

AI Acceptable Use Policy Template

The following template is provided as a starting point. Customize it to reflect your organization's approved tools, data types, regulatory obligations, and internal processes. Have it reviewed by legal counsel before adoption.

[Company Name] Artificial Intelligence Acceptable Use Policy

Effective Date: [Date]

Last Reviewed: [Date]

Policy Owner: [Department / Role, e.g., IT Security, Compliance Team]

1. Purpose

This policy establishes guidelines for the acceptable use of artificial intelligence (AI) tools and services by employees, contractors, and authorized users of [Company Name]. Its purpose is to enable productive use of AI while protecting company data, customer information, intellectual property, and regulatory compliance.

2. Scope

This policy applies to all employees, contractors, consultants, interns, and any other individuals who use [Company Name] systems, devices, or data in connection with AI tools. It covers all AI tools and services, whether company-provided or personally accessed, when used for work-related purposes.

3. Definition of AI Tools

For the purposes of this policy, "AI tools" include but are not limited to: generative AI chatbots (e.g., ChatGPT, Claude, Gemini), AI-powered writing and editing assistants, code generation and copilot tools, AI image and media generators, AI-based data analysis platforms, and any other software that uses machine learning or artificial intelligence to produce, summarize, or transform content.

4. Approved AI Tools

The following AI tools are approved for use at [Company Name]:

- [Approved Tool 1]
- [Approved Tool 2]
- [Approved Tool 3]

Employees who wish to use an AI tool not listed above must submit a request to [Department/Role] for review and approval before use. Use of unapproved AI tools for work-related tasks is prohibited.

5. Permitted Uses

Employees may use approved AI tools for the following purposes:

- Drafting, editing, and formatting documents, emails, and communications

- Generating ideas, outlines, and brainstorming support
- Summarizing publicly available or non-confidential information
- Assisting with code development, provided output is reviewed and tested
- Translating non-confidential content

6. Prohibited Uses

The following are strictly prohibited:

- Entering confidential, proprietary, trade secret, or non-public company information into any AI tool
- Entering personally identifiable information (PII), protected health information (PHI), financial account data, or other regulated data into any AI tool unless that tool has been specifically approved and configured for such use
- Using AI tools to generate content that is presented as original work without disclosure where disclosure is required
- Using AI to create misleading, discriminatory, or harmful content
- Uploading company documents, source code, or data sets to public or unapproved AI platforms
- Using AI tools in a manner that violates any company policy, employment agreement, or applicable law

7. Data Classification and Protection

Employees must classify data before entering it into any AI tool according to [Company Name]’s data classification policy. Only data classified as **Public** or **Internal — Non-Sensitive** may be entered into AI tools without additional approval. Use of any higher-classification data requires explicit written authorization from [Department/Role].

8. Accountability and Review

Employees are fully responsible for the accuracy, completeness, and appropriateness of any output generated by AI tools. AI-generated content must be reviewed and verified before it is shared, published, or used in business decisions. AI tools are assistants, not authorities — they can and do produce incorrect, biased, or misleading output.

9. Transparency and Disclosure

Employees must disclose the use of AI in producing work deliverables when:

- Required by client contracts or agreements
- Required by applicable regulations or laws
- The content represents substantive analysis, recommendations, or communications where AI involvement could materially affect the recipient’s understanding

10. Intellectual Property

Employees must not input [Company Name] intellectual property — including source code, proprietary algorithms, designs, or confidential business strategies — into AI tools without authorization. Employees should be aware that content entered into some AI tools may be used by the provider for model training or other purposes. [Company Name] retains ownership of all work produced using AI tools in the course of employment.

11. Security and Incident Reporting

If an employee suspects that sensitive data has been entered into an AI tool in violation of this policy, or if they become aware of any AI-related security incident, they must report it immediately to [Department/Role] at [Contact Information]. Employees will not face retaliation for good-faith reporting of potential violations.

12. Training and Acknowledgment

All employees covered by this policy must complete AI usage training provided by [Company Name] and acknowledge in writing that they have read and understood this policy. New hires must complete this requirement within [timeframe] of their start date.

13. Policy Violations

Violations of this policy may result in disciplinary action up to and including termination of employment or contract, and may carry legal consequences where applicable.

14. Review and Updates

This policy will be reviewed at least [annually / semi-annually] and updated as needed to reflect changes in AI technology, regulatory requirements, and business needs. Employees will be notified of material updates.

Acknowledgment

I acknowledge that I have read and understand the [Company Name] AI Acceptable Use Policy and agree to comply with its terms.

Name: _____

Signature: _____

Date: _____

This template is provided for informational purposes only and does not constitute legal advice. Consult with your legal counsel to customize this policy for your specific organizational and regulatory requirements.