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**GUIDANCE FOR USING AI
IN THE WORKPLACE.**

Guidance for using AI in the workplace

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***Did you know?** AI systems can sometimes "hallucinate," generating false or nonsensical information that's completely made up. Usually, it's pretty close to the truth too. It's a reminder of the importance of careful AI fact checking and validation.*

1. Introduction

This guide outlines the use of third-party or publicly available 'generative' AI tools, including platforms like ChatGPT, Google Gemini, DALL-E, Midjourney, MS Copilot and similar applications that simulate human intelligence to generate responses, create work outputs, or perform specific tasks.

For simplicity, we have broken this down into some simple dos and don'ts.

2. Do:

- ✓ **Explore AI:** Find, explore and discuss with colleagues the ways in which AI can help and be useful in your day-to-day activities.
- ✓ **Verify AI Outputs:** Always double-check the accuracy of AI-generated information, as it may contain errors or "hallucinations."
- ✓ **Prioritise Ethics:** Always consider the ethical impact when using AI tools. Be mindful that AI can sometimes reflect biases, leading to unfair results. Remember to use AI in a way that aligns with your companies' ethical values.
- ✓ **Maintain Human Oversight:** Use AI tools to assist, not replace, human judgement and creativity.
- ✓ **Handle Data Cautiously:** Treat all data input into AI tools as potentially public.
- ✓ **Report AI Usage:** Keep your management informed about your use of AI tools for task completion, footnote the use of AI on websites, or documents.
- ✓ **Ensure Compliance:** Make sure AI-generated responses comply with intellectual property, GDPR and privacy laws and align with other company policies.

3. Don't:

- × **Don't rely solely on AI** algorithms for critical decisions without human intervention.
- × **Don't use AI tools for important decisions**, such as employment-related decisions, including recruitment, hiring, performance monitoring, and termination.
- × **Don't input company information** including confidential or sensitive company information into AI tools which have not been authorised and secured by your cybersecurity team.
- × **Don't upload personal details to non-approved or unsecured AI tools** such as names, addresses, emails, payment info, likeness, individual data or photos. Instead, anonymize data or use random identifiers.
- × **Don't claim AI-generated work as your own** original creation, footnote the use of AI on websites, or documents.
- × **Don't integrate any AI tool with internal Company software** without first receiving specific documented permission from your seniors or management.
- × **Don't trust all AI tools.** To ensure information security, stick to AI tools approved by your company and refer to Why Settle Technology for when you need help and guidance.

Top Tip: Treat every shred of information you provide to a non-approved AI tool as if it could go viral on the Internet.

4. Conclusions

Generative AI tools are powerful assets in the workplace, enhancing human intelligence and creativity. By following the best practices outlined in this document, we can leverage AI responsibly and ethically.

Key Points:

- **Complement Human Judgment:** Use AI to support, not replace, human decisions. Always verify AI outputs.
- **Ethical Use:** Prioritise ethics, maintain oversight, and handle data with care. Comply with legal and company policies.
- **Report Misuse:** Misuse can lead to serious consequences. Report any concerns to management.

This guidance is for general purposes and not legal advice. Consult legal and compliance teams to ensure AI use aligns with laws and regulations. This document complements existing company policies.

By adhering to these principles, we can ensure AI is used innovatively and responsibly, aligning with company values and ethical standards.

For a comprehensive and tailored AI solutions that perfectly fit your company's needs, don't hesitate to get in touch.

Why Settle Technology are perfectly placed to help you integrate AI responsibly and effectively.

Enquiries can be sent to AI@whysettle.co.uk