**Company Policy – Use of AI\_(ChatGPT)**

**- yhtiön näkökulmasta**

Toimintaohjepohja tehty yhtiön näkökulmasta tilanteeseen, jossa yhtiön työntekijöitä ohjeistetaan tekoälysovelluksen sallituista käyttötavoista työnantajan työtehtävissä ja/tai laitteilla.

Toimintaohjepohjan kaikki kohdat tulee tarkistaa ja muuttaa vastaamaan käytännön tilannetta.

**HUOM.! Tämä toimintaohjepohja ei sovellu käytettäväksi käytännön tilanteisiin ilman juridisen asiantuntijan tarkistusta ja korjauksia.**

***DRAFT 0.1 - January \_\_, 20\_\_***

**Company Policy – Use of Artificial Intelligence**

ICT-Yhtiö Oy recognizes some potential benefits of using artificial intelligence (“AI”) to improve efficiency and productivity in the workplace. However, ICT-Yhtiö Oy also acknowledges the importance of using AI responsibly and ethically, particularly when it comes to generating content.

ICT-Yhtiö Oy’s policy aims to provide guidelines for the responsible use of AI-generated content, emphasizing the need for proofing, editing, fact-checking, and using AI-generated content as a starting point, not the finished product.

1. **Requirements for AI-generated content:**

**Proofing**: All AI-generated content must be proofread and checked for accuracy by a human before being published or shared. This includes checking for spelling errors, grammar mistakes, and factual inaccuracies.

**Editing**: AI-generated content must be edited to ensure that it is well-written, coherent, and engaging. This includes ensuring that the content is structured in a logical manner and that it is appropriate for the intended audience.

**Fact-checking**: AI-generated content must be fact-checked to ensure that all information is accurate and up-to-date. This includes verifying sources, checking statistics, and ensuring that any claims made in the content are supported by evidence.

**Starting point**: AI-generated content should be viewed as a starting point, not the finished product. While AI can provide a valuable tool for generating content, it cannot replace the creativity and critical thinking skills of human writers and editors.

1. **Guidelines for responsible use of AI-generated content:**

**Transparency**: All AI-generated content must be clearly labeled as such, and the use of AI in generating content should be transparent to employees and customers.

**Data privacy**: ICT-Yhtiö Oy must ensure that any personal or sensitive data used to train AI models is handled with appropriate care and that any AI-generated content that contains such data is handled in compliance with data protection laws.

**Fairness**: ICT-Yhtiö Oy must ensure that AI-generated content does not discriminate against any individual based on their protected characteristics, such as race, gender, age, or disability.

**C. Proprietary data and AI**

As an AI language model, ChatGPT is designed to process and generate language based on the input it receives. While ChatGPT is a sophisticated tool that can provide helpful insights and responses, it is not inherently equipped to handle sensitive information and data.

Since ChatGPT is a digital tool that can potentially be accessed by others, it is not appropriate to share proprietary and confidential information with it. There is a risk that the information could be exposed or misused, either through a security breach or by unintended parties gaining access.

Additionally, ChatGPT is not a legal entity and is not bound by the same confidentiality agreements or legal protections as human employees or contractors. As such, it is not able to guarantee the same level of discretion and confidentiality that a trusted human partner could provide.

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