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COURSE BROCHURE

Generative AI Use Policy, Ethics and Compliance Course

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Registered in the United Kingdom and Saudi Arabia

Generative AI Use Policy, Ethics and Compliance Course

Generative AI Use Policy is a 1-week training course on ethics and compliance for compliance officers, risk managers and leads of AI initiatives, ending with one work product: a generative AI use policy and staff guidance pack ready for approval. Employees already paste client text, code and draft reports into chat assistants, often on personal accounts. Jupiter Prime Training runs this course.

Why Generative AI Use Policy Matters Now

Three groups shape the need for a written policy: staff who use chat assistants daily with or without permission, clients and partners asking how their information is handled, and legal teams worried about copyright and confidentiality in generated text. An organisation that publishes clear, readable rules channels that energy into approved tools and safe habits; one that bans the tools or stays silent drives usage underground, where nobody sees what leaves the building. The course draws on ISO/IEC 42001, the international AI management system standard, and the NIST AI Risk Management Framework AI RMF for the principles behind each clause.

Who Gains Most from Generative AI Use Policy

- Compliance specialists who draft and maintain the organisation's rulebooks
- Information security and privacy leads who classify what may enter a prompt
- Human resources partners who handle staff acknowledgement and breaches of conduct
- Legal advisers who assess copyright, confidentiality and client consent
- Digital workplace leads who choose which assistants staff may use

A policy-writing group that brings compliance, legal and HR members together gains most, because each clause needs all three to agree on wording and consequences.

Generative AI Use Policy Capabilities

Each outcome moves a clause from first draft to something staff read, sign and follow.

- Design permitted, restricted and prohibited use tiers for chat assistants — the executive approving the policy
- Specify data classification rules for prompts and uploads — the employee deciding what to paste
- Weigh copyright, attribution and disclosure duties in generated content — the client receiving a report
- Build an approved tools list with vendor terms checked — the procurement lead signing licences
- Communicate the policy through plain-language guidance and examples — staff across every department
- Test awareness through acknowledgement and spot checks — the compliance officer reporting adherence

Key Generative AI Use Policy Terms

- Acceptable use policy — a document setting out how staff may and may not use a technology at work.
- Shadow AI — use of chat assistants or AI tools that the organisation has not approved or cannot see.
- Prompt data classification — rules stating which categories of information may be typed or uploaded into an assistant.
- Disclosure label — a statement telling readers that content was drafted or edited with generative AI.
- Hallucination — confident but false output, such as invented facts, quotes or references.
- Staff attestation — a signed or recorded acknowledgement that an employee has read and accepts the policy.

Generative AI Use Policy Day by Day

Day 1: How Staff Use Chat Assistants Today

- Shadow AI Discovery Survey — Which Tools Employees Already Use
- Use Case Catalogue by Department — Drafting, Summarising, Coding and Translation
- Ethical Principles for Generative Tools — Honesty, Fairness and Respect for Clients
- ISO/IEC 42001 and NIST AI RMF Principles — Grounding Each Policy Clause
- Ban, Allow or Guide Decision Matrix — Choosing the Policy Stance

Day 2: Drafting the Core Clauses

- Permitted, Restricted and Prohibited Use Tiers — Clear Lines for Staff
- Prompt Data Classification Rules — Client, Personal and Confidential Information
- Approved Tools List and Personal Account Rules — Enterprise Licences
- Human Review Requirement for External Content — Accuracy Before Release
- Plain-Language Drafting Techniques — Policies Staff Actually Read

Day 3: Ethics, Copyright and Disclosure

- Copyright and Ownership of Generated Text and Images — Client Deliverables
- Disclosure Labels and Attribution Rules — Transparency with Readers
- Bias and Offensive Output Handling — Recruitment Adverts and Customer Replies
- Hallucination Checks for Reports and Advice — Professional Liability
- Vendor Terms Review: Data Retention and Training Use — Licence Decisions

Day 4: Rolling Out and Checking Adherence

- Staff Guidance Cards and Worked Examples — Role-Specific Dos and Don'ts
- Awareness Sessions and Staff Attestation — Recording Acknowledgement
- Usage Monitoring and Spot-Check Routines — Proportionate Observation of Staff
- Breach Handling Through HR and Disciplinary Routes — Consistent Consequences
- Exception Requests for New Tools — Fast Answers to Business Units

Day 5: Practising the Generative AI Use Policy and Staff Guidance Pack

- Applying Use Tiers to a Professional Services Firm — Client Confidentiality
- Applying Data Classification to a Retail Bank Contact Centre — Customer Details
- Applying Disclosure Rules to a Marketing Team — Published Content
- Policy Review Cycle and Version Control — Keeping Pace with New Tools
- Generative AI Use Policy and Staff Guidance Pack — Approval-Ready Draft

Applying Generative AI Use Policy After the Course

- Run a shadow AI survey in one department and share which tools staff rely on.
- Pilot the guidance cards with one team and revise any clause that confused readers.

Generative AI Use Policy Questions FAQ

What is a Generative AI Use Policy and why does it matter now?

A Generative AI Use Policy is the written rulebook telling staff how they may use chat assistants and similar tools at work. It matters now because employees already use these tools daily, often with client or confidential information.

Which roles gain most from Generative AI Use Policy training?

Compliance officers, privacy and security leads, HR partners and legal advisers gain most. They write, approve and enforce the clauses, so they need shared wording and agreed consequences.

How does Generative AI Use Policy differ from an enterprise AI governance course?

It focuses on staff behaviour with chat assistants rather than on building AI systems. The one week go to drafting clauses, ethics, copyright, disclosure and rollout, not to model approval or enterprise structures.

What do you bring back from Generative AI Use Policy training?

You bring back a draft use policy with permitted and prohibited tiers, prompt data rules, an approved tools list, disclosure rules and plain-language guidance cards for staff.

Generative AI Use Policy: The Way Forward

The generative AI use policy and staff guidance pack is ready for sign-off. Its first decision is which tools appear on the approved list, and compliance, legal and HR leads take it to the executive committee together. After three months, revisit the use tiers: new tools and staff questions show where the lines need moving.