AI Acceptable Use Policy

Purpose: This document serves both as a guided framework and as your finalized AI Acceptable Use Policy. Complete each section thoroughly. Upon completion, this becomes your formal, ready-to-implement policy.

Instructions: As you complete each section, use the sample language provided or customize as needed. Remove all unnecessary content prior to finalization, such as the purpose, instructions, reminder and any unused sections, and be sure to fill in any bracketed areas as needed.

Reminder: This policy is a living document. Regularly review and update it as your organization evolves and as AI technologies and regulations change.

Policy Owner: [Insert Department or Compliance Owner]
Approved By: [Insert Approver Name or Title]
Effective Date: [Insert Date]
Next Review Date: [Insert Date]

Section 1: AI Usage Declaration

Our organization's position on AI usage is as follows:

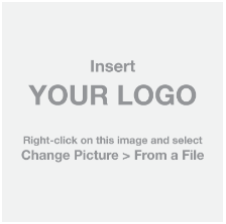
- ☐ **AI use is permitted under specific conditions.** AI usage is authorized under the conditions outlined in this policy.

Sample language (copy/paste): *"Our organization permits the use of AI tools under specific, controlled conditions to support efficiency and responsible innovation, as detailed in this policy."*

- ☐ **No AI use is permitted.** All AI tool usage is prohibited across the organization.

Sample language (copy/paste): *"Our organization prohibits the use of AI tools in all business activities to mitigate data exposure, legal risk, and compliance concerns."*

(If "No AI use" is selected, skip to Section 6 and delete the content included below.)



Section 2: Acceptable and Prohibited AI Uses

Permitted AI Use Cases:

Sample language (copy/paste): "*Permitted AI use cases include:"* [List all that apply]

- ☐ Research and public information gathering
- ☐ Drafting marketing content (with human review)
- ☐ Internal document summaries (non-sensitive data only)
- ☐ Basic grammar and spelling assistance
- ☐ Other: [Specify]

Prohibited AI Use Cases:

Sample language (copy/paste): *"Prohibited AI use cases include:"* [List all that apply]

- ☐ Handling sensitive customer data
- ☐ Drafting legal, HR, or compliance documents
- ☐ Making business decisions without human oversight
- ☐ Using unapproved AI tools or browser extensions
- ☐ Allowing AI tools to access internal file systems automatically
- ☐ Other: [Specify]

Section 3: AI Usage Inventory

Approved AI tools:

Sample language (copy/paste): *" Subject to compliance with internal guidelines, approved tools include:"* [List approved AI tools]

AI integrations in business systems: Sample language (copy/paste): *" We currently utilize AI functionalities embedded within:"* [List integrations or "None"]

Approval Process for New AI Tools:

Sample language (copy/paste): *"All new AI tools must be submitted to the [IT and/or Cybersecurity Team] for review and approval prior to use."* [Insert Role or Department]

Section 4: Data Safeguards

Data types prohibited from AI tools: Sample language (copy/paste):
"The following data types are prohibited from AI tools to ensure regulatory compliance and protect organizational integrity:"

- ☐ Financial records
- ☐ Customer personal data (PII)
- ☐ Intellectual property
- ☐ Legal contracts
- ☐ Employee HR data
- ☐ Strategic business plans
- ☐ Credentials or login details
- ☐ Other: [Specify]

Employee Training: Sample language (copy/paste): *"All employees receive mandatory training to identify and protect sensitive data before engaging with AI tools."*

- ☐ Yes
- ☐ No (If no, training must be scheduled.)

Section 5: Governance and Enforcement

AI Tool Approval Responsibility: Sample language (copy/paste):
"The [IT Team] is responsible for reviewing and approving new AI tools."
[Insert Role or Department]

Incident Response Responsibility: Sample language (copy/paste): *"The [Compliance Department/Cybersecurity Team/IT Team] will investigate and address all incidents of AI misuse."*
[Insert Role or Department]

Consequences for Policy Violations: Sample language (copy/paste): *"Violations of this policy will result in progressive disciplinary action, up to and including termination."*

- ☐ **Written warning**
- ☐ **IT intervention**
- ☐ **Termination of employment**
- ☐ **Other: [Specify]**
- ☐ **Section 6: Final Policy Confirmation**

Sample language (copy/paste): "The following checklist confirms that this policy is complete and prepared for final implementation." [list all that apply]

- ☐ **AI usage status is declared**
- ☐ **Approved AI tools are listed**
- ☐ **Data restrictions are clearly defined**
- ☐ **Acceptable and prohibited uses are documented**
- ☐ **Governance roles and enforcement actions are assigned**
- ☐ **Policy review schedule is set**

Upon completion, remove instructional notes and circulate for final signature and distribution.

Employee Acknowledgment

I acknowledge that I have read, understand, and agree to comply with the AI Acceptable Use Policy as outlined in this document.

Employee Name: _____

Signature: _____

Date: _____