Sample Artificial Intelligence (AI) Use Policy

Purpose

AI can enhance our efficiency and also has profound impacts on the environment, labor market, civil liberties, intellectual property rights and our understanding of the value of human creativity. AI is not neutral, but are tools created by corporations for profit. Therefore it is important to approach AI intentionally, and clearly outline its usage and prohibitions in line with our organization's values

Due to AI's rapid evolution, we are only beginning to understand the far-reaching impact of this technology. We acknowledge that we do not have all the answers, nor can we foresee all consequences of adopting this technology and reserve the right to restrict its usage in the future or adapt this policy as needed.

Responsible AI Use

Due to the high environmental impact of AI, employees should be judicial in AI use, and use only when it provides meaningful value and is in line with organizational values.

Human Review: all AI outputs must be reviewed by a human for accuracy, lack of bias, thoughtfulness and alignment with our organizations voice, values and mission

If you are unsure whether an AI use, platform, or type of information is appropriate, pause and consult with your supervisor, team lead, or designated AI policy contact before proceeding.

Data Security & Intellectual property

AI tools may be used to support work efficiency and innovation; however, protecting data security and intellectual property is essential. Staff are prohibited from entering confidential, sensitive, or restricted information into unapproved AI tools

Staff are responsible for respecting copyright and intellectual property when using AI. This includes not inputting or requesting the reproduction of books, articles, paid reports, or proprietary frameworks without proper authorization or licensing.

Approved AI Use

Employees may use approved AI tools for activities such as:

- Research and brainstorming
- Drafting, editing, and summarizing content

- Data analysis and productivity tasks

Prohibited AI Use

Employees may not:

- Use AI to complete [fill in tasks here]
- Use Agentic AI
- Use AI to modify or generate images of humans and landscapes
- Use AI to make final decisions without appropriate human review
- Create misleading, discriminatory, harmful, or fraudulent content
- Violate privacy, security, copyright, or other organizational policies

Data That May Be Entered Into AI Tools

Employees may only enter:

- Public information
- Organization-approved internal information [list out what this is]
- Anonymized or de-identified data

Employees may not enter:

- Personal information
- Confidential employee, customer, or client information
- Financial, legal, or health information
- Passwords, access credentials, or proprietary information

Approved AI Platforms

Only AI tools approved by [Organization Name] may be used for work-related purposes.

Approved platforms include:

- [AI Platform]
- [AI Platform]
- [AI Platform]

When using AI, employees should:

- Verify important facts and outputs
- Use human judgment before acting on AI-generated content
- Protect privacy and confidentiality
- Consider fairness, bias, and accuracy

Disclosure of AI Use

We aim to build a learning culture around AI. Employees are encouraged to share how AI helps them work and learn.

AI use should be disclosed when it significantly contributes to a report, presentation, communication, decision-making process, or other work product.

Compliance

Failure to follow this policy may result in:

- Additional training or coaching
- Loss of access to AI tools
- Disciplinary action, up to and including termination of employment

Questions about AI use or requests for exceptions should be directed to [Department/Contact].