

## **MadeUpName, LLC**

### **AI & Automation Usage Policy**

#### **Purpose**

MadeUpName, LLC encourages the responsible use of Artificial Intelligence (AI) and automation tools to improve efficiency, creativity, and decision-making. This policy establishes guidelines to ensure these technologies are used ethically, transparently, and securely.

#### **Scope**

This policy applies to all employees, contractors, and interns using AI systems or automation tools for company-related activities.

#### **1. Acceptable Use of AI and Automation**

Employees may use approved AI and automation tools to:

- Streamline repetitive or administrative tasks.
- Support research, analysis, or content creation.
- Enhance customer and employee experiences.
- Improve product development and software testing.

All AI use must align with company values, data security standards, and applicable laws.

#### **2. Prohibited Uses**

Employees must not use AI or automation tools to:

- Generate or share misleading, discriminatory, or unethical content.
- Input or expose confidential company or client data into public AI systems (e.g., ChatGPT, Gemini, etc.) without anonymization and approval.
- Make fully autonomous employment, financial, or legal decisions without human oversight.
- Circumvent established security or compliance processes.

#### **3. Transparency and Human Oversight**

- Employees must disclose when content or code is generated with the assistance of AI.
- All AI-assisted outputs must be reviewed, validated, and approved by a human before distribution or implementation.
- Managers remain accountable for final decisions involving AI-generated insights.

#### **4. Data Protection and Security**

All AI use must comply with the company's Data Protection & Privacy Policy and Acceptable Use of Technology Policy. Sensitive or proprietary information should only be processed through company-approved AI platforms.

#### **5. Ethical Principles**

MadeUpName, LLC follows these ethical AI principles:

- **Transparency:** Disclose AI involvement when relevant.
- **Accountability:** Maintain human responsibility for outcomes.
- **Fairness:** Avoid bias or discrimination in automated systems.
- **Privacy:** Protect all personal and confidential data.
- **Reliability:** Validate AI-generated results before acting on them.

## **6. Approval of AI Tools**

Only AI and automation tools vetted by IT and approved by management may be used for company work. Requests for new tools must be submitted to HR and IT for review.

## **7. Training and Awareness**

Employees will receive periodic training on responsible AI use, including understanding limitations, risks, and validation best practices.

## **8. Reporting Concerns**

Any misuse of AI systems or ethical concerns should be reported immediately to HR or IT. Reports will be handled in accordance with the Whistleblower & Reporting Policy.

## **9. Enforcement**

Violations of this policy may result in disciplinary action, including suspension of access to AI systems or termination of employment.

## **10. Related Policies**

This policy aligns with the Data Protection & Privacy Policy, Acceptable Use of Technology Policy, and Code of Conduct & Ethics Policy.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department