

## AI STRATEGY · POLICY

# Acceptable Use of AI Policy

Defines what AI tools and use cases are encouraged, conditional, or prohibited across the company.

How to use this: Adopt as-is, fill in the tool and role-specific fields, and share with all employees before AI tool access is granted.

## Purpose and Scope

This policy applies to all employees, contractors, and vendors using AI tools on behalf of [Company Name], for any work task.

- ☐ Applies to generative AI tools (chat, writing, image, code) and embedded AI features in other software
- ☐ Applies regardless of whether the tool is company-provided or personally sourced

## Encouraged, Conditional, and Prohibited Use

Classify use cases into three tiers so employees have clear, immediate guidance.

- ☐ Encouraged: drafting internal communications, brainstorming, summarising public information, general research
- ☐ Conditional (requires review before use): AI-assisted customer communications, AI-generated code before merge, AI-assisted analysis feeding a business decision
- ☐ Prohibited: entering customer personal data, credentials, or confidential company data into any non-approved tool; using AI to make final hiring, firing, or disciplinary decisions unsupervised

## Approved Tools and Requesting New Ones

Current list of company-approved AI tools (maintained separately and linked here):

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Process for requesting approval of a new AI tool:

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Person or role responsible for maintaining the approved tools list:

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