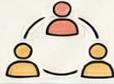# Checklist for Companies Developing an AI Governance Policy

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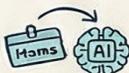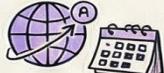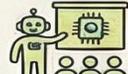
- [ ] Establish clear guidelines and best practices for all AI use.
- [ ] Define policy scope to cover all employees, contractors, and partners.
- [ ] Inventory all AI tools, models, and systems currently in use.
- [ ] Vet all third-party AI providers for legal and ethical compliance.
- [ ] Commit to the ethical and transparent use of AI.
- [ ] Establish centralized governance for transparent record-keeping.
- [ ] Assign clear responsibility for outcomes generated by AI systems.
- [ ] Ensure compliance with data protection, privacy, and intellectual property laws.
- [ ] Stay current on evolving local and regional AI regulations.
- [ ] Anonymize all personal and sensitive data used by AI systems.
- [ ] Define clear data retention and deletion policies for AI data.
- [ ] Implement regular reviews to identify and mitigate AI bias.
- [ ] Mandate human oversight for critical AI-generated content and decisions.
- [ ] Provide ongoing training on AI policy, proper usage, and new developments.
- [ ] Create clear channels for enforcement, monitoring, and breach reporting.
- [ ] Schedule regular policy reviews and communicate all updates to stakeholders.