[Company Name] AI Acceptable Use Policy

Effective date: [Date] · **Policy owner:** [Name, Title] · **Next review:** [Date]

1. Purpose and scope. This policy explains how employees, contractors and temporary staff of [Company Name] may use artificial intelligence (AI) tools for company work. It covers chatbots, writing and image tools, and AI features built into other software, on any device.

2. Approved tools. Use only the AI tools on the approved list kept by [Policy Owner], through company accounts with single sign-on and multi-factor authentication. Never use a personal AI account for company work. To request a new tool, contact [Policy Owner]. It will be reviewed for security, privacy and contract terms before approval.

3. Acceptable uses. Approved tools may be used to draft, summarize, research, brainstorm, analyze non-confidential data, and write or review code, as long as a person checks the result.

4. Prohibited uses. Do not:

- Enter passwords, account numbers, Social Security numbers, confidential financials, trade secrets, or customer or employee personal information into any AI tool not approved for that data.
- Let AI send external messages, make payments, change permissions or delete data without a person confirming.
- Use AI to create misleading content, impersonate anyone, or get around company policy or the law.
- Let AI make the final decision on hiring, performance, pay or discipline.

5. Protecting data. Think before you paste. Share only what the task requires, and replace names, addresses and figures with placeholders when the specifics aren't essential. When connecting AI to email, files or a CRM, grant only the access the task needs.

6. Human review and accountability. Treat AI output as unverified. Check facts, citations, figures and code before you use them. A person must review AI output before it reaches customers, contracts, public content or production code. You are responsible for any work you submit, however it was produced.

7. Fairness in employment decisions. AI may support hiring, performance reviews and pay, but its recommendations are not automatically neutral. Tools used for these purposes must be validated and their outputs checked for bias. A person makes, and owns, every such decision. The company remains legally responsible for it.

8. Disclosure. Tell your manager when AI produced a significant part of your work, and follow [Company Name]'s rules for disclosing AI use to customers.

9. Training. Complete AI training when hired and at least once a year, and keep up with updates as tools and this policy change.

10. Reporting concerns. Report suspected data leaks, misuse, or suspicious AI-generated messages, calls or videos to [Contact name and email] within 24 hours. Good-faith reports will not lead to retaliation.

11. Consequences. Violations may lead to loss of AI tool access and disciplinary action, up to and including termination.

12. Review. [Policy Owner] reviews this policy every six months, or sooner when tools, laws or business needs change.

Employee acknowledgment. I have read and understand this policy and agree to follow it.
Name: _____ Signature: _____ Date: _____

This template is a starting point, not legal advice. Have your legal counsel adapt it to your business and local law. Developed with assistance from Claude, an AI model by Anthropic, for Richard Morahan Associates.