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QUICK TIPS ON MITIGATING AI RISKS IN THE WORKPLACE

Avoid These Common Mistakes:

- Entering prompts in a GenAI tool without understanding the terms and conditions of use

- Entering confidential information into AI tools that do not keep your data private

- Not checking the accuracy of AI-generated output for false or erroneous information, known as hallucinations

Proactively Build AI Policies Tailored to Your Business That Identify:

- Who the policy covers

- Authorized uses and prohibited activities

- Accountability for misuse and reporting obligations when an incident occurs

- Method of accessing AI tools and record-keeping requirements

- Prompt guidelines

- Human intervention for monitoring and overseeing people and systems, reviewing output before it's used, and citing AI when used

QUESTIONS ABOUT AI?

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