EXHIBIT A

GAI tools approved for organization employee use

Use the following template to complete documentation for each approved tool for organizational use. It is recommended that all approved tools have complete documentation compiled and saved together for ease of staff reference.

GAI TOOL NAME:

1. Approved for use by employees for _____ , e.g.:

- Creation or editing of content for internal use (e.g., memos, emails, internal communications; performance reviews, policy documents).

- Creation or editing of content for external use (e.g., job postings, blogs, website copy, stakeholders communications, press releases).

- Summarizing lengthy documents.

- Research on a topic or business.

- Categorization or reorganization of content.

2. Terms and conditions of [GAI tool name]

- <<Add them>>

3. Key provisions or guidelines

a. **Sensitive, confidential, and proprietary information.** [GAI tool name] may not share Organization content (both inputs and outputs) with any third party; and all Organization content is confidential information, which [GAI tool name] cannot share with any third party and may only use to exercise its rights and fulfill its obligations under the agreement.

   Employees may input confidential, sensitive, and proprietary information into the tool.

   Employees must avoid or minimize the input of any personal information or customer data into the tool.

b. **Ownership of outputs.** Organization owns, controls, and is responsible for all outputs unless otherwise agreed upon in writing.

c. No violation of law/[GAI tool name] policies. Organization must ensure all inputs will not violate any applicable law or [GAI tool name] policies.

d. Responsibility for third-party claims. Organization is responsible for any third-party claims regarding its use of the tool, including copyright infringement, trademarks infringement, other intellectual property rights infringement, or other claims relating to use of output. Employees must review output for third-party protected content and raise any questions to the Organization Legal Department if any uncertainty arises.

4. Restrictions on use

a. No model training. If the GAI tool vendor doesn't retain prompts and responses, they can't be used as part of a training set for the underlying large language model. In the opposite case, [GAI tool name] may not train models, develop algorithms and machine learning capabilities or otherwise develop and improve the services, except in each case for the exclusive use for Organization's benefit.

b. No discovery into models, algorithms or systems, or reverse engineering. You may not use the tool to discover any underlying components of the models, algorithms, or systems, such as exfiltrating the weights of models.

c. No scraping. You may not use web scraping, web harvesting, or web data extraction methods to extract data from the tool.

d. No training of competing models. You may not use the tool to create, train, or improve competing products or services.

e. Acceptable use policy for online services. Employees must review the Acceptable Use Policy located here: <<add>>.