

EXHIBIT B

Dos and don'ts for chatbots and similar GAI tools

Help protect organization by following these dos and don'ts of using approved GAI chatbots (in Exhibit A) and similar AI tools.

GENERAL USE

DO

Use corporate accounts: Whenever possible, use corporate or enterprise accounts, as the Organization may have negotiated protective terms with the vendor. If a corporate account is not available, create a separate account for work purposes using your Organization email address.

Verify information from chatbots: Always confirm the accuracy, proofread, and edit any information provided by chatbots before relying on or sharing it. Remember, chatbots typically do not provide their sources unless you specifically request them.

Restrict data use: Ensure you select any settings in the chatbot that restrict the use of the data you input for future chatbot learning.

DO NOT

Do not use personal accounts or profiles for company purposes.

Avoid personal information in prompts to chatbots.

Do not use third-party IP: Do not use AI-generated content containing third-party intellectual property in any public-facing or commercial materials.

GENERAL CORRESPONDENCE

DO

Leverage chatbots to help draft parts of emails that are **not sensitive**. For example, chatbots can rephrase messages and add formalities like “I hope this email finds you well.”

DO NOT

Avoid using chatbots to draft emails that include personal or sensitive information about anyone.

HUMAN RESOURCES AND RECRUITMENT

DO

Leverage chatbots to prepare first drafts of job descriptions.

DO NOT

Do not use chatbots to summarize or analyze resumes or process personal information during the hiring process. Do not use GAI tools to make employment decisions about applicants such as recruitment or hiring.

Use chatbots for **market research** (e.g., benefits offered by other companies).

Do not enter employee personal data into a chatbot.

Consult with Legal and IT/Information Security to explore using GAI tools with extra security and data use limitations for HR tasks involving employee personal information.

Exclude personal data to draft performance reviews, summarize employee feedback or peer reviews, or handle complaints or disciplinary matters. Do not use GAI tools to make employment decisions such as performance monitoring, promotions, demotions, disciplinary actions or terminations.

RESEARCH AND DEVELOPMENT

DO

Leverage chatbots as an early step in research, similar to using search engines.

DO NOT

Do not rely solely on chatbots for research; always verify the accuracy of their outputs.

Leverage chatbots to explain programming concepts or help solve coding problems.

Do not add source code generated by a chatbot into the Organization's codebase without first ensuring it does not infringe on third-party intellectual property rights or violate open-source licenses.

MARKETING AND PUBLIC RELATIONS

DO

Leverage chatbots to prepare first drafts of social media posts and press releases about new marketing materials.

DO NOT

Do not use output as is; review and edit to ensure proper tone and accuracy.
