**AI Governance Use Policy – Employee Guidance Template**

**Purpose**

This document outlines our organization’s approach to the responsible and ethical use of Artificial Intelligence (AI) tools and technologies. It is designed to ensure that all employees understand how AI should (and should not) be used in their roles and how we govern AI use across the organization.

**1. What is AI and Why It Matters**

Artificial Intelligence (AI) refers to systems and tools that can perform tasks that typically require human intelligence, such as analyzing data, generating content, automating processes, or making decisions.

As AI technologies become more integrated into our work, it's essential that we use them in ways that are ethical, transparent, and aligned with our organizational values and goals.

**2. Guiding Principles for AI Use**

All AI use at our organization should follow these key principles:

* **Transparency** – Clearly communicate when AI is used, especially when it affects people’s experiences, decisions, or access to services.
* **Accountability** – Human oversight is required. AI should assist decision-making, not replace human judgment.
* **Privacy & Security** – Protect personal, confidential, or sensitive data when using AI tools.
* **Fairness & Non-Discrimination** – Avoid bias in AI systems and ensure they do not result in unfair treatment or discrimination.
* **Responsibility** – Employees must use AI tools thoughtfully and in alignment with legal, ethical, and organizational standards.

**3. Acceptable Use of AI Tools**

Employees may use approved AI tools for tasks such as:

* Drafting content (e.g., emails, reports, code snippets)
* Summarizing information
* Generating ideas or brainstorming
* Automating repetitive administrative tasks
* Data analysis and insights generation

All AI use should be reviewed for accuracy, relevance, and appropriateness before final use or distribution.

**4. Prohibited Use of AI Tools**

AI tools should **not** be used for:

* Making final decisions that significantly affect people (e.g., hiring, promotion, termination)
* Generating or processing sensitive personal or confidential data without explicit approval
* Engaging in deceptive practices (e.g., impersonation, misinformation)
* Bypassing internal approval or compliance processes
* Replacing mandatory human review processes

**5. Data Protection & Confidentiality**

When using AI tools, **do not upload or input:**

* Personal Identifiable Information (PII)
* Financial or health data
* Proprietary company information
* Customer/client data unless the tool is explicitly approved for such use

Refer to the **Data Classification and Handling Policy** for detailed guidance.

**6. Approval and Oversight**

All new AI tools, systems, or use cases must be reviewed and approved by the **[IT / AI Governance Committee / Security Team]** before implementation. Reach out via **[Contact Email or Internal Request Portal]** for guidance or tool approval.

**7. Training and Support**

Employees are encouraged to complete the **AI Use Awareness Training** (available via [Intranet/LMS link]) and stay informed on safe and effective AI practices.

**8. Reporting Concerns or Issues**

If you observe inappropriate use of AI or have concerns about fairness, bias, or potential harm, report it through the **[Compliance Hotline / IT Service Desk / Ethics Line]**. All reports will be reviewed and handled confidentially.

**9. Continuous Improvement**

AI use and governance is an evolving area. This policy will be reviewed regularly to reflect emerging best practices, regulatory updates, and organizational priorities.

We encourage employees to participate in improving how we use AI responsibly and collaboratively.

**Questions or Feedback?**  
Contact **[AI Governance Lead / IT Team / Compliance Officer]** at **[Email or Teams link]**.