Title 2. Employment – Chapter 215
TECHNOLOGY RESOUCES LAW
Rule #009 – Generative AI Usage

9.1 Purpose and Authority

9.1-1. Purpose**.** With the increasing popularity of generative AI services such as OpenAI's ChatGPT and DeepSeek, as well as other AI tools and applications, it has become necessary to outline the proper use of such technologies while working at Oneida Nation. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of AI and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers, and the Nation from harm, while leveraging AI to enhance efficiency, innovation, and competitive advantage.

9.1-2. Authority**.** The Technology Resources Law delegates rulemaking authority to the Digital Security Department pursuant to the Administrative Rulemaking law.

9.2 Adoption, Amendment and Repeal

9.2-1. This rule was adopted by the Oneida Nation Business Committee in accordance with the procedures of the Administrative Rulemaking law.

9.2-2. This rule may be amended or repealed by the Digital Security Department and/or the Oneida Nation Business Committee pursuant to the procedures set out in the Administrative Rulemaking law.

9.2-3. Should a provision of this rule or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this rule which are considered to have legal force without the invalid portions.

9.2-4. In the event of a conflict between a provision of this rule and a provision of another rule, internal policy, procedure, or other regulation; the provisions of this rule shall control.

9.2-5. This rule supersedes all prior rules, regulations, internal policies or other requirements relating to the use of AI technologies.

9.3 Definitions

9.3-1. This section shall govern the definitions of words and phrases used within this rule. All words not defined herein shall be used in their ordinary and everyday sense.

(a) AI Generated Content: Content created by AI tools.

(b) AI Tools: Systems that use artificial intelligence to generate content, analyze data, or automate tasks, including but not limited to generative AI chatbots (e.g., ChatGPT), image generators, and data analysis platforms.

(c) Approved AI Tools: AI tools authorized for use by Oneida Nation staff.

(d) Digital Security Department: The department responsible for overseeing the implementation and maintenance of digital security policies and procedures.

(e) Proprietary Company Data: Confidential or sensitive information owned by Oneida Nation.

9.4 Digital Security Office Responsibilities

9.4-1. The Digital Security Office shall ensure:

(a) Rules, policies, and procedures manage the process of using AI tools responsibly.

(b) Rules, policies, and procedures prevent staff from sharing proprietary company data with AI tools.

(c) Procedures advise staff on the proper use of AI tools and the importance of verifying AI-generated content. This includes providing mandatory annual training on AI tool usage, risks, and verification processes.

(d) Rules. Policies, and procedures indicate when AI tools shall be supplemented with additional access controls. Examples of additional access controls include multi-factor authentication, encryption, or restricting access to authorized personnel only.

9.5 Scope

9.5-1. This rule applies to all Oneida Nation employees and contractors and to all work associated with Oneida Nation that those employees perform, whether on or off company premises.

9.5-2. Employees using AI tools on personal devices or remote networks shall comply with Digital Security Department guidelines for secure access and data protection.

9.6 Usage Options

9.6-1. Limited Use.

(a) Limited use of AI tools approved by the Digital Technology Services Department will be allowed while performing work for Oneida Nation with the approval of your supervisor. Oneida Nation system credentials should be used to create an account with this technology. Company data may be submitted (copied, typed, etc.) into this platform.

(b) Employees wishing to use AI tools shall inform their supervisor for prior approval explaining how the tool will be used.

(c) All AI-generated content shall be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the AI tool, that information cannot be used for work purposes. Verification requires

cross-checking AI-generated content against reliable, independent sources or expert review, documented as part of the approval process.

9.6.2 Acceptable Use Examples:

(a) For general-knowledge questions meant to enhance your understanding of a work-related topic.
(b) To brainstorm ideas related to projects you are working on.
(c) To create formulas for Excel spreadsheets or similar programs.
(d) To develop or debug code, to be verified before deployment.
(e) To draft an email or letter.
(f) To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.
(g) To generate initial drafts of reports or presentations.
(h) To translate work-related documents for review.

9.6.2. Restricted Use.

(a) Use of AI tools will be allowed while performing work for Oneida Nation only with prior approval by the Digital Security Department. Oneida Nation system credentials should not be used to create an account with this technology. Company data should not be submitted (copied, typed, etc.) into these platforms. Restricted Use applies to experimental or unvetted AI tools, requiring additional Digital Security Department evaluation for security and compliance.
(b) Employees wishing to use AI tools shall inform their supervisor for prior approval explaining how the tool will be used.
(c) All AI-generated content shall be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the AI tool, that information cannot be used for work purposes. Verification requires cross-checking AI-generated content against reliable, independent sources or expert review, documented as part of the approval process.

9.6.3. Ethical Use.

(a) Employees shall use AI tools in accordance with all Oneida Nation's conduct and antidiscrimination policies. These technologies shall not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination. Employees shall report suspected unethical use of AI tools to the Digital Technology Services Department or a designated ethics officer within 24 hours.

9.7 Prohibited Activities

9.7-1. Employees shall not engage in dangerous, illegal, or discriminatory activities or otherwise violate applicable law or regulations. This includes generating or distributing content that:

(a) Relates to child sexual abuse or exploitation.
(b) Facilitates violent extremism or terrorism.
(c) Facilitates non-consensual intimate imagery.
(d) Facilitates self-harm.
(e) Facilitates illegal activities or violations of the law, such as providing instructions for synthesizing or accessing illegal or regulated substances, goods, or services.

Commented [RN1]: Should this contain, list is for demonstration purposes and not all inclusive

Commented [RN2]: Should include must be fact checked

Commented [RN3]: Should Discriminatory be included in the list

(f) Violates the rights of others, including privacy and intellectual property rights, such as using personal data or biometrics without legally required consent.
(g) Tracks or monitors people without their consent.
(h) Makes automated decisions that have a materially detrimental impact on individual rights without human supervision in high-risk domains, such as such as employment decisions, healthcare services, financial allocations, or tribal governance processes affecting individual rights.

9.7-2. Employees shall not compromise the security of others' or Oneida Nation's services. This includes generating or distributing content that facilitates:
(a) Spam, phishing, or malware.
(b) Abuse of, harm to, interference with, or disruption to [Company Name]'s or others' infrastructure or services.
(c) Circumvention of abuse protections or safety filters, such as manipulating the model to contravene our policies.

9.7-3. Employees shall not engage in sexually explicit, violent, hateful, or harmful activities. This includes generating or distributing content that facilitates:
(a) Hatred or hate speech.
(b) Harassment, bullying, intimidation, abuse, discrimination, or the insulting of others.
(c) Violence or the incitement of violence.
(d) Sexually explicit content, such as content created for the purpose of pornography or sexual gratification.

9.7-4. Employees shall not engage in misinformation, misrepresentation, or misleading activities which includes fraud, scams, or other deceptive actions.

9.7-5. Employees shall not use AI tools in ways that perpetuate bias or discrimination, such as generating content that unfairly targets or misrepresents individuals or groups

Commented [RN4]: Add discriminatory

9.8. Enforcement

(a) Any violation of this rule will result in disciplinary action, up to and including termination.

9.9. References

(a) HIPAA Rule 45 CFR § 164.502, 45 CFR § 164.308, 45 CFR § 164.508

End.

Original effective date: [add effective date established by authorized entity] (Certified by LOC on)