**Company Policy – No Use of AI**

**- yhtiön näkökulmasta**

Toimintaohjepohja tehty yhtiön näkökulmasta tilanteeseen, jossa yhtiön työntekijöitä kielletään käyttämästä tekoälysovelluksia 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: no use of artificial intelligence**

**PROHIBITION:** Employees are not allowed to use ChatGPT and other third-party generative AI services to conduct business. This includes using such services to generate computer code or any kind of customer communication, even as a starting point. You are also prohibited from using the services to generate internal communications, policies or documentation, or any other materials that are intended to be used in connection with the running of businesses.

**EDUCATION EXCEPTION:** You are allowed to use such services for the purpose of educating yourself about how these services work, subject to the limitations stated below. As of today, all teams are approved to use the ChatGPT web user interface (not including any API) for experimental purposes only, provided that you do not use any company or third-party proprietary or confidential information, any personal information, or any customer or third-party data as an input. To use any other third-party generative services, you must obtain approval to use the service in accordance with our third-party approval process.

**NO TESTING & NO FEEDBACK:** If you work on large language models (LLMs) as part of your job, do not test any third-party generative AI service to see how it handles certain types of inputs/requests or how its behavior differs from other LLMs and do not provide any feedback to any third-party service provider without receiving specific authorization from the company's legal and corporate architecture.