

AI BEST PRACTICES GUIDANCE

Purpose:	This document is intended to add to, not contradict, limit, or replace any applicable mandatory rules, policies, legal requirements, legal prohibitions, or contractual obligations, all of which remain in full force and effect. Any use of AI Tools under this Policy must comply with the relevant policies, internal controls, and guidelines for your company or work group.
Guidelines:	<ol style="list-style-type: none"><li data-bbox="418 531 1487 604">1. Ensure all AI tools have been approved for use by your company or work group before accessing them.<li data-bbox="418 646 1487 793">2. AI is a Starting Point, Not the Final Product<ul style="list-style-type: none"><li data-bbox="508 678 1487 793">✓ Leverage AI to brainstorm, generate drafts, or streamline tasks—but always apply human judgment, expertise, and creativity to finalize content<li data-bbox="418 835 1487 982">3. Thoroughly Review and Edit AI Outputs<ul style="list-style-type: none"><li data-bbox="508 867 1487 982">✓ Always proofread, fact-check, and adjust AI generated content before publishing to ensure accuracy, relevance, tone, and alignment with company standards before internal or external use.<li data-bbox="418 1024 1487 1182">4. Verify Facts and Data Independently<ul style="list-style-type: none"><li data-bbox="508 1056 1487 1140">✓ AI outputs may contain outdated, incorrect, or fabricated information (especially LLM-based tools like ChatGPT).<li data-bbox="508 1140 1487 1182">✓ Always cross-check important data with trusted sources.<li data-bbox="418 1224 1487 1801">5. Stay Vigilant About Bias and Inappropriate Content. AI models can unintentionally produce biased, offensive or discriminatory outputs. Review content carefully to ensure it aligns with your company's values.<ul style="list-style-type: none"><li data-bbox="508 1339 1487 1413">✓ Watch for Stereotypes - Look for overgeneralizations tied to gender, race, age, nationality, etc.<li data-bbox="508 1413 1487 1486">✓ Check for Loaded Language - Biased responses may use overly positive or negative terms.<li data-bbox="508 1486 1487 1560">✓ Look for Imbalance or Omission - Does it ignore key perspectives or overly focus on one side?<li data-bbox="508 1560 1487 1633">✓ Ask "Whose Perspective Is This?" - Consider whether it reflects dominant cultural views or excludes others.<li data-bbox="508 1633 1487 1707">✓ Test with Counter Prompts - Ask for another viewpoint or request a critique of the original response.<li data-bbox="508 1707 1487 1801">✓ Cross-Check with Trusted Sources - Validate facts using reputable, unbiased references.

6. Assume AI Interactions Are Not Private

- ✓ Treat all AI prompts and outputs as potentially public. AI providers may store conversation data tied to user accounts.

7. Respect Data Privacy Rules

- ✓ Do not enter personal or confidential information of any colleagues, business partners, customers, providers, patients or family members into an AI Tool. Consult with your Legal and/or IT team if your AI use case requires personal information to be input before starting.

8. Being Aware of Ownership of AI Tool Output

- ✓ If you're using an AI Tool to generate new content, be mindful of who owns the output from the tool. Most well-designed AI Tools will have ownership addressed in the terms and conditions. Consult with your Legal team if you have questions.

9. Respect Copyright and Intellectual Property (IP)

- ✓ Use AI-generated ideas for inspiration but avoid direct copying. Ensure outputs do not infringe on third-party IP rights.

10. Cite AI Appropriately

- ✓ When using AI-generated content, provide proper attribution.
- ✓ For example: *Microsoft Copilot. (2025). Microsoft Copilot: AI Productivity Assistant for Microsoft 365. Retrieved from <https://www.microsoft.com/copilot>*

11. Start Small and Increase AI Use Responsibly

- ✓ Begin AI experimentation with low-risk tasks, growing usage thoughtfully as understanding of the tools and associated risks matures.

12. Promote Ethical and Respectful Use

- ✓ Avoid generating or sharing content that is offensive, discriminatory, misleading, or inappropriate.

13. Generated Code

- ✓ To ensure code quality and security, code generated by AI must, at a minimum, be analyzed using an automated Static Application Security Testing (SAST) tool to identify and mitigate security risks.
- ✓ AI-generated code may introduce vulnerabilities or non-compliant patterns that automated scanning can help detect.

	<p>14. Monitor AI models</p> <ul style="list-style-type: none">✓ All custom-built AI solutions, whether developed in-house or by third parties, must be thoroughly tested and continuously monitored to ensure accuracy and alignment with business objectives. This includes detecting and mitigating model drift—the decline in AI performance due to changing data or conditions over time. Ongoing evaluation ensures these solutions remain reliable, effective, and compliant throughout their use.
Key Take Aways:	<p>Artificial Intelligence (AI) has enormous potential to help us work more efficiently, effectively and deliver value. It is also a new technology that is rapidly evolving and needs to be used with deliberate care.</p> <ul style="list-style-type: none">✓ Don't assume AI is always correct or even neutral✓ Remember to not rely solely on AI outputs✓ Never share confidential, proprietary or sensitive information✓ Keep the focus on quality, not the speed, of an AI-output✓ Don't forget to experiment and try new things!