**4. AI Policy**

**Title:** Artificial Intelligence Usage Policy  
**Purpose:** To regulate the ethical and effective use of AI tools within the organization.  
**Policy:**

* AI tools must be vetted and approved by the IT department before use.
* Employees must not use AI to generate or disseminate misleading or false information.
* Sensitive or confidential data must not be shared with AI platforms without explicit authorization.
* AI must be used in compliance with applicable laws and organizational values.
* Employees are responsible for verifying the accuracy of AI-generated outputs before using them in decision-making.
* Employees should be aware of the possibility of bias.