# ****Generative AI Model Usage Policy****

## **1. Purpose**

The purpose of this policy is to provide clear guidelines for the appropriate and ethical use of generative artificial intelligence, including large language models and ChatGPT, by authorized institution employees. The policy aims to ensure that the use of these technologies is compliant with all applicable laws and regulations and does not compromise the confidentiality or security of sensitive customer or institution information. It also establishes consequences for non-compliance with the policy.

## **2. Scope**

This policy is binding on all institution employees, officers, and board members (collectively referred to as "employees"), as well as contractors operating on the institution's behalf. An employee who collaborates with a contractor is responsible for ensuring the contractor's adherence to these guidelines.

This Policy is intended to supplement all existing institution policies, including but not limited to policies relating to employee conduct and IT acceptable use. Employees are expected to abide by all institution policies whenever participating in institution business, including but not limited to engagement in AI generative models. This policy pertains to all generative AI technologies, including ChatGPT, employed by institution employees for legitimate business purposes.

## **3. Introduction**

The increasing use of artificial intelligence (AI) generative models has brought new opportunities to the financial industry, allowing institutions like Institution Name ("institution") to improve their operations, enhance customer experience, and stay ahead of the competition. However, as with any new technology, the use of AI generative models also raises new ethical, legal, and social implications. This Generative AI Model Usage Policy is designed to provide guidance on the responsible use of AI generative models and to ensure that the institution uses these tools in a manner that is consistent with its values, legal obligations, and best practices.

## **4. Definitions**

* **Generative Artificial Intelligence (Generative AI)**: Refers to any AI technology capable of producing original content, such as text, images, or audio, based on predefined input parameters or prompts.
* **Large Language Model**: Denotes a class of generative AI that employs machine learning algorithms to generate human-like text contingent on input prompts.
* **ChatGPT**: A specific large language model developed by OpenAI, capable of generating human-like text based on input prompts. Another example would be Google’s Bard.
* **Institution employees**: All employees, including officers, directors, and contractors, who have access to the institution's systems and data.

## **5. Interchangeable Terms**

In the context of this policy, the terms "ChatGPT," "AI Generative Models," "generative artificial intelligence," and related expressions can be used interchangeably. They encompass all AI Generative Models, including ChatGPT and Google’s Bard, as well as large language models that generate human-like text or outputs based on input prompts.

## **6. Policy**

### **6.1 Acceptable Use of Generative AI**

To ensure responsible deployment of generative AI technologies, the following directives must be adhered to:

1. Authorized Access: Access to generative AI technologies, is permissible solely for authorized employees with a valid business need for such access.
2. Legal Compliance: Usage of generative AI technologies must adhere to all pertinent laws, regulations, and institution policies.
3. Ethical Conduct: Employees must abstain from employing generative AI technologies for illegal, unethical, or fraudulent purposes.
4. Confidentiality: No confidential or sensitive information shall be shared with generative AI technologies, and utmost care must be taken to safeguard such data.
5. Transactional Authority: Employees must not employ generative AI technologies for executing transactions or making decisions on behalf of the institution, unless explicitly authorized.
6. Reporting: Suspicious activity or misuse involving generative AI technologies must be promptly reported to supervisors or the institution's security team.
7. Monitoring and Review: The institution reserves the right to monitor and review employee use of generative AI technologies, taking appropriate actions in cases of policy or legal violations.
8. Data Protection: Sensitive customer or institution data should not be input into generative AI technologies. Examples of sensitive information include, but are not limited to, account numbers, Social Security numbers, passwords, and credit card information.
9. Content Selection: Generic or non-sensitive content should be employed when utilizing generative AI technologies to avoid revealing identifiable customer or institution information.
10. Information Protection: Precautions must be taken to prevent unintentional or intentional sharing, disclosure, or transmission of confidential or sensitive data via generative AI technologies.
11. Mitigation of Errors: Should sensitive information be inadvertently input into generative AI technology, employees must promptly report it to supervisors or the institution's security team and implement measures to mitigate potential risks.

### **6.2 Board of Directors Oversight**

The responsibility for establishing suitable policies and procedures governing the utilization of generative AI, including large language models analogous to ChatGPT, falls upon the board of directors. The board is tasked with:

1. Reviewing and endorsing this policy, incorporating any necessary revisions.
2. Ensuring that institution management enforces appropriate controls and safeguards concerning the utilization of generative AI, encompassing large language models akin to ChatGPT.

## **7. Enforcement**

Non-compliance with the Generative AI Model Usage Policy may result in disciplinary actions, including but not limited to termination of employment or contracts. The policy aims to establish responsible AI utilization practices, safeguard the institution's reputation, and ensure conformity with regulatory norms.

## **8. Summary**

The Generative AI Model Usage Policy underscores the institution's commitment to employing AI generative models responsibly. By adhering to this policy, employees contribute to the enhancement of operations while upholding ethical standards, data security, and legal compliance. Non-adherence to this policy carries significant consequences, reinforcing the importance of its observance in maintaining the institution's ethical standing and regulatory adherence.