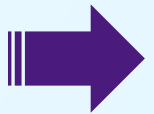




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Developing a ChatGPT Use Policy for your organisation

(and template policy in comments)





ChatGPT Trends in the Workplace

11% of what employees paste into ChatGPT is sensitive data ¹



Nearly 70% of employees using ChatGPT at work do so without their bosses knowing ²



JP Morgan and Verizon have blocked staff from using the chatbot ³



Samsung employees have leaked confidential data to ChatGPT ⁴

¹ Coles (March 2023) 3.1% of workers have pasted confidential company data into ChatGPT, *Cyberhaven*

² Fishbowl (2023) 70% Of Workers Using ChatGPT At Work Are Not Telling Their Boss; Overall Usage Among Professionals Jumps To 43%

³ Milmo (2023) ChatGPT limited by Amazon and other companies as workers paste confidential data into AI chatbot, *iNews*

⁴ Maddison (March 2023) Samsung workers made a major error by using ChatGPT, *Techradar*



Common Workplace Policies

- **Acceptable Use Policies**, informing employees of how they may use company-owned devices, or how they may browse the internet at work
- **Social Media Use Policy**, clarifying what may be posted online about the company
- **Wi-Fi Use Policy**, deterring employees from accessing work-related apps and sites or using company-owned devices whilst connected to public Wi-Fi

So, why not a ChatGPT Use Policy?



ChatGPT Use Policy Structure

1. **Motivate:** Explain why the policy is relevant
2. **Delineate:** Clarify the policy's scope and how it fits with other company policies
3. **Guide:** Provide general guidance for the use of ChatGPT to make the most of it safely
4. **Limit:** List forbidden uses of ChatGPT that would harm individuals or entail security risks
5. **Inspire:** List acceptable uses of the tool that are relevant to your employees' jobs
6. **Reassure:** Reiterate how the policy ensure safety of staff and the company



Use Our Template

Template ChatGPT Use Policy freely
available at: github.com/KairoiAI/resources

Share Your Expertise

Help improve the template by commenting on
GitHub or emailing hello@kairoi.uk

Spread the Word

Adapt Kairoi's template, made available for
sharing and adapting with appropriate attribution



A Little Nuance



Extend the scope of the ChatGPT policy to AI tools more generally – be sure to maintain an updated list of AI tools within the policy's remit



Provide relevant training to staff to keep them abreast of the different tools they can use to streamline their workflows



Foster a responsible tech culture, where AI tools are neither feared nor hyped



Adapt the template to account for your organization's practices and context



How we
can help



Communications: Deliver accurate and meaningful narratives without recreating myths about AI



Technical advice: Identify and implement relevant standards and tools for your context



Public engagement: Ensure impactful innovation through community management and public involvement



Governance: Foster responsible innovation through clear policies and coherent organisational processes