AN AI POLICY YOU CAN MAKE YOUR OWN.

A complete AI acceptable-use policy as an editable Word template: what's fine, what's off limits, who checks what, and who to tell. Fill in the highlighted blanks, change what doesn't fit, and have everyone sign it.

How to use this template: fill in every **[highlighted blank]**, change anything that doesn't fit the way you work, and delete this note before you share the policy. This template isn't legal advice. Have it reviewed by whoever advises your business before you adopt it.

[COMPANY NAME] AI ACCEPTABLE-USE POLICY

POLICY OWNER **[Policy Owner]** EFFECTIVE DATE **[Effective Date]** REVIEWED **[Review Frequency]**

PURPOSE

[Company Name] wants people to use AI tools where they help. They can save real time. They can also leak information, state things that aren't true, and act on instructions hidden in a file or a web page.

This policy says which AI tools may be used for work, what may go into them, and how their output is checked, so we get the help without the harm.

SCOPE

This policy applies to everyone who works for **[Company Name]**, including employees, contractors, temporary staff, and volunteers. It covers any AI tool used for company work, on any device, at the office or anywhere else.

That includes chatbots and assistants, AI features built into software we already use, browser add-ons, meeting note-takers, and tools that write, summarize, translate, or create images, audio, or video.

APPROVED AND PROHIBITED TOOLS

Only these AI tools are approved for company work: **[Approved AI Tools]**.

Use an approved tool only with the company account **[Company Name]** gives you.

To use a tool that isn't on the list, ask **[Policy Owner]** first. Until they say yes, it is not approved.

These are not allowed for company work: **[Prohibited AI Tools, for example free consumer chatbots or any tool that keeps what you type to train its models]**.

Don't install an AI browser add-on, or connect an AI tool to a mailbox, calendar, or shared files, without approval. If a tool asks for more access than the job needs, say no.

WHAT MAY AND MAY NOT GO INTO AI TOOLS

You may use approved tools with information that is already public, or that you have written yourself and that holds none of the information listed below.

Unless **[Policy Owner]** has approved a specific tool for it in writing, never type, paste, upload, or say any of these into an AI tool:

Client or customer data, including names, contact details, files, and anything that identifies a client.

Personal data about anyone: staff, clients, or the public. That includes HR records, pay, and reviews.

Passwords, sign-in codes, recovery keys, and details of how our systems are secured.

Financial information, such as bank details, card numbers, accounts, and records that aren't public.

Health information about anyone.

- Contracts, legal matters, and anything marked confidential.
- **[Other information your business must protect, such as patient, student, or case records]**.

If you aren't sure whether something is allowed, treat it as not allowed and ask **[Policy Owner]**.

HUMAN REVIEW OF AI OUTPUT

AI output is a draft. A person reads and checks it before it is used.

- Read anything AI wrote before it goes to a client, a supplier, or the public.
- Read what an AI tool plans to do before you approve it. Nothing is sent, changed, or paid for until a person has checked it.
- Don't let AI be the only basis for a decision about a person, such as hiring, discipline, or pay.

ACCURACY AND DISCLOSURE

AI can be wrong and sound certain. You are responsible for what you send, file, or decide, whether or not AI helped you get there.

- Check facts, figures, names, quotes, and sources against something you trust before you use them.
- If a client or a colleague asks whether AI was used in a piece of work, tell them.
- Where a client's contract limits or rules out the use of AI, the contract wins.
- Tell people before an AI tool records or takes notes in a meeting. If someone objects, switch it off.

INTELLECTUAL PROPERTY AND CONFIDENTIALITY

- Don't put other people's copyrighted work, or our clients' work, into an AI tool unless you have the right to.
- Treat AI output like any other material: check it doesn't copy someone else's work before you publish or sell it.
- Work you create with AI for **[Company Name]** belongs to **[Company Name]**, the same as any other work.
- Our confidentiality rules apply to AI tools in the same way they apply to email and shared files.

SECURITY

- Sign in to approved AI tools with your work account only. Never use a personal account for company data.
- Turn on multi-factor sign-in for every AI tool that offers it.
- Don't share an AI account, and don't reuse a password from another account.
- Be wary of instructions hidden in files, emails, or web pages you give an AI tool. If a tool starts doing something you didn't ask for, stop and report it.
- A voice, a face on a video call, or a flawless email can be generated. Confirm any unusual request for money, passwords, or data another way, such as a phone number you already had.

TRAINING

Everyone who uses AI tools for work completes AI Safety training when they start, and again when **[Policy Owner]** asks. **[Name the training you use]**.

Training covers what may go into AI tools, checking output, AI-made scams, and what to do when something goes wrong.

REPORTING MISTAKES AND INCIDENTS

If you put something into an AI tool that you shouldn't have, approve something you regret, or see an AI tool behave strangely, tell **[Policy Owner]** straight away at **[Contact Details]**.

Report it even if you aren't sure it matters. Reporting early is always the right call, and nobody is blamed for owning up.

CONSEQUENCES

Breaking this policy may mean losing access to AI tools, and may be handled under **[Company Name]**'s usual disciplinary process. **[Policy Owner]** decides, taking into account what happened and whether it was reported.

REVIEW OF THIS POLICY

[Policy Owner] reviews this policy and the list of approved tools **[Review Frequency]**, and whenever a new kind of AI tool comes into use. Changes are shared with everyone it applies to.

EMPLOYEE ACKNOWLEDGEMENT

I have read this AI Acceptable-Use Policy. I understand it, and I will follow it. I know who to ask if I have a question, and who to tell if something goes wrong.

EMPLOYEE NAME _____ SIGNATURE _____ DATE SIGNED _____

POLICY OWNER _____ POLICY OWNER'S SIGNATURE __

This template is a starting point, not legal advice, and it makes no promise that adopting it meets any law or contract. Have it reviewed by whoever advises your business before you adopt it.

Template provided by JPtheGeek.

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