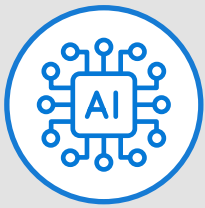


CHECKLIST

AI Policy Checklist for Employers



Artificial Intelligence (AI) is rapidly becoming an integral part of our daily lives and workplace. With AI's growing prevalence, companies must consider developing not only an AI strategy but also a robust internal AI policy.

The following checklist provides step-by-step guidance on how to create an internal AI policy for your organization.

1. Recognize the need for an AI policy

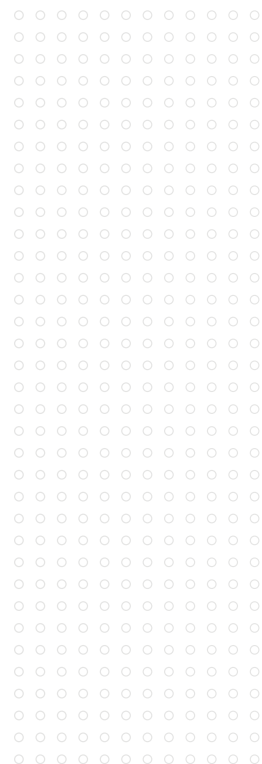
- Acknowledge AI's impact on your organization.
- Define how AI supports goals (e.g., productivity, privacy, security, DEI).

2. Form an AI Committee

- Include key stakeholders: Legal, HR, IT, Finance, Operations, Cyber Insurance Experts, Marketing/Brand Experts and industry-Specific Experts.
- Vet AI vendors for contractual indemnifications, breach protocols, notice provisions, privacy and security, among other key contract and capabilities considerations.

3. Set policy elements

- Prohibited Uses: Specify restricted data, including PII, PHI, company confidential information and trade secrets.
- Permitted Uses: Define acceptable AI usage (e.g., research, document creation, data analysis, policy development).



- Safeguards: Establish fact-checking for AI output and notice requirements for the AI user and the end user (such as an employee required to use an AI tool for handbook orientation).
- Disclosures: Require AI usage to be reported by employees relying on AI as part of their work product process.
- Attribution: Mandate crediting AI tools used in work products.

4. Address bias and ethics

- Regularly audit AI tools for bias.
- Pressure test AI systems to detect and prevent bias in recruitment and decision-making.
- Reaffirm human oversight in AI decision-making.
- Reaffirm your commitment to no-discrimination policies.
- Recommunicate your discrimination complaint procedure.

5. Establish reporting mechanisms

- Provide a clear path to report concerns or request accommodations through HR or the AI committee.
- Ensure easy access to human support for AI-related issues.

6. Apply to HR processes

- Monitor AI use in recruiting, onboarding and timekeeping for compliance with FLSA.
- Ensure AI supports but does not replace human oversight in HR functions.

7. Communicate the policy

- Create engaging content (e.g., videos) to explain the AI policy.
- Publish the policy in the employee handbook, IT policies, and intranet.
- Share via multiple channels such as meetings, company intranet or one-on-one discussions with employees.

8. Review and update

- Schedule regular AI tool audits and update the policy as needed to address new tools and regulations.

