

# AI Use Policy Acknowledgment

As an employee of \_\_\_\_\_, I acknowledge that I have read and understood the **Artificial Intelligence (AI) Use Policy** outlined below. By continuing to use AI tools and technologies within the firm, I agree to adhere to the following guidelines:

## 1. Purpose of AI Use:

- I understand that AI technologies, including generative AI, are employed to enhance efficiency, accuracy, and work product within our legal practice.
- I recognize that AI tools are not a replacement for human judgment but rather a valuable resource to support our work.

## 2. Responsibilities:

- I will use AI tools responsibly and ethically, ensuring that any generated content is thoroughly reviewed and validated.
- I am committed to maintaining client confidentiality and safeguarding sensitive information when using AI systems.

## 3. Human Oversight:

- I acknowledge that AI-generated content requires human oversight. I will critically assess and verify any output produced by AI tools.
- I will not solely rely on AI-generated work product without proper scrutiny.

## 4. Data Privacy and Security:

- I will handle AI-generated data with care, adhering to data privacy regulations and internal policies.
- I understand that AI systems may process sensitive information, and I will take necessary precautions to prevent data breaches.

## 5. Bias and Fairness:

- I am aware that AI algorithms can inherit biases from training data. I will actively mitigate bias and ensure fairness in our legal work.
- I will report any instances of bias or unintended consequences related to AI tools.

## 6. Continuous Learning:

- I commit to staying informed about AI advancements and best practices.
- I will participate in training sessions and workshops to enhance my understanding of AI technologies.

## 7. Reporting and Feedback:

- If I encounter issues or have suggestions related to AI tools, I will promptly communicate them to the appropriate channels.
- I understand that feedback is essential for improving our AI practices.

By signing below, I affirm my commitment to responsible AI usage and agree to comply with the policies set forth by \_\_\_\_\_.

**EMPLOYEE NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NOTE: THIS ACKNOWLEDGMENT FORM WILL BE KEPT ON RECORD AS PART OF OUR COMPLIANCE PROCEDURES.