

Generative Artificial Intelligence (AI) in your daily work

Generative artificial intelligence (AI) is a type of AI that produces material such as text and images based on what you ask. Examples include: ChatGPT, Copilot, Gemini or Claude.

Purpose
This information will help you use generative AI responsibly and in line with the [Values and Ethics Code for the Public Sector](#).

- What AI **CAN** be used for:
- Drafting presentations, outlines, speaking notes, meeting minutes and other written material
 - Editing documents for plain and inclusive language
 - Preparing draft translations of internal documents
 - Doing initial research and generating a list of sources to consult
 - Brainstorming for creative ideas
 - Providing support for personalized learning
 - Summarizing and analyzing documents, articles and meeting transcripts
 - Helping write computer code
 - Creating images for presentations

Tips to use AI Responsibly

Respect the “FASTER” principles to reduce risks and make sure you use generative AI tools responsibly: Fair, Accountable, Secure, Transparent, Educated, Relevant.

	DO		DON'T
F	<ul style="list-style-type: none"> • Write your instructions in a way that will produce comprehensive, impartial responses • Check that the generated output is representative and inclusive and doesn't contain harmful stereotypes 	A	<ul style="list-style-type: none"> • Use outputs that are biased or exclusionary, or that misrepresent population groups
A	<ul style="list-style-type: none"> • Take responsibility for what you prepare using AI • Review generated content to make sure it's accurate • Check that it doesn't contain material that is protected by copyright; to do this, search the Internet and compare the output with published materials 	S	<ul style="list-style-type: none"> • Assume the output is correct • Delegate tasks that should be completed by a person
S	<ul style="list-style-type: none"> • Use public tools with unclassified data only • Understand the terms of use of the tool • Set the tool so it does not save your conversations 	T	<ul style="list-style-type: none"> • Input personal, sensitive or protected information into public tools • Try to find ways around the tool's safety rules
T	<ul style="list-style-type: none"> • Indicate on the final product that you used generative AI • Let your manager know that you used an AI tool in your work 	E	<ul style="list-style-type: none"> • Pass off AI-generated content as your own work
E	<ul style="list-style-type: none"> • Learn how to use generative AI • Find out about the strengths, weaknesses and risks of generative AI • Take courses and read articles on using generative AI 	R	<ul style="list-style-type: none"> • Use generative AI tools to generate material you don't have the expertise to verify • Assume that a single training session is enough (keep learning as the tools evolve)
R	<ul style="list-style-type: none"> • Remember that generative AI isn't appropriate for all uses • Use it only when it helps you do your work 		<ul style="list-style-type: none"> • Use generative AI tools for tasks that research shows they don't do well, such as arithmetic and tasks involving nuanced or emotional language • Overly rely on generative AI tools

Attention!
Never input protected, classified or personal information into public generative AI tools. Use these tools **only** for suitable unclassified information.

- What AI **CANNOT** be used for:
- Generating inappropriate, harmful, illegal or unethical information
 - Legal and policy advice
 - Fact-checking
 - The only source of information for important business decisions
 - Creating images of people
 - Creating material that will deceive people or spread misinformation
 - Processing client cases on public tool.

Notice
Generative AI (Copilot) was used in the editing of this document.

Tips
Use a work email address when registering for and using generative AI tools in your job. Think critically and use your judgment and expertise when using generative AI.

Additional Resources

- Take the Canada School of Public Service (CSPS) course [Using Generative AI in the Government of Canada](#)
- Refer to: [Guide on the Use of Generative Artificial Intelligence, Responsible Use of Artificial Intelligence in Government](#), and CSPS Busrises “Working with AI” series

- Follow departmental guidance on generative AI
- Contact the TBS Responsible Data and AI team (ai-ia@tbs-sct.gc.ca)