

# Acceptable AI Use Policy

AI policy template for small businesses. Review with qualified counsel for regulated or high-risk use.

## Purpose

This policy helps employees use AI tools responsibly while protecting company information, customer trust, and work quality.

## Approved Uses

Employees may use approved AI tools to:

- Draft internal emails, outlines, meeting notes, and summaries.
- Brainstorm ideas, check grammar, and improve clarity.
- Create first drafts of non-sensitive procedures, checklists, and training materials.
- Summarize public information or company-approved documents.
- Prepare work for human review.

## Restricted Uses

Employees may not use AI tools to:

- Enter customer personal information, financial information, health information, employee records, passwords, API keys, contracts, proprietary pricing, or confidential business data unless the tool is approved for that data type.
- Make final decisions about hiring, firing, lending, medical care, legal matters, safety, pricing, or compliance without human review.
- Present AI-generated content as final company work without checking accuracy.
- Upload company files into unapproved AI tools.
- Use AI to impersonate a customer, employee, vendor, or leader.

## Human Review

AI-assisted work must be reviewed by an employee before it is sent to customers, vendors, regulators, or the public. The reviewer is responsible for accuracy, tone, confidentiality, and business judgment.

## Accuracy

Employees must verify important facts, calculations, dates, customer details, part numbers, pricing, policies, and legal or compliance references before using AI-generated output.

## Tool Approval

The company will maintain a list of approved AI tools. Employees should ask a manager before using a new AI tool for company work.

## Reporting Concerns

Employees should report suspected data exposure, incorrect AI output, unsafe recommendations, or policy violations to their manager immediately.

## Policy Owner

Policy owner: \_\_\_\_\_

Effective date: \_\_\_\_\_

Review date: \_\_\_\_\_