AI NOTICE

Making effective use of generative AI at Mayoly

Basic principles and best practices for responsible use of Microsoft Copilot

1/ What you need to know in 1 minute

Generative Artificial Intelligence (GenAI) opens **new perspectives** for ideation, administrative tasks and communication.

These tools **can save time,** help produce, rephrase, or summarize text, or generate images.

However, they are neither neutral nor infallible: their use requires **vigilance, discernment,** and **transparency**.

At Mayoly, **the only authorized GenAI tool is Microsoft Copilot linked to a Mayoly Microsoft account;** this ensures the confidential processing of data entered into prompts within the secure Microsoft 365 environment dedicated to us.

MS Copilot assists the user, but **the user remains responsible for the final content and the information they disseminate.**

2/ Good habits to adopt

Systematically verify the results	**GenAI can make mistakes**, invent things, and hallucinate.
Protecting data	**Never enter business data into consumer-grade GenAI tools** (ChatGPT, Claude, Gemini, etc.). Only Microsoft Copilot within the Mayoly environment may be used securely with information that is already accessible to the user.
Quote and paraphrase	Avoid plagiarism, respect copyright, and demonstrate transparency in the use of MS Copilot.
Remain critical	MS Copilot remains an assistant; it does not replace human expertise or judgment. Do not disregard basic principles of common sense and ethics.
Limit unnecessary uses	Every request consumes energy and resources. Question the purpose and relevance of using GenAI.
Form	Understanding and effectively using MS Copilot Chat. Online training courses are available on the Microsoft website. For example: • **Hand over MS Copilot Chat**

What not to do

- ✕ **Initiate an AI-related project without consulting the DDSI.**
- ✕ **Use a GenAI tool (ChatGPT, Claude, Gemini, etc.) other than Microsoft Copilot connected via your Microsoft Mayoly account for professional purposes.**
- ✕ **Distribute content (text, images, etc.) produced by MS Copilot without human oversight.**
- ✕ **Using an MS Copilot response as-is to make financial, regulatory, quality, medical, legal, or HR decisions.**
- ✕ **Believing that "GenAI knows everything": it predicts text; it does not reason.**

Practical focus

Exemple :
Reword a professional email with Microsoft Copilot Chat

✓ Permitted if the user is signed in with their Mayoly Microsoft account within the Mayoly Microsoft 365 environment.

! Proofread, correct and adapt the text before sending.

✕ Prohibited: using an AI tool other than MS Copilot or sending a message without human review, especially if it commits Mayoly.

For concrete examples of permitted or prohibited uses of Microsoft Copilot, employees are advised to refer to the **Microsoft Copilot Permitted and Prohibited Use Cases appendix** of the **Generative Artificial Intelligence Policy.**

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Going further

3/ Deepen your use of MS Copilot Chat

Going beyond mere writing	MS Copilot Chat can help structure an idea, clarify reasoning, analyze complex data, generate images, and translate or improve the readability of professional content.
Explore and compare options	MS Copilot can suggest avenues, scenarios, or perspectives to inform thinking, without replacing business analysis.
Improving communication practices	Useful for tailoring a message to a target audience, preparing a speech, or making content more educational.
Formulating requests more effectively	Clear instructions (objective, context, audience) make it possible to obtain more relevant and actionable responses.

4/ Key points to keep in mind regarding applicable regulations

- **RGPD :** Systematically verify that an AI-generated response does not contain personal data or confidential information before any internal or external sharing.
- **Copyright :** Paraphrase, cite, check the license.
- **GxP/Good Manufacturing Practices :** Any use of AI-generated content in regulated documents requires human validation and compliance with GxP requirements.

5/ For more information

- Complete reference document:
  « Politique sur l'Intelligence Artificielle Générative (GenAI) »
- **Contacts :** Governance, information, support: ddsi.support@mayoly.com
  Information Systems Security: communication.cyber@mayoly.com
  Personal Data Protection Officer: rgpd@mayoly.com

Generative AI is a tool.
Humans remain at the center of decision-making and creation.

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