ARIZONA@WORK™ Innovative Workforce Solutions A proud partner of the americanjobcenter network	**Subject** **ARTIFICIAL INTELLIGENCE POLICY** ARIZONA@WORK-Yuma County Approved by the Workforce Development Board on April 8, 2026

I. Purpose

Yuma County Workforce Development Board conducting business through its 501(c)(3)-Yuma Private Industry Council, Inc. (YPIC) and also doing business as ARIZONA@WORK-Yuma County recognizes that Artificial Intelligence (AI) tools are readily available. AI tools can increase productivity, assist with drafting and summarizing content, and improve operational efficiency. This policy establishes standards to ensure AI is used responsibly, ethically, securely, and in compliance with confidentiality obligations and applicable laws.

II. Scope

This policy applies to YPIC employees, interns, temporary staff, service providers, and One Stop Partners performing work on or off company premises on behalf of YPIC or ARIZONA@WORK; hereinafter referred to as "AI-Users".

III. Definitions

Artificial Intelligence (AI): Systems that generate, analyze, or predict content, actions, decisions, or outputs using data, prompts, and algorithms.
Generative AI: AI that creates new content (text, images, audio, code, summaries, etc.).
Confidential Information: Any non-public data including internal operations, personally identifiable information, financials, contracts, grant documentation, and proprietary information.
Approved AI Tools: Artificial intelligence platforms, features, or services that have been reviewed and expressly authorized by YPIC's IT Manager or designee for work-related use. Approved AI Tools may include enterprise, paid, or other versions specifically authorized for business purposes. *Examples of AI tools include:* ChatGPT, Claude, Gemini, Microsoft Copilot, Grammarly AI). Here the LINK of Approved AI Tools.
Public AI Tools: Artificial intelligence platforms or services that are publicly available, including free or consumer versions, and that are not specifically approved by YPIC for work-related use.
AI Integrations: Browser extensions, plug-ins, add-ons, APIs, software connections, or embedded AI features that connect an AI tool to email, cloud storage, shared drives, document systems, communication platforms, or other YPIC systems.
Application Programming Interface (API): APIs are mechanisms that enable two software components to communicate with each other.

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IV. Policy

Only AI tools, platforms, and related AI features that have been specifically reviewed and approved in advance by YPIC's IT Manager or designee may be utilized for work-related purposes.

AI-Users may not install, activate, or use AI integrations, browser extensions, plug-ins, APIs, or connected features that access or interact with YPIC email, cloud storage, shared drives, databases, communication systems, or other internal systems unless such integration has been specifically approved in advance by YPIC's IT Manager or designee.

YPIC permits the use of AI tools **only when**:

1. The AI use supports legitimate work purposes;
2. Confidential, protected, or sensitive information is safeguarded;
3. Outputs/results are verified before use;
4. The AI-Users follow all legal, ethical, and funding-related obligations; and
5. AI is not used to replace professional judgment or decision-making that requires human review.

A. Enterprise vs Public AI Use

AI-Users must only utilize YPIC-approved AI tools for work-related purposes. When an approved enterprise or paid version is available, AI-Users must use that approved version through their official work account and in accordance with YPIC security requirements.

Use of free, public, or consumer AI tools for work-related purposes is prohibited unless the specific tool and intended use have been reviewed and approved in advance by YPIC's IT Manager or designee. Approval may be limited, conditioned, or revoked at any time based on security, confidentiality, legal, funding, or operational concerns. AI Users should assume that any information entered into public AI tools is external, unprotected, and outside agency control.

B. Training

AI-Users will receive initial and ongoing training on artificial intelligence (AI) to support responsible, secure, and effective use. AI-Users must comply with all required AI-related training and guidance before using AI tools for work-related purposes.

C. Acceptable Use

AI-Users may use approved AI tools for work tasks such as:

- Drafting non-confidential emails, announcements, and internal communications;
- Summarizing publicly available documents or non-confidential meeting content that has been approved for entry into the applicable AI tool;

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- Creating outlines for presentations or training materials;
- Brainstorming program ideas or engagement messaging (without client data);
- Improving readability and grammar for non-sensitive documents;
- Creating templates, checklists, or workflows;
- Translation support for **general content**, when no confidential information is included; and/or
- Producing preliminary drafts of policies, procedures, or job descriptions, provided the content is reviewed carefully for accuracy, compliance, tone, and appropriateness before use.

D. Prohibited Use

AI outputs may assist with research, drafting, or organization, but may not serve as the sole basis for decisions, factual conclusions, compliance determinations, client communications, or official submissions. AI-Users must **not** use AI tools to:

1. Input or share protected information

Do not enter into AI tools any:

- Client participant information, case notes, eligibility documentation, or intake details;
- Employee personnel records, performance reviews, disciplinary matters, payroll details;
- Medical/benefits information;
- Social Security numbers, birthdates, ID numbers, or home addresses;
- Confidential program data or internal reports not intended for public release;
- Grant-related confidential details or funder-protected information; or
- Contracts, legal communications, or attorney-client information

2. Make decisions that require human judgment

AI may **not** be used as the basis for:

- Hiring decisions, terminations, disciplinary actions, promotions, or performance ratings;
- Determining eligibility for services or benefits;
- Providing legal, medical, or clinical guidance to clients; or
- Interpreting grant compliance requirements without manager review.

3. Create misleading or discriminatory content

AI must **not** be used to:

- Create content that is biased, discriminatory, or harassing;
- Produce false information or misrepresent YPIC services, partnerships, or outcomes;
- Impersonate another person, agency, or client; or
- Generate content that violates YPIC's Code of Conduct.

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Any AI-assisted content used in contracts, grant submissions, compliance materials, disciplinary documents, employment-related documents, legal communications, client eligibility materials, or other high-risk business records ***must be reviewed and approved by appropriate management and, where applicable, legal counsel*** before use, distribution, or submission.

V. Confidentiality & Data Protection Requirements

1. **No Confidential Input Rule:** AI-Users may not enter confidential or protected information into public AI tools.
2. **De-identification Requirement:** If AI is used to help with a scenario-based task (e.g., drafting a response), AI-Users must remove all identifying details and sensitive information.
3. **Minimum Necessary:** AI-Users should only provide the minimum information needed to complete the task.
4. **Secure Storage:** AI outputs that contain internal operational information should be stored only in approved, secured systems. Work-related prompts, uploads, and AI-generated outputs may not be stored in personal AI accounts, personal email accounts, or personal devices unless expressly authorized in advance by YPIC. AI User must utilize only approved systems and accounts for storing or retaining work-related AI content.
5. **Recording Meetings Using AI:** Prior approval from the department manager or meeting host is required to record or distribute virtual notes. All attendees must be informed of the recording in advance. Recordings must be reviewed for accuracy before distribution. Sharing recordings outside the agency without Director approval is prohibited.

VI. Accuracy, Quality & Human Review

AI can generate incorrect, outdated, or biased content. AI- Users must:

- **Independently verify facts, figures, policies, names, dates, citations, and legal requirements**
- Ensure AI-generated text matches YPIC tone, standards, and mission
- Never send AI-generated content to external stakeholders without review
- Never rely solely on AI-generated content for official documents, grant deliverables, client-facing communications, or compliance-related submissions
- AI-Users are responsible for all final work product, regardless of whether AI was used to assist in preparing it

VII. Transparency & Disclosure

AI-Users should use discretion about disclosing AI use externally. When requested by management, funders, auditors, or applicable policy, AI-Users must be able to identify whether AI tools were used in preparing work product and what level of human review was applied. However:

- If AI generated content is used in official documents, public-facing communications, or grant deliverables, AI-Users must ensure it meets quality standards and compliance requirements; and

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- When required by contract, funding rules, or leadership direction, employees must disclose AI involvement.

VIII. Intellectual Property (IP) & Copyright

AI-Users must comply with copyright and IP laws:

- Do not use AI to reproduce copyrighted materials (training materials, manuals, paid articles) without permission;
- Do not upload proprietary vendor materials into AI tools; and
- Use caution with AI-generated images and logos, and branding elements (manager approval required).

Work-related prompts, inputs, and outputs created in the course and scope of employment are the property of YPIC to the extent permitted by law and policy. AI-Users must not use AI-generated content, images, branding, or materials in a manner that creates avoidable intellectual property, licensing, trademark, or attribution risk.

IX. Recordkeeping & Compliance

AI-generated work that becomes part of official program documentation, grant deliverables, policies, procedures, or other business records must be retained and stored in accordance with:

- Agency records retention requirements;
- Funding compliance and audit standards;
- Privacy and data security standards; or
- Other legal and contractual requirements.

AI-Users must ensure final records reflect accurate, human-reviewed information.

X. Monitoring & Privacy Notice

YPIC may monitor, log, review, or restrict use of AI tools, related software, and AI-enabled activity conducted on YPIC-owned or YPIC-managed systems, accounts, devices, networks, or software in order to protect security, confidentiality, compliance, and operational integrity, consistent with applicable law and YPIC privacy and IT practices.

XI. Violations & Disciplinary Action

Violations of this policy may result in corrective action up to and including termination. Violations include but are not limited to:

- Intentionally entering or uploading protected, confidential, or personally identifiable information into public or unapproved AI tools;
- Using AI to make or justify employment decisions or client eligibility determinations without required human review and authorization;

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- Uploading internal reports, grant materials, contracts, or proprietary documents into AI tools without prior approval;
- Using AI to generate misleading, false, or misrepresentative content regarding YPIC or ARIZONA@WORK-Yuma County programs, services, or outcomes;
- Bypassing established IT controls by using personal accounts, unauthorized plugins, extensions, or unapproved AI software on agency-owned systems;
- Repeated misuse of AI tools after training or prior corrective action;
- Failing to promptly report suspected data exposure, security incidents, or other policy violations involving AI tools; or
- Using AI-generated content in legal, employment, grant, compliance, or other high-risk documents without the required human review and approval.

XII. Reporting Concerns

Any individual who becomes aware of or suspects a potential violation of this policy must report it immediately, or as soon as practicable after discovery. The report made be made verbally or by utilizing YPIC's Workplace Concern Report form.

Reports under this section must be made to YPIC's HR and/or IT department, and AI-Users must cooperate with any resulting review, investigation, or corrective action process.

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