

Artificial Intelligence

Create an AI Policy

A clear Artificial Intelligence (AI) policy can help ensure the ethical, legal and efficient implementation of AI technologies within your workplace. More than that, it can foster a culture of responsible innovation that is key to driving long-term success. Use this template as a guide to help get you started. Contact Thriveon at 855-767-2571 for assistance with creating a customized AI policy.

Step 1: Gather Your Stakeholders

Get input from various departments, including IT, legal, HR and more, to ensure your AI policy will support their specific needs. Gathering everyone together will ensure everyone is on the same page so the AI policy is correctly enforced across the company.

Name	Department	Role	Thoughts/Concerns

Step 2: Define AI's Role in Your Business

Identify areas where AI tools will be deployed, such as customer service automation, data analysis, IT security or employee productivity enhancements. Also, ask yourself what goals AI will help accomplish, like increasing efficiency or improving the customer experience. Ask yourself:

1. What tasks will AI perform? _____
2. Where can AI enhance my current processes and operations? _____
3. What goals will AI help achieve? _____
4. Who can and can't use AI? _____
5. What risks are associated with AI, and how can we mitigate them? _____
6. What data privacy or security measures must be considered when using AI? _____
7. When can staff use AI? _____
8. What data can be used with AI? _____

Step 3: Establish Guidelines for Usage

Ethical Guidelines: Your AI policy should establish clear ethical guidelines for AI systems regarding bias, privacy, transparency, fairness, accountability and non-discrimination. Ensure that customers and employees are aware of how and when AI is being used and its limits in making decisions.

For example, how much can employees use AI in their day-to-day roles? Write your ethical guidelines below:

Data Privacy and Security: AI thrives on data, but this reliance can expose your company to significant risks if sensitive data or intellectual property is handled incorrectly. Ensure your policy addresses how data will be collected, stored and processed by AI systems, as well as who has access to this data and how to respond to data breaches.

Acceptable AIs to Use	Risks	Where/How the Data is Stored	Who has access?

Step 4: Include Compliance and Governance Standards

Identify relevant regulations that apply to AI in your industry, such as [GDPR](#), [CCPA](#) and [HIPAA](#), establish audit protocols and stay up to date with evolving laws to ensure you're compliant. [Contact Thriveon](#) with assistance in understanding what compliance regulations apply to your business.

Compliance Regulation	Audit(s) Required	Date

Step 5: Outline Employee Responsibilities and Training

It's crucial to ensure your employees are trained to understand how to interact with AI systems, monitor their performance and intervene when necessary, especially with [AI hallucinations](#) or low-quality content. Your policy should provide clear guidance on employee roles regarding AI deployment and usage within the company.

Specify who in your company is responsible for implementing, monitoring and maintaining AI systems. Provide training programs to educate staff on effective and responsible AI usage, as well as potential risks. Develop protocols for reporting issues or malfunctions in AI systems.

Name	Responsibility	Leased / Owned	Level of Impact

Step 6: Review and Update Regularly

AI is a fast-evolving field, and your policy must keep pace with technological, regulation and business changes. Regular reviews and updates to your AI policy are essential to ensure its continued effectiveness. Set a schedule for regular policy reviews and updates, considering technological advancements and new regulations. Encourage feedback from employees and customers who interact with AI systems to identify potential areas for improvement. Also, stay informed about emerging AI trends and legal updates to ensure your policy remains relevant.

Policy Review Date	New Features	Updated Regulations	Action Items to Improve Plan

Thriveon Facilitates Artificial Intelligence Policies

Creating an AI policy from scratch can be tricky, especially if you don't know where to start or are overwhelmed with the AI options out there. Thriveon's Fractional CIOs will help you embrace and implement AI into your workplace in a safe and effective way.

To get started creating an AI policy or discuss how it can enhance your business, [schedule a meeting](#) today.