



Red Hawk Technologies, LLC
Acceptable Use Policy: OpenAI's ChatGPT

Effective Date: 2025-10-24

Modified: 2025-10-31

Purpose:

This policy outlines the acceptable use of OpenAI's ChatGPT ("ChatGPT"), an AI tool, by Red Hawk Technologies, LLC ("Red Hawk," "the Company," "we," or "us") employees and subcontractors. It aims to ensure ChatGPT is used appropriately, securely, ethically, and in compliance with Red Hawk's existing policies. This policy is supplemental to Red Hawk's "Artificial Intelligence (AI) Tool Usage Policy" and "Use of Company Technology" policy.

Scope:

This policy applies to all Red Hawk employees and subcontractors who have been granted access to and utilize ChatGPT for Company and Client initiatives.

Definitions:

- **AI Tool:** As defined in Red Hawk's "Artificial Intelligence (AI) Tool Usage Policy," ChatGPT is a software application designed to enable users to directly interact with artificial intelligence (AI) systems.
- **ChatGPT:** A conversational AI interface developed by OpenAI, designed to assist with a wide range of tasks through natural language interactions.

Approved Use:

- ChatGPT can be used to enhance productivity, generate text, images, and video, translate languages, answer questions, and automate routine tasks.
- It can be used for research, content creation, drafting communications, and assisting with coding tasks.
- Ensure appropriate use in line with Red Hawk's values and code of conduct.
- Output should be adapted to align with Red Hawk's existing standards and patterns.

Prohibited Use:

- **Personal Accounts:** Use of personal accounts for ChatGPT with Red Hawk or Client Intellectual Property is strictly prohibited unless explicitly authorized by Red Hawk leadership.
- **Data Confidentiality:** Do not input any confidential or sensitive information into ChatGPT, including but not limited to protected health information (PHI), personally identifiable information (PII), trade secrets, proprietary client source code, and data.
- **Unethical Use:** ChatGPT must not be used for discriminatory, misleading, or harmful purposes.
- **Impersonation:** Do not use ChatGPT to impersonate others or create deceptive content.
- **Circumventing Security:** Do not attempt to bypass or disable any security features or access controls within ChatGPT or related systems.

- Illegal or Criminal Activity: Do not use ChatGPT in any way that constitutes illegal or criminal activity.
- Sexually Explicit Material: Content created or submitted using ChatGPT (including text, images, video, files, etc) must not contain any pornographic or sexually explicit material.
- Rights: Do not use ChatGPT in a way that infringes, misappropriates, or violates anyone's rights.

Guidelines for Usage:

- Company-Provided Accounts: Access ChatGPT only through Company-provided accounts. Personal accounts are not permitted.
- Output Review: Carefully review and edit any output generated by ChatGPT before using it in Company communications or work products. AI-generated content may be inaccurate, biased, or incomplete.
- Intellectual Property: Be aware of intellectual property rights. Do not use ChatGPT to generate content that infringes on copyrights or trademarks.
- Security: Follow Red Hawk's security policies, including using strong passwords and enabling two-factor authentication, if available.
- Reporting: Report any suspected misuse of ChatGPT or security incidents to your supervisor immediately.
- Responsibility: You are responsible for the content generated by ChatGPT and its inclusion in Red Hawk or Client work, as if you created the content yourself.
- Monitoring: Red Hawk Technologies reserves the right to monitor, intercept, and/or review all data, code, and communications generated, transmitted, or processed through ChatGPT on Company IT resources and communication systems in accordance with applicable law.
- Accuracy: ChatGPT's output may not always be accurate and should not be relied upon as a sole source of truth or factual information, or as a substitute for professional advice.
- Data Training Opt-Out: Be aware of OpenAI's policies regarding the use of content for model training. Follow OpenAI's instructions to opt-out.
- Configure AI privacy settings to their most stringent level, where available.

Consequences of Non-Compliance:

Violations of this policy may result in disciplinary action, up to and including termination of employment or subcontracting agreement.

To confirm you have read and understood this policy, please include the word "meow" in your access request email to demonstrate your acknowledgment of these guidelines.

Disclaimer: This policy is intended to provide general guidance and does not constitute legal advice.

Sorry for the inconvenience, but the magic word has now changed. Please include the word "McLovin" in your access request email to demonstrate your acknowledgment of these guidelines.