

OUR REVISED AI GUIDELINES

As AI continues to evolve, so will the way we use it. Our revised **AI Guidelines** are designed to help you use AI confidently and securely while keeping our data, customers, and each other safe. By using our core values as a guide, we can use AI responsibly while continuing to innovate and move Parts Town Unlimited forward.

What's New?

New AI tool request process

To request to use a new AI tool, submit the [AI Use Case Intake Form](#) in Unlimited Impact. You must get approval from your leader before you submit.



- **Updated guidance for putting personal information into AI tools**

Information that contains personally identifiable information (PII) may be entered into an approved AI tool only after it has been fully anonymized or when the specific use has been approved by the AI Team. Check out our FAQs for more info on PII, what it is, and how to make it anonymous so you can safely enter it into AI tools.

- **Our AI tools are for business use only**

Keep business and personal AI accounts separate! PTU AI tools should be used only for business purposes. Personal AI accounts should never be used for PTU work.

What AI Tools Can I Use?

- All PTU team members have access to Copilot Chat, our approved company-wide AI tool.
- Some team members are also approved to use additional tools. If you want to use a tool that is not listed, get your leader's approval and fill out our AI Use Case Intake Form.

Important Reminders

- Use only PTU-approved tools!
- Never enter company information or data into public or unapproved tools.
- Fully anonymize PII before entering it into an approved tool unless the AI Team has specifically approved the use.
- Always review AI-generated work: AI is powerful, but it's not perfect. You bring the expertise, judgment, and context that make the real difference.
- If you have questions, reach out to your leader or email the AI team at AI.Team@partstownunlimited.com.

Visit the AI page
on Town Square for
FAQs, approved AI
tools and more!