



## 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?



ASK MATT →

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