



primafruit



AI Usage Policy

Policy for Using Microsoft Copilot and Similar AI Tools

Purpose

This policy establishes guidelines for the responsible, safe, and ethical use of Microsoft Copilot and other AI-based tools within the organisation. It aims to prevent misuse, maintain data confidentiality, and ensure that users understand the limitations of AI-generated content.

Scope

This policy applies to all employees, contractors, and third-party vendors who use organisational resources, systems, or data.

Choice of AI Software

Microsoft Copilot is the company approved AI tool given the security it offers and the levels of integration across the Microsoft suite of software. Other tools are currently accessible but are not recommended for use as they lack the security features and functionality offered by MS Copilot.

Policy Details

Acceptable Use

1. AI tools may be used for drafting content, summarisation, idea generation, learning purposes, and productivity enhancement.
2. Users must adhere to organisational guidelines and compliance requirements while using these tools.
3. AI may only be used to record or summarise meetings where verbal consent has been obtained from all participants. If any participant objects, AI functionality must not be enabled.

Sensitive and Confidential Information

1. Users must not upload, share, or enter sensitive personal information (*e.g., financial details, health records, personally identifiable information, passwords, etc*) into AI tools.
2. Users are prohibited from entering confidential business information, including trade secrets, proprietary data, or information protected under NDAs.

Content Accuracy and Verification

1. AI-generated content is not always accurate or reliable and so all AI-generated results must be thoroughly reviewed and verified for accuracy before use.
2. Business decisions must never be made based solely on AI-generated information or outputs.

Prohibited Content and Behaviour

1. Inflammatory language, offensive or discriminatory remarks, hate speech, or abusive language are strictly prohibited.
2. AI tools must be treated as assistive, not authoritative.
3. Business, legal, financial, HR, or operational decisions must never be made solely on AI-generated outputs.
4. Users must not generate or disseminate illegal, harmful, unethical, or misleading content using AI tools.

Usage Monitoring and Controls

1. IT may monitor, audit, or control access of AI systems to ensure compliance with this policy.

Misuse or breach of this policy may result in disciplinary action, which will be managed in accordance with the company's Disciplinary Policies and Procedures

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