

[Company name] AI use policy

Three things to fill in: the company name, the approved tool, and the person who checks the work and answers questions. A starting point, not legal advice. Have your lawyer or accountant read it before you call it final.

1. What you may use AI for.

Drafts, summaries, first versions, outlines, rewrites, and research you then check yourself. AI gives you a starting point. You're still the author, and you're still responsible for what goes out.

2. What never goes into a public AI tool.

Client names, client files, and anything that identifies a client. Payroll, HR, performance and medical information. Anything a client, supplier or colleague gave us in confidence. Passwords, keys, account numbers and login details. If you'd be uncomfortable seeing it on a stranger's screen, it stays out.

3. Which tools and accounts are approved.

Use the company account on [approved tool] only. Not a personal account. Not a free account you signed up for yourself. Not a tool a friend recommended last week. New tools get added to this line after [name] has looked at them.

4. Who checks the output.

Nothing AI helped write goes to a client, into the books, or into a contract until a person has read every line of it. That person is [name], or someone [name] has handed the job to. If you wrote it and you're the only one checking it, read it twice.

5. How we say when AI helped.

We don't hide it, and we don't advertise it. If a client asks, we tell them. If AI did a real share of the work on something, add one line: "Drafted with AI help and reviewed by [name]."

6. Who to ask when you're not sure.

Ask [name] before you paste, not after. "I wasn't sure" is a fine reason to ask. It's not a fine reason to guess.

Approved by

Date

Reread on (six months from today)