GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

Purpose

AI technologies can enhance productivity and efficiency, but they also must be used responsibly and ethically to protect employees, clients, suppliers, customers, and the company from harm while safeguarding sensitive information. Experience Olympia & Beyond's AI Usage Policy ensures that our organization's AI usage aligns with current policies protecting confidentiality and supporting Business & Marketing Plan objectives ensuring authenticity.

Overview

Some examples of what could be created using AI include:

- Emails and letters.
- Blog posts, reports, and other publications.
- Sales and marketing copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Document or information sorting.
- Outlines or summaries of internal or external information.
- Graphs and charts.
- Images and image enhancements.

Eligibility

This policy applies to all employees of Experience Olympia & Beyond and to all work associated with Experience Olympia & Beyond that those employees perform.

Policy

Limited use of generative AI is allowed while performing work for Experience Olympia & Beyond. Your company email address can be used to create an account with these technologies. **No company data that is deemed confidential may be submitted (copied, typed, etc.) into these platforms.**

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. It must never be used for final draft.

AI usage is not permitted to create images to represent Thurston County communities, attractions, individuals, etc. of any kind. AI may be used, however, to enhance images in limited fashion. In the event an image is enhanced, the following notation must be applied to the final draft before publication: *This photo has been enhanced with limited support using AI. Please see our complete AI Policy online here. (Linking to our policy on experienceolympia.com.)*

Whenever AI is employed in the creation of copy the following notation must be applied to the final draft before publication: *This _____ has been created with limited support using AI. Please see our complete AI Policy online here. (Linking to our policy on experienceolympia.com.)*