SudoForce

Draft
Artificial Intelligence (AI) Acceptable Use Policy

Revision History

Version	Date	Date of Next Review	Change No	Summary of changes
1.0	13/08/2024			

Distribution

Name	Position

Approval

	Name	Designation	Signature	Date
Prepared By				
Reviewed By				
Approved By				

1 Background

SudoForce Limited (”SudoForce”) is committed to ensuring all employees actively address security and compliance in their roles at SudoForce. We encourage self-management and reward the right behavior.

SudoForcce recognizes the extraordinary potential for innovation offered by artificial intelligence (AI) and anticipates a growing interest in the use of AI in our business operations. At the same time, SudoForce also recognizes that the use of AI can create significant risks for the Company and believes it is essential to establish clear, value-based guidelines for the ethical and responsible use of AI.

SudoForce has created this policy to reflect its commitment to using AI in a way that promotes fairness, accountability, and transparency while complying with all applicable laws, regulations, and ethical standards.

As AI is a rapidly evolving technology, SudoForce will regularly review and update this policy to reflect technological advancements, legal developments, and industry best practices.

2 Purpose

This policy specifies the acceptable use of AI technologies, third-party generative AI tools or publicly available GenAI tools like ChatGPT, Google's Bard, Microsoft Co-pilot, DALL-E 2 etc. to perform their duties within the operations of SudoForce.

This policy also highlights the unique issues raised by AI technologies, third-party generative AI tools or publicly available GenAI tools, helps employees understand the guidelines for its acceptable use, and protects the company's confidential or sensitive information, trade secrets, intellectual property, and brand.

3 Scope

This policy applies to the use of AI technologies, third-party generative AI tools or publicly available GenAI tools, including ChatGPT, Google Bard, DALL-E, Microsoft Co-Pilot, Midjourney, and other similar applications that mimic human intelligence to generate answers, work products, or perform certain tasks by all employees, entities, or processes interacting with any SudoForce information resource.

Employees and third-party users must agree and sign the terms and conditions of their relevant contract and comply with AI-acceptable use.

4 AI Acceptable Use Policy

1. Treat all customer information as highly confidential. Do not disclose or share any sensitive customer data during interactions with AI technologies, third-party generative AI tools or publicly available GenAI tools.

2. Do not use AI to generate content that violates someone else's intellectual property rights. This includes copying or closely mimicking copyrighted materials without permission.

3. To promote fairness, do not use AI technologies, third-party generative AI tools or publicly available GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.

4. Do not input or upload any confidential, proprietary, or sensitive Company information into any AI technologies, third-party generative AI tools or publicly available GenAI tools. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked confidential, sensitive, or proprietary, or any other nonpublic company information that might be of use to competitors or harmful to the company if disclosed. This may breach your or the company's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the company's rights to that information to be challenged.

5. The output of generative AI tools may include materials subject to a third-party's copyright or patent protections. Because it may be difficult or impossible in practice to determine the existence of these intellectual property rights, users should obtain written approval from legal before using generative AI tools in the context of a project for which SudoForce will seek patent or copyright protection.

6. Usage must adhere to all relevant laws, regulations, and industry standards, such as data protection and privacy regulations (e.g. NDPR) and financial industry guidelines (e.g., PCI DSS).

7. Do not integrate any AI technologies, third-party generative AI tools or publicly available GenAI tools with internal company software without first receiving specific permission from the TechOps Lead.

8. SudoForce will educate employees on the appropriate usage of AI technologies, third-party generative AI tools or publicly available GenAI tools, including data privacy, security best practices, and the importance of adhering to the established policies.

9. Employees should report any security incidents or suspected breaches immediately according to SudoForce's Incident Response Policy.

10. AI technology vendors must be evaluated based on their compliance with security standards and ethical practices, ensuring they meet SudoForce's requirements.

11. Avoid storing or retaining chat logs longer than necessary. Delete or anonymize customer interactions as per data retention policies and applicable regulations.

12. Exercise caution when relying on AI responses for critical decisions or actions. Use these technologies as a support tool rather than a sole source of information.

13. Conduct periodic audits and assessments of AI usage, including access controls, data handling practices, and compliance with policies and regulations.

14. Implement monitoring mechanisms to track and record interactions with AI platforms for security, compliance, and quality assurance purposes.

15. Ensure that AI platform interactions occur over secure channels and on systems with appropriate security measures to protect customer information from unauthorized access or disclosure.

16. Regularly review and update the policy as needed to address emerging risks, changes in regulations, or advancements in technology.

5 Enforcement

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

Any vendor, consultant, or contractor found to have violated this policy may be subject to sanctions up to and including removal of access rights, termination of contract(s), and related civil or criminal penalties.

This material is provided for informational purposes only. It is not intended to constitute legal advice, nor does it create a client lawyer relationship between SudoForce and any recipient. Recipients should consult with counsel before taking any actions based on the information contained within this material.

For Assistance with the implementation kindly reach out to us

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