

Artificial Intelligence (AI) Use Policy

Purpose

[Organization Name] supports the responsible use of Artificial Intelligence (AI) in a manner that aligns with our mission, values, and operational needs.

Responsible AI Use

When using AI, employees are expected to consider the following values and guardrails:

Data That May Be Entered Into AI Tools

The following types of data may be entered into approved AI platforms:

The following types of data may not be entered into AI platforms:

Approved AI Use

Employees may use AI for the following purposes:

Prohibited AI Use

Employees may not use AI for the following purposes:

Approved AI Platforms

The following AI platforms are approved for organizational use:

Any AI platform not listed above requires approval from:

Disclosure of AI Use

AI use must be disclosed when:

AI use may be disclosed in the following manner:

Compliance

Failure to follow this policy may result in:

Questions and Exceptions

Questions regarding this policy should be directed to:

Requests for exceptions must be approved by:

Acknowledgement

I acknowledge that I have read, understand, and agree to comply with this AI Use Policy.

Name: _____

Signature: _____

Date: _____