Training & Awareness Checklist for Working with AI

- Communicate to and train employees on their responsibilities when working with Al systems:
 - Inform employees about the implications and consequences of using AI tools in the workplace (e.g., outputs of certain tools can be inaccurate).

Keep in mind that the use of AI and concept of ethics may be a novel concept to some employees.

 Clearly communicate to employees if there are tools specifically recommended or prohibited.

Provide clear guidance on how employees can or cannot use AI tools to perform their essential job functions.

- Remind employees that relevant legal obligations continue to apply to the use of new tools.
- Warn employees against inputting personal data, confidential business information, trade secrets or other sensitive data into Al systems.
- Consider specific training to help employees understand and mitigate legal liability in the use of certain AI tools, particularly for businesses in a regulated industry.
- → Update employee resources, including employee handbooks to reflect policies regarding AI use.
- Establish and enforce development guidelines to hold employees dealing with AI systems accountable.

- Establish and communicate protocols for employees using AI applications on work-issued devices:
 - Advise employees which settings or permissions are acceptable.
- Provide employees with resources that address the responsible use of all types of automated processing.
- Hold training sessions and workshops on different aspects of Al, such as:
 - \rightarrow Ethics and bias
- → Transparency & explainability
- → Data minimization
- → Data security
- → Data accuracy or inaccuracy
- Provide specialized training for employees responsible for human intervention processes:
 - → Develop, document and train all human intervention processes before the launch or use of an AI system so that customers can exercise such an alternative from day one.
- Set up refresher training at regular intervals to keep employees up-to-date on current legal restrictions or permissions and emerging risks associated with AI systems.

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