AI POLICIES

## May 2024

Total participants: 65 in Illinois, Indiana, Missouri & Florida

Artificial Intelligence (AI) is becoming an increasingly popular tool that contributes to increase productivity in the workplace. Human Resources professionals are utilizing this tool primarily in the recruitment/talent acquisition function. HR is also being tasked with creating policies surrounding the ethical use of AI in all aspects of the organization. This survey summarizes AI policies that have been adopted.

Demographics:

68% of respondents have fewer than 250 employees.
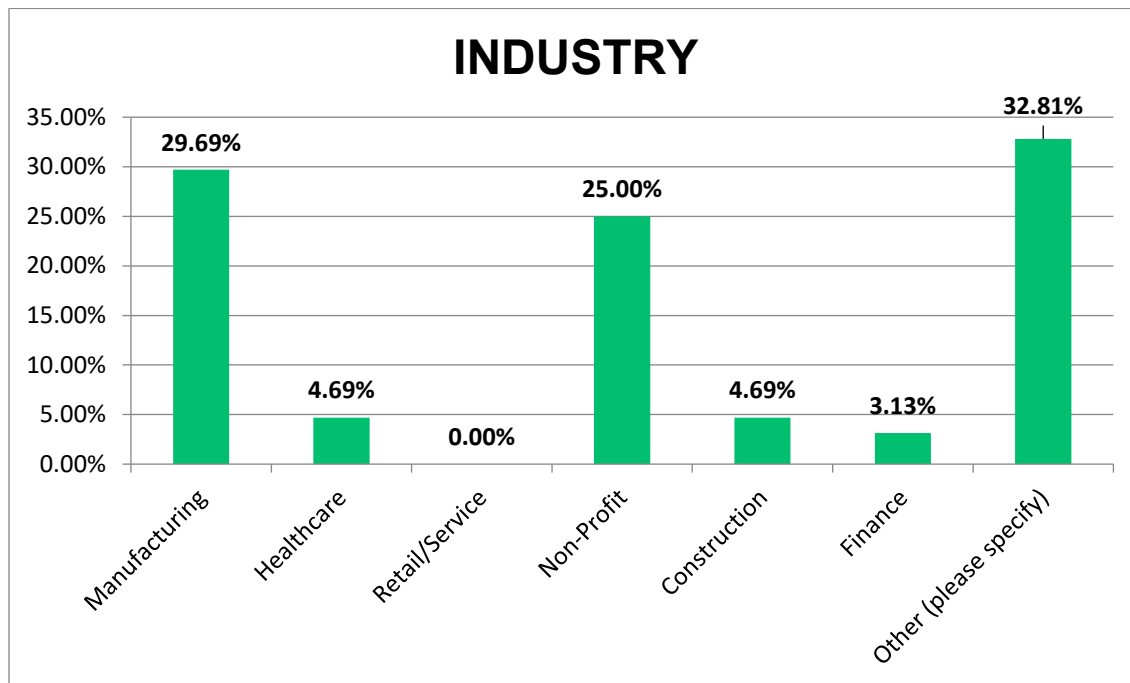
Other Industries include:

- Hospitality
- Government
- Warehouse/Distribution
- Transportation
- Education
- Aviation-related

- Agriculture
- Research & Development
- Professional Services
- Technology
- Energy

POLICY PROVISIONS

Ethical principles of AI use	12.50%
Data privacy and protection	14.06%
AI governance structures	4.69%
Transparency and explainability	6.25%
Fairness and non-discrimination	6.25%
Accountability and oversight	7.81%
Safety and security	12.50%
Compliance with local and international laws	3.13%
Employee training and awareness	6.25%
Stakeholder engagement	1.56%
Monitoring and evaluation mechanisms	7.81%
Do not have an AI policy	85.94%

Other Policy Provisions:

- We have a verbal statement, but nothing written today.
- On the "to do list."
- IT department is driving initiative.

Enforcement of AI Policy:

- Discussions are happening on best practices before we create an AI Policy
- Restrictions thru the IT department
- The leadership team created it, and it was then emailed out to all employees and a signature was required
- This policy was created by our Security and Legal teams and was sent to all employees to review and sign. All new hires also receive this upon onboarding.
- In the policy handbook, violations subject to disciplinary action
- Monitoring and self-governance
- Currently, no use of AI on company computers
- Employee Handbook, Training
- Just beginning leadership awareness discussions, policy expected to follow
- Working with legal on a policy

Challenges to Implementing an AI Policy
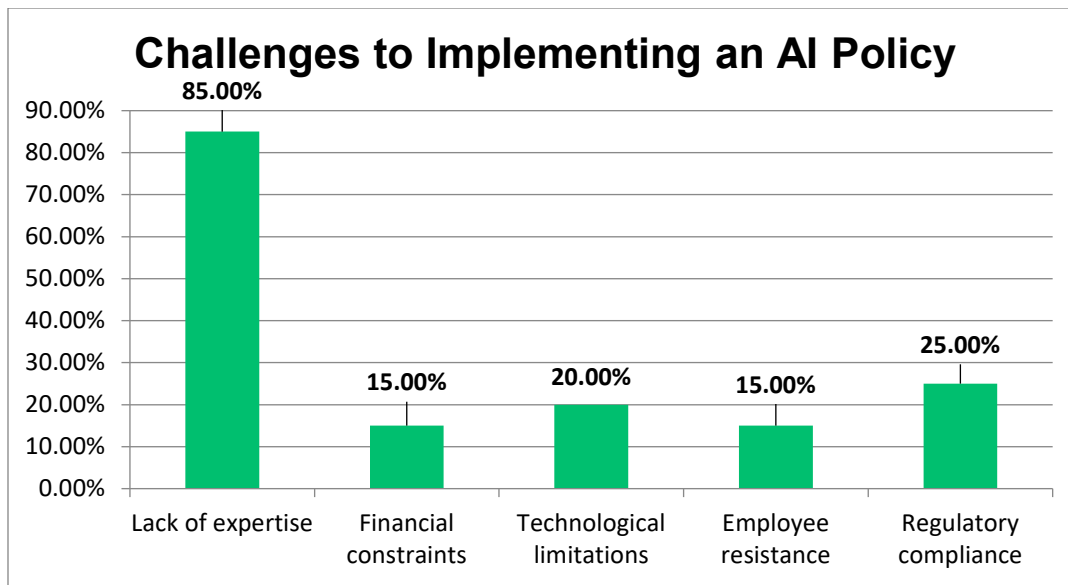
Some companies don't currently have an AI policy and some don't see the need to implement one at this time.

3% of respondents have updated their AI policies. Reasons for updating policies include just now implementing one and a requirement by their cyber insurance policy to add two-factor authentication to most of their services.

Effectiveness of Policy:

Very effective   11.76%
Somewhat effective   23.53%
Neutral   52.94%
Somewhat ineffective   0.00%
Very ineffective   11.76%

Benefits of AI Policy to the Organization:

- Marketing Material, HR Policies (reviewed and amended by humans before release)
- It has given everyone clear guidance on the appropriate use of AI in our workplace.
- It has given a framework for people to feel more free to try out AI within the guidelines.
- It adds a layer of protection for the company, especially our proprietary information (formulas, chemicals, etc.)
- Data security, best use of IT equipment
- Too soon to tell

Areas for Improvement of AI Policy:

- We need to write one for those experimenting with it.
- Depending on upcoming law changes, it may need to be updated.
- Our AI policy is very generic and basic, it could definitely be improved with a more robust policy.
- More training on data security.

Additional Comments:

We recognize that we need one and are eager to see what this survey produces.

Unfortunately, as a non-profit we upgrade technology after the prices have become affordable, and the ROI is proven effective.

When implemented, there was a workshop for managers to go over LLMs, AI, and guidelines.

It would be wonderful if AAIM could develop a generic AI policy and checklist that members could use as a template to ensure their policy is detailed and thorough.

We need assistance with developing and implementing an AI Policy. It is something that has been on our radar this year, especially with AI being in the news so frequently now.