

**For Additional Information:**

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*The frameworks and best practices provided herein are for general informational purposes and intended solely as guidelines to assist users in enhancing their AI strategies. These materials should not be construed as legal or financial advice or interpreted as setting a standard of care.  Users are encouraged to exercise their own discretion and judgment when applying these frameworks and best practices to their specific circumstances. While LL Global, Inc. (LIMRA and LOMA) strives to ensure the accuracy and completeness of the guidelines, LLG makes no guarantees regarding their effectiveness. Any reliance that users place on such materials is strictly at their own risk. Users are encouraged to consult with relevant professionals or experts before making any decisions based on these guidelines.*

**Policy:** Generative Artificial Intelligence Use Policy (“GenAI Policy”)

**Effective date:** <ENTER EFFECTIVE DATE OF POLICY>

The purpose of this policy is to establish guidelines for the use of generative artificial intelligence (“GenAI”) by employees, contractors, temporary workers, or other third parties (collectively, “Users”) while performing work for <YOUR COMPANY NAME>. This policy is designed to ensure that the use of GenAI is ethical, lawful, and in compliance with applicable laws, regulations, and company policies; is consistent with <YOUR COMPANY NAME>'s mission and values; and protects the privacy and security of <YOUR COMPANY NAME> and individual Users. This GenAI Policy shall apply to all Users accessing and/or using GenAI on behalf of <YOUR COMPANY NAME> and its work, whether through company-owned or personal devices and/or on an <YOUR COMPANY NAME> network.   
The GenAI Policy is subject to review and modification, at any time, in <YOUR COMPANY NAME>’s sole discretion. Before using GenAI, each User must confirm that they are operating within the current <YOUR COMPANY NAME> GenAI Policy.

**Definitions:**

* “GenAI Tools” means GenAI platforms, tools, or engines, such as ChatGPT from OpenAI, Gemini by Google, Copilot from Microsoft, or other similar tools.
* “Public GenAI Tools” or “Public GenAI” is synonymously used with the above “GenAI Tools” and is intended to outline GenAI platforms that are not private implementations to <YOUR COMPANY NAME>.
* “Customer Data” shall include information, data, content, images, or intellectual property provided by <YOUR COMPANY NAME>’s trading partner, vendor, client, or customer.
* “Employee Data” shall include any information about, or references to, an employee of <YOUR COMPANY NAME>’s including, but not limited to name, compensation, email, department, job title, manager, or specific instances/events, or any information that would be considered confidential. This data cannot be used with any GenAI Tools or Authorized GenAI Tools (defined below).
* “<YOUR COMPANY NAME> Materials” means <YOUR COMPANY NAME>’s corporate, confidential or proprietary information, trade secrets or intellectual property.
* “Authorized GenAI Tools” means the GenAI Tools expressly approved and authorized for use in generating <YOUR COMPANY NAME>’s content, work, or services with <YOUR COMPANY NAME>’s Materials.

## Authorized Use: In accordance with the terms hereof, Users may access and/or use an Authorized GenAI Tool for limited and specific work-related purposes. Acceptable uses of GenAI by Users are set forth below. Any other use of GenAI is strictly prohibited without express permission from <INSERT JOB TITLE/S OF YOUR AUTHORIZING PERSON OR PERSONNEL HERE>. Users should consult with the <INSERT JOB TITLE/S OF YOUR AUTHORIZING PERSON OR PERSONNEL HERE> via email to <INSERT EMAIL ADDRESSES HERE>, if (i) they have additional questions on the use of GenAI for their specific needs or (ii) are aware of any unauthorized use of GenAI or a GenAI Tool. Notwithstanding the foregoing, Users may only access GenAI through Authorized GenAI Tools that have been expressly approved for <YOUR COMPANY NAME>’s work.

## Confidentiality of Employee Data:

Users are prohibited from using any Employee Data, as defined, as well as uploading <YOUR COMPANY NAME>’s imagery and/or video content (e.g., employee photos taken on company property, photos of documents, etc.) into any public GenAI Tool, authorized or not authorized, for any use including, but not limited to, <EXAMPLES OF PROHIBITED DATA>. As HR reviews the AI landscape and shifting trends in using GenAI with Employee Data across the industry, this policy will be updated accordingly.

## Confidentiality and Intellectual Property With GenAI Tool(s):

Users are not permitted to share or input any <YOUR COMPANY NAME>’s Materials (including but not limited to <EXAMPLES OF YOUR COMPANY’S DATA OR OTHER ASSETS> with or into public GenAI or public GenAI Tools. <YOUR COMPANY NAME> has legal ownership of the contents of all files and messages stored or transmitted on our computer and network systems and reserves the right to access this information without prior notice whenever there is a genuine business need, and as required by our various policies. Please note that GenAI Tools are not legal entities and are not bound by the same confidentiality agreements or legal protections as human employees or contractors. GenAI Tools are public platforms, similar to social media/social networking sites that use information inputs as training materials for future users and content output. By inputting <YOUR COMPANY NAME>’s Materials or Customer Data into a GenAI Tool, such <YOUR COMPANY NAME>’s Materials and Customer Data may become public. Users are prohibited from using <YOUR COMPANY NAME>’s Materials, Customer Data, or other materials owned by third parties in GenAI Tools for any purpose.

Users are not permitted to share any information obtained from a GenAI Tool with anyone outside of <YOUR COMPANY NAME> without the explicit approval of the <INSERT JOB TITLE/S OF YOUR AUTHORIZING PERSON OR PERSONNEL HERE>.

All Users are required to keep their own GenAI Tool access credentials strictly confidential, especially if using <YOUR COMPANY NAME> domain email accounts to create their GenAI credentials.

Users must adhere to all applicable intellectual property laws, including copyright protections, when utilizing GenAI and GenAI Tools. Users are prohibited from using GenAI to generate content that may infringe upon the intellectual property rights of others, including but not limited to copyrighted material. Content produced via GenAI must be clearly labeled, sourced and/or footnoted as containing GenAI information so that it is transparent to the reader. GenAI cannot be used as-is to generate <YOUR COMPANY NAME>’s <LIST OF THINGS YOU DO NOT WANT EMPLOYEES USING GENAI FOR>.

Specifically, Users are prohibited from using, or creating inputs using, <YOUR COMPANY NAME>’s Materials with GenAI Tools, including but not limited to, strategic plans, proprietary materials, software code generation, software quality checks, <LIST ADDITIONAL ITEMS HERE>. Further, Users are prohibited from uploading <YOUR COMPANY NAME>’s imagery and/or video content, including but not limited to employee photos, photos taken on company property, photos of documents, logos, video content, etc. to GenAI Tools for any purposes. If a User is unsure whether a particular use of a GenAI Tool or its output constitutes a legal issue or copyright infringement, such User should refrain from using GenAI and, if reasonably necessary, must contact the Legal Department and the <INSERT JOB TITLE/S OF YOUR AUTHORIZING PERSON OR PERSONNEL HERE> for guidance at <INSERT CONTACT WHERE EMPLOYEES CAN GET ADDITIONAL GUIDANCE>.

Further, each GenAI Tool has its own “Terms of Use” which govern Users’ access to that GenAI Tool and, ultimately, ownership of the inputs used or resulting outputs. The Terms of Use applicable to the GenAI Tool(s) must be reviewed and approved by <YOUR COMPANY NAME>.

**Authorized GenAI Tools:**The only Authorized GenAI Tool/s at <YOUR COMPANY NAME> are <LIST AUTHORIZED TOOLS HERE (i.e., Microsoft Copilot with Enterprise Data Protection, YOUR INTERNAL GENAI PLATFORM, etc.)>.

Users are to access <YOUR COMPANY’S AUTHORIZED GENAI TOOLS> only from the User’s <YOUR COMPANY NAME> computer through <INSERT GUIDANCE FOR EMPLOYEE ACCESS TO AUTHORIZED PLATFORM/S (i.e., via a Microsoft Edge browser, application on their desktops, etc.)>.

**Confidentiality and Intellectual Property With Authorized GenAI Tools:**Users may use Authorized GenAI Tools with <YOUR COMPANY NAME>’s Materials. Changes to this provision will be communicated and this GenAI Policy document updated accordingly.

## Legal Compliance; Ethical Usage:

GenAI must be used ethically, and Users must follow (i) all applicable laws and regulations, including but not limited to, data privacy laws, anti-spam laws, and intellectual property laws and (ii) <YOUR COMPANY NAME>’s company policies when using GenAI and adhere to <YOUR COMPANY NAME>’s data classification standards (see: <LINK TO YOUR CORPORATE IT POLICY’S SECTION ON PERTINENT DATA CLASSIFICATION STANDARDS>).

Users must exercise utmost caution to ensure any content/materials generated via GenAI are in compliance with our cybersecurity practices (see: <LINK TO YOUR CORPORATE CYBERSECURITY POLICY>). Users must not use GenAI to generate content that is discriminatory, offensive, and/or inappropriate. If there are any doubts about the appropriateness of using GenAI in a particular situation, Users must consult with the Legal Department.

**Monitoring:**

<YOUR COMPANY NAME> reserves the right to monitor and log all GenAI interactions, such as visits to GenAI sites such as ChatGPT, especially those that originate from its corporate network and/or those that leverage corporate devices. <INSERT STATEMENT IF YOU BLOCK ACCESS TO PUBLIC GENAI PLATFORMS FROM YOUR CORPORATE NETWORK>.

**Acceptable Uses:**

Provided a User has received prior approval in accordance with the GenAI Policy, limited use of the authorized GenAI Tools is allowed while performing work for <YOUR COMPANY NAME>. It is the responsibility of each User to ensure that their <INTERNAL AI GROUP, IF EXISTS> representative and manager, or the person with whom they contracted their work, is aware and kept apprised of how the User is using the authorized GenAI Tool and for what business purpose. No company data or <YOUR COMPANY NAME> Materials of any kind may be submitted or input (copied, typed, etc.) into GenAI Tools [see Confidentiality and Intellectual Property With GenAI Tools]. Further, all GenAI-generated content must be reviewed to determine if such content is accurate, complete, up-to-date, biased, or contains copyrighted works, before relying on it for <YOUR COMPANY NAME> work purposes. In particular, since these GenAI Tools have been known to produce output that varies in quality, accuracy, and objectivity, it is the User’s responsibility to verify any factual information generated by a GenAI Tool and reference the appropriate GenAI Tool as one would with any other source. Verification of resulting responses from an authorized GenAI Tool with <YOUR COMPANY NAME>’s Materials is also required as authorized GenAI Tools also have output that varies in quality, accuracy, and objectivity.

**If a User is using a GenAI Tool with <YOUR COMPANY NAME>’s Materials that does not appear in the authorized GenAI Tools list, they are instructed to cease use immediately and contact the <INSERT JOB TITLE/S OF YOUR AUTHORIZING PERSON OR PERSONNEL HERE> for additional guidance at** **<INSERT CONTACT WHERE EMPLOYEES CAN GET ADDITIONAL GUIDANCE>.**

***The following is a list of some acceptable uses of GenAI in connection with <YOUR COMPANY NAME>’s work, provided that the User is using an authorized GenAI Tool and has followed the consent and approval process above:* <EDIT, ADD, OR REMOVE THESE BULLETS AS APPLICABLE TO YOUR COMPANY>.**

* To answer general-knowledge questions meant to enhance the User’s understanding on a work-related topic.
* To brainstorm ideas related to <YOUR COMPANY NAME>’s projects.
* To augment the creation of content such as articles, blog posts, social media posts, and product descriptions, while ensuring compliance with ethical guidelines and copyright laws.
* To assist in generating designs, logos, artwork, and visual content, to evaluate creative options and expedite the design process for various projects.
* To draft an email or letter and generate drafts of correspondence.
* To summarize online research, or to create outlines for content projects, keeping in mind the risks involved in relying solely on GenAI output as set forth above.
* To draft event plans, including suggesting themes, activities, timelines, and checklists.
* To review publicly accessible content, including analyzing publicly accessible content (for example, proposals, papers, and articles), to aid in drafting summaries, or pull together ideas.

***NOTE: GenAI-generated content should be viewed as a starting point, not the finished work product. While GenAI can provide a valuable tool for generating ideas, it (i) cannot replace the creativity and critical thinking skills of human writers and editors, (ii) may be outdated, biased or inaccurate, and (iii) in most cases, may not be copyrightable.***

**Policy Adherence:**

Any violations of this GenAI Policy must be reported to the Legal Department. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or any services agreement that the User has with <YOUR COMPANY NAME>.

As stated earlier, this GenAI Policy will be reviewed periodically and updated as necessary to ensure continued compliance with all applicable laws, regulations, and other company policies. All Users should confirm that they understand and can comply with the current GenAI Policy.

**Acknowledgement:**  
By using GenAI, Users acknowledge that they have read and understood this GenAI Policy and agree to comply in all respects with the terms hereof.

