



## Acceptable Usage for Generative AI Policy

### Purpose:

Acres Enterprises Ltd. recognizes the potential of Generative AI to enhance productivity, foster innovation, and streamline operations. This Acceptable Usage Policy governs the use of Generative AI technologies, including but not limited to machine learning models, natural language processing tools, and AI-driven analytics, to ensure they are used in a responsible, ethical, and legally compliant manner.

### Scope:

This policy is established by Acres Enterprises Ltd. and is applicable to all employees, contractors, and third-party partners who may use or interact with Generative AI systems in the course of their duties. It is a mandatory requirement that all Generative AI-related activities, including but not limited to the creation, modification, and analysis of content using these systems, must be conducted exclusively within the bounds of the Generative AI service provided by Acres Enterprises Ltd. This provision ensures that all work is performed in a controlled, secure environment, aligning with the company's standards for data integrity, confidentiality, and compliance with relevant regulations. It is incumbent upon all parties to adhere strictly to this policy to maintain the high standards of operational excellence and ethical practices.

### Policy:

#### *Acceptable AI Tools:*

1. **ChatGPT Team:** Acres Enterprises
2. **Microsoft Copilot:** Enterprises data protected mode (Acres Enterprises)

#### *Acceptable Uses:*

1. **Enhancement of Business Operations:** Generative AI may be used to improve efficiency, accuracy, and productivity in business processes where AI integration is deemed appropriate.
2. **Innovation and Development:** Employees are encouraged to use Generative AI for the development of new services, optimization of existing products, and creation of innovative solutions within their respective roles.
3. **Data Analysis:** Generative AI can be leveraged for data analysis purposes to derive insights, support decision-making, and forecast trends relevant to our business operations.

## *User Responsibilities:*

1. **Data Privacy and Security:** Users must ensure that all data used in conjunction with Generative AI adheres to our company's data privacy policies and any relevant data protection legislation.
2. **Intellectual Property Rights:** Users should respect the intellectual property rights of others when using Generative AI to generate content or solutions.
3. **Quality Control:** Users must verify the output of Generative AI for accuracy and appropriateness before utilizing it in a professional capacity.
4. **Ethical Standards:** Use of Generative AI must align with our company's ethical standards, including avoiding the creation or dissemination of false or misleading information.

## *Prohibited Uses:*

1. **Unlawful Activities:** Generative AI shall not be used for any unlawful purposes, including but not limited to fraud, copyright infringement, or in the violation of any laws or regulations.
2. **Malicious Intent:** Use of Generative AI to develop or spread malware, or to engage in activities that could harm the company, individuals, or digital infrastructure, is strictly prohibited.
3. **Bypassing Security Protocols:** Utilizing Generative AI to circumvent network security measures or access restricted areas of the company's digital environment is forbidden.
4. **Unauthorized Data Sharing:** Sharing sensitive or proprietary data with Generative AI platforms outside the approved company's environment without proper authorization is not permitted.

## *Accountability and Enforcement:*

1. **Monitoring:** Use of Generative AI will be subject to monitoring to ensure compliance with this policy.
2. **Incident Reporting:** Any known violations of this policy must be promptly reported to management or the IT Department.
3. **Consequences of Violation:** Following the Acres Progressive Discipline Policy, violation of this policy may result in disciplinary action, up to and including termination of employment or contracts.

## *Amendments and Exceptions:*

Any exceptions to this policy must be approved by the IT Department and Director of department in writing (for auditing purposes). This policy may be amended from time to time in response to changes in legislation, industry standards, or company needs.

*Acknowledgement:*

By using the Generative AI resources provided by Acres Enterprises Ltd., users acknowledge they have read, understood, and agree to comply with this Acceptable Usage Policy.