| Company Name: | Policy Name:<br>**ChatGPT Use Policy** |
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| Policy Number:<br>**ChatGPT Use Policy 1.0** | Effective Date: |
| Responsible for Review: | Review Date: |

**Purpose of Policy**

The purpose of this policy is to ensure that employees understand what functions should and should not be performed on ChatGPT when using **(organization_name)** computers and network. This policy also covers training for employees that use ChatGPT to ensure proper use of the software.

**Introduction**

This document provides guidelines for the appropriate use and training of ChatGPT in **(organization_name)**. It is not a comprehensive document covering all aspects of ChatGPT use. It offers principles to help guide employees, and specific policy statements serve as a reference point. It will be modified as new questions and situations arise.

ChatGPT is a powerful AI chatbot that utilizes natural language processing to provide users with a personal interaction. This self-learning software has become popular in the workspace for starting drafts, asking questions, editing documents, and much more.

**Policy**

- An employee that is planning to use ChatGPT must comply with all policies relating to ChatGPT.
- When an employee is using ChatGPT, it must be noted in writing that the information found was an output of ChatGPT and keep an updated list of the information outputted by the software.
- If an employee is sharing information with other team members or peers from **(organization_name)**, state verbally that the information came from ChatGPT to ensure transparency.
- Any information gathered from ChatGPT that is shared with the public or clients from **(organization_name)**, must state that the information was received from ChatGPT.
- An employee using ChatGPT must use caution and hesitancy when reading the output due to possible incorrect information or information that may not apply to their input.
- Consent is needed by the customer for their information to be entered into ChatGPT by an employee under **(organization_name)**.

- Consent is needed by vendors for their information to be entered into ChatGPT by an employee under **(organization_name)**.
- Consent is needed by the partner for their information to be entered into ChatGPT by an employee under **(organization_name)**.
- Training for ChatGPT should be periodic and cover inappropriate and appropriate inputs that could be entered into ChatGPT.
- Training for ChatGPT should cover how to identify an inappropriate/extraneous output from ChatGPT.

The following actions are prohibited. It is unacceptable for employees to:

- Enter sensitive **(organization_name)** data/information into ChatGPT.
- Not read the policies within ChatGPT.
- Enter PII, coworker PII, customer PII, and other PII that the employee may have or know that applies to **(organization_name)**.
- Receive password suggestions from ChatGPT.
- Copy and paste the output from ChatGPT and claim as their own.
- Not review and verify the validity of the output from ChatGPT.

**Note:** *Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the US National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.*

Employees will immediately report any activity that violates this Agreement to the employee's supervisor, company management, or company Security Officer.

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the company computer and telecommunications equipment and services. I understand that I have no expectation of privacy when using any telecommunication equipment or services. I am aware that the Internet and e-mail may be subject to monitoring. I am aware that violations of this guideline on the appropriate use of e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action, and criminal liability.

I further understand that my use of e-mail and the Internet may reflect on the company's image to our customers, competitors, and suppliers and that I have a responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.

By signing this Agreement, I agree to comply with its terms and conditions. Failure to read this Agreement is not an excuse for violating it. **(organization_name)** may deny access to information systems if this Agreement is not returned signed and dated.

_____          _____
Signature                                                              Date

_____          _____
Requestor's Immediate Supervisor                       Date
Signature

_____          _____
Access Agreement Approved by                           Date
(printed name)