

Company AI Use Policy Template

Purpose

This policy establishes guidelines for the safe, ethical, and effective use of artificial intelligence (AI) within [Company Name]. It is designed to promote transparency, reduce risk, ensure legal compliance, and support responsible innovation.

Scope

This policy applies to:

- All employees, contractors, interns, and third-party vendors.
- All AI systems, tools, platforms, or services used for or within company operations.

Definition of AI

AI refers to software systems capable of performing tasks that typically require human intelligence, including:

- Natural language processing (e.g., ChatGPT, Claude, Gemini)
- Machine learning models (e.g., forecasting, classification)
- Generative AI (text, image, code, video)
- Decision-support or recommendation engines

Acceptable Use Guidelines

Permitted Uses:

- Brainstorming and ideation
- Drafting written content with human oversight
- Customer service/chatbot assistance (approved tools only)
- Data summarization and analysis (internal use)

Prohibited Uses:

- Using AI to make autonomous legal, medical, or financial decisions
- Submitting AI-generated work as original (without disclosure)
- Feeding proprietary, confidential, or personal data into public AI tools
- Using AI to impersonate people, clients, or brands
- Generating deceptive, discriminatory, or biased content

AI Tool Approval Process

Employees must:

- Submit any new AI tools for review to [IT / Security / Legal Team]
- Only use tools vetted for data privacy, security, and reliability
- Keep logs or records when required

Data Privacy & Confidentiality

Employees must not input:

- Customer names, emails, or sensitive info
- Confidential business plans or financial data
- Legal or compliance documents

Any AI tools used must meet [Company Name]'s data protection standards and, where applicable, be compliant with GDPR, HIPAA, CCPA, etc.

Attribution & Human Oversight

All AI-assisted content must be:

- Reviewed and approved by a human before distribution
- Clearly labeled when appropriate (e.g., "AI-assisted summary")
- Not relied upon for final judgment in sensitive areas

Training & Awareness

Employees are expected to complete annual AI use training. Resources and workshops will be provided to support responsible use.

Violations & Consequences

Violations of this policy may result in:

- Revoked access to AI tools
- Formal warnings or disciplinary action
- Contract termination (for vendors or third parties)

Policy Review & Updates

This policy will be reviewed [annually / bi-annually] and revised based on changes in AI capabilities, regulation, or company needs.