AI Acceptable Use Policy Template

Ten short sections, three data tiers, plain language. Adapt it, get it approved and publish it this month.

Not legal advice: have HR and legal review it before you publish.

How to use this template

1. Replace every **[bracketed fill-in]** with your own details.
2. Delete the gray tips and this box before you publish.
3. Keep the finished policy to two pages, in plain language. If a new employee can't understand it in five minutes, it won't be followed.
4. Get version 1 approved in one meeting with legal, HR, security, IT and your executive sponsor, with a review date six months out.
5. Publish it with a ten-minute training that uses real examples from your own work, and collect acknowledgments.

Section notes, example clauses and a 30-day rollout plan: howtoai.com/ai-acceptable-use-policy

[Company name] AI Acceptable Use Policy

Policy owner	**[Role, for example CIO or Head of IT]**
Approved by	**[Names and roles]**
Version	**[1.0]**
Effective date	**[Date]**
Next review	**[Date, six months after the effective date]**
Applies to	**[All employees, contractors and temporary staff]**

1. Purpose and scope

This policy explains how employees and contractors of **[Company name]** may use AI tools for work. It covers any AI tool, including AI features built into software we already use, such as **[examples: email, office suite, CRM, code editor]**.

2. The three data tiers

Before you put information into any AI tool, decide which tier it belongs to. If you're not sure, treat it as the stricter tier and ask **[team or role]**.

Tier	What belongs here
Never in any AI tool	Customer personal data, employee and HR records, financial results before release, credentials and keys, anything under legal hold, and **[anything your regulations require]**.
Only in approved tools	Internal documents, code, process documentation, and drafts containing company information.
Fine anywhere	Public information, general questions, and learning.

Tip: *Use the same three tiers in every piece of AI guidance you publish, so your rules never contradict each other.*

3. Approved tools

Approved AI tools are listed on **[intranet page]**. Use them with your **[Company name]** account, not a personal one. To request a new tool, use **[request form]**; requests are reviewed within **[number]** business days.

Tip: *Keep the tools list on a separate page so you can update it without re-approving the policy. A fast request process keeps people from routing around it.*

4. Using AI output

You are responsible for any AI output you use. Check facts, figures, and code before relying on them. Anything sent to customers or published externally must be reviewed by a person first.

5. Prohibited uses

Do not use any AI tool to:

- Make decisions about individuals, such as hiring, performance, or eligibility, based solely on AI output without human review.
- Create content that impersonates a real person.
- Get around security controls.
- Enter information we're contractually obliged to keep confidential, such as material under a client NDA, into any tool not approved for it.
- **[Add any uses your industry or regulators prohibit.]**

Tip: *Rules on automated decisions about people are spreading, especially in hiring. Check which ones apply to you.*

6. Disclosure

When AI has substantially produced content for customers or external audiences, follow your team's disclosure guidance at **[location of team guidance]**.

Tip: *Leave the specifics to teams. Marketing and legal will need different rules.*

7. Privacy and monitoring notice

Use of approved AI tools is logged for security and compliance purposes. **[Say what is logged and who can review it, consistent with your existing monitoring notice.]**

8. Building with AI

Automations, agents, or integrations that connect AI to company systems require IT approval before use. Request approval through **[process or form]**. Never connect an AI tool to a company system with your personal credentials.

9. Violations

A first issue is handled through a conversation and retraining. Repeated or serious issues go through our standard HR process. If you put information into the wrong tool by mistake, tell **[team or role]** right away so it can be contained.

Tip: *Proportionate consequences keep people reporting mistakes instead of hiding them.*

10. Ownership and review

This policy is owned by **[role]**. It is reviewed every six months, or sooner when significant new AI tools are adopted. Version **[number]**, effective **[date]**. Questions about this policy go to **[team, channel or intranet page]**.

Employee acknowledgment

I have read the **[Company name]** AI Acceptable Use Policy, version **[number]**, and I agree to follow it.

Name	Signature	Date

Tip: *If you collect acknowledgments in an HR or policy system, delete this block.*

Want it written for your company, with an employee guide, tools table, request form and rollout checklist? See the AI Use Policy Pack at **ready.howtoai.com/policy**