# Assessment task 2

## Organisational document

You must submit at least **one** policy document.

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| **Policy title:** | **Policy regarding the usage of AI** |
| **Purpose:** | |
| **The purpose of this policy is to outline when it is and isn’t acceptable to use AI within the workplace.** | |
| **Scope:** | |
| **This policy will cover all workplace activities including general duties, work functions, remote work and anything not listed.** | |
| **Definitions:** | |
| **AI means artificial intelligence.** | |
| **Policy statement:** | |
| **Anyone within the organization or a 3rd party working with the organization may use AI at will without providing a reason for doing so.** | |
| **Procedures: To follow this policy you only need to be made aware of it by reading it.** | |
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| **Related policies and procedures:** | |
| **Internet usage and Emails policy.** | |