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# Example AI Policy

This company AI policy includes guidelines regarding how to implement and deploy AI tools by your company. You should work with a lawyer experienced in AI bias issues to personalize your company's AI policy according to your specific needs and deployment of AI.

## AI Policy

This policy is intended to enable our technical, business, and legal decision-makers to leverage AI and ML tools while protecting our values and mitigating legal risks.

## Our Ethical AI Guidelines

- AI should be used for improving our products and processes while avoiding undesirable side effects, such as AI biases and discrimination;
- Our AI tools should avoid replicating human biases (including biases that can be found in existing data sets);
- Define clear objectives for your AI tools, including the underlying considerations and data sets used (e.g., where you are taking the data from);
- Increase transparency regarding data and AI use;
- Develop AI tools that improve the traceability and explainability of AI decisions to provide real-time insights into how decisions are made;
- Document key decision-making and participants in AI software development;
- Evaluate the development processes used for AI systems and the system outputs;
- Develop training programs for those engaged in AI development and data processing to raise awareness of inherent biases in the data and its collection;
- Establish a diversity team that will examine the development, underlying assumptions, and data used by your AI tools (to the extent possible, please include women, people of color, minorities, and LGBT in your diversity team);
- Implement an audit system (regularly checking the input and output data generated by the AI and its decision-making processes); and
- Be extra careful when deploying AI hiring tools. Ensure constant auditing as well as human review and intervention ("Human-in-the-loop").

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## Choose the Right AI Tool for the Job

We use a variety of AI and ML tools. When you choose to use or develop an AI tool for your product or service, please consider how it may affect different stakeholders, including minorities. If you are suspicious or not sure about the potential effects of your AI tool, please keep track of it as the development progresses and ensure that a diversity team will be involved in its deployment.

## Review and Use Our Ethical AI Guidelines

You and your team should review this policy and our Ethical AI Guidelines. New hires should review our AI policy and receive training regarding AI biases and their prevention as well as the importance of diversity and inclusion.

## Keep Track

Someday soon, someone may ask you for a list of all the AI models that you are using and the list of products/functions that you implemented these AI tools in. These requests can be crucial for our business and may involve external stakeholders, such as state and federal regulators or a court action. They could also be a condition for the funding or sale of our company.

If you decide to use AI tools that were developed by third parties, please inform [Department/Contact Name] and ensure that it complies with our internal AI standards regarding bias prevention, diversity, and inclusion.

Please note that keeping track is not optional; it is part of your job. We use [Tool Name] to track our use of AI models. You, not Legal or HR, are responsible for keeping track of the AI tools that you develop or use.

## You Must Follow This Policy

This policy is not optional. It must be followed by all engineering teams that work for us. If you disagree with this policy, or want to change any part of this policy, talk to Legal.

## Who is “Legal?”

The contact in the Legal department for this policy is [Contact Name].

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