AI Use Policy

[Company Name]

EFFECTIVE DATE	POLICY OWNER	APPLIES TO	VERSION
[Date]	[Name or role]	All employees	1.0

1. Purpose

[Company Name] wants employees to use AI tools to do better work. This policy explains which AI tools are approved, what information must stay out of them, and who to ask when something is unclear. It applies to every employee, contractor and temporary worker.

2. Approved AI tools

Use only the AI tools on this list for company work, and sign in with your company account.

- [Approved tool 1, for example Claude]
- [Approved tool 2, for example Microsoft Copilot]
- [Approved tool 3]

Any AI tool not on this list is not approved. This includes AI websites, browser add-ons, phone apps and AI programs installed on a computer.

3. Information that must never go into an AI tool

Never type, paste or upload any of the following into an AI tool that is not on the approved list. For approved tools, follow the limits your manager sets.

- Client or customer names, files and records
- Financial records, bank details and payment information
- Passwords, sign-in codes and security details
- Health information about any person
- Employee records and personal details
- Anything covered by a confidentiality agreement or contract

4. What you must do when you use AI

- Check everything AI produces before you use it or send it. AI can be wrong and still sound certain.
- You are responsible for the work you send, whether or not AI helped write it.
- Say that AI was used when a client, a contract or the law requires it.
- Do not let AI make final decisions about people, such as hiring, pay or discipline.

5. How to request a new AI tool

Send the name of the tool and what you want to use it for to [Name or role]. Do not use the tool for company work until it is added to the approved list.

6. Monitoring

[Company Name] monitors the use of AI tools on company computers and accounts. Monitoring shows which AI tools are used, by whom and for how long. It is used to keep this policy working and to protect company and client information.

7. If this policy is not followed

Tell [Name or role] right away if you think restricted information was entered into an AI tool. Reporting a mistake quickly matters more than the mistake. Ignoring this policy on purpose may lead to disciplinary action.

I have read and understand this AI Use Policy.

Name	Signature	Date

This template is a starting point, not legal advice. Replace each shaded field, then have your attorney review the policy before you adopt it.