
Artificial Intelligence Policy

[Company name]

[Company Name] encourages the thoughtful and creative use of artificial intelligence (AI) to improve productivity, enhance analysis, and streamline everyday tasks. This Policy is intended to protect the interests of [Company Name] and its clients and to provide guidance on acceptable and unacceptable uses of AI.

1. Permitted Uses

In general, permitted staff uses of AI include:

- Assistance with drafting and revising non-sensitive documents or emails, scheduling meetings, and other administrative tasks;
- Assistance with idea generation;
- Automation of workflows or processes; and
- Analysis and organization, including summarization, translation, and data analysis.

2. Only Use Approved AI Tools

Use only AI tools that have been approved by the [Company Name].

3. AI Supports but Does Not Decide

Do not use or rely on AI to make business decisions or produce final work. Always check outputs for accuracy, bias, or tone before using them.

4. Human Involvement Remains Vital

AI is not a substitute for, and should not be used without, meaningful human oversight, including in the form of quality assurance, validation, verification, and fact checking. Any client- or public-facing content must be reviewed by a human and, when appropriate, approved by a senior team member. Be aware that content created through AI may have less protection under federal copyright laws, and there must be more than minimal or cursory human involvement in a work for copyright protection to apply.

5. Protect Confidential Information

Confidential or sensitive data may be input only into enterprise tools approved by the [Company Name]. Confidential or sensitive data includes:

[Your Company Logo]

-
- Personally identifiable information (i.e., names, contact information, dates of birth, social security numbers, etc.)
 - Health/medical records or protected health information
 - Internal strategy documents
 - Contracts, including drafts
 - Financial information
 - Employment records
 - Confidential information of [Company Name] or any clients

If you need to use an agreement or document as a reference, you may do so only with enterprise tools approved by [Company Name] or if you first remove all identifying details, such as names, dollar amounts, company names, or any other sensitive information.

6. Ask If You Are Unsure

If you are not sure whether something is appropriate to input or use, ask a senior team member before proceeding. [Company Name] reserves the right to monitor the use of AI Tools in the workplace (or when otherwise used for business purposes) and may implement an appropriate auditing system to monitor and document the use of all authorized AI tools.