

**GENERATIVE AI USER GUIDELINES**

**Generative AI Usage Guidelines**

A generative AI (GAI) is a tool that can generate text, images, video, and audio from user prompts. GAIs are tools to assist employees in completing work tasks more efficiently by generating written content, providing suggestions, or answering questions.

These guidelines are designed to help you utilize GAIs effectively and responsibly

**Purpose of GAI**

1. GAIs should not be used as a replacement for human judgment and expertise. GAIs can be utilized as a tool to develop work.

**Data Privacy and Security**

1. Do not share any sensitive, confidential, or proprietary information with GAIs. GAIs do not protect or understand the sensitivity of certain information. Always assume any data entered into GAIs will be seen by others outside of the company. Never enter personal data or any sensitive, confidential, or proprietary information into GAIs.
2. If you accidentally share sensitive information with GAIs, report it immediately.
3. GAIs have been known to produce identical output for different people, limiting the uniqueness of output and bringing intellectual property into question. Therefore, avoid copying and pasting GAI output in its entirety, but rather use it to nourish and further your own work.

**Guidelines for Use**

1. Clearly define the task or question when interacting with GAIs. Provide specific details and background information to ensure accurate and relevant responses.
2. Use GAIs to generate ideas, suggestions, or drafts, but always review and validate the output before finalizing any work. Remember that GAIs do not always provide accurate or reliable information. Always try to cross-reference its responses with reliable sources.
3. Refrain from using GAIs for illegal, unethical, or malicious purposes. It should be used strictly within the boundaries of our company policies and applicable laws.
4. Stay updated with any new guidelines, instructions, or best practices related to GAIs as they are communicated by the company.