use and Bias Prevention

5.1 A policy mandating regular bias audits and the use of de-biasing techniques shall be in place.

5.2 Users must adhere to ethical guidelines when using Generative AI and be transparent about its potential for bias.



5.3 Users are required to report any obvious bias when using current AI models in the company.

6 Regular Updates and Maintenance

6.1 The company emphasizes the importance of regular system updates and maintenance.

6.2 Routine checks shall be conducted for algorithm accuracy, system performance, and security vulnerabilities.

7 Legal and Regulatory Compliance

7.1 The company shall ensure compliance with all relevant legal and regulatory requirements, such as data protection and privacy laws.

7.2 Regular audits shall be conducted to ensure consistent adherence to these regulations.

8 User Accountability

8.1 Users are always accountable for their use and application of Generative AI technology.

8.2 Users are responsible for analyzing, rectifying, and validating the output of Generative AI.