

Workplace AI Policy

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Company Information

Company / Organization Name

Policy Owner / Title

Effective Date

1. Purpose

This policy establishes guidelines for the responsible use of artificial intelligence tools in our workplace. It applies to all employees, contractors, and agents acting on behalf of the organization.

2. Scope

This policy covers the use of generative AI tools (chatbots, writing assistants, image generators, code assistants, and similar technologies) for any work-related purpose, whether on company devices or personal devices used for work.

3. Approved AI Tools

The following AI tools are approved for workplace use:

Tool 1

Approved Use

Tool 2

Approved Use

Tool 3

Approved Use

Tool 4

Approved Use

Tool 5

Approved Use

No AI tool may be used for work purposes unless listed above or approved in writing by the policy owner.

Workplace AI Policy (continued)

Prohibited Uses & Data Handling

4. Prohibited Uses

Employees must NOT use AI tools to:

- Input personally identifiable information (PII) of customers, employees, or partners
- Upload confidential financial data, trade secrets, or proprietary source code
- Generate or review legal documents, contracts, or regulatory filings without legal review
- Create content that impersonates individuals or misrepresents its AI-generated origin
- Make hiring, firing, promotion, or disciplinary decisions based solely on AI output
- Bypass security controls, access restrictions, or authentication systems
- Generate content that violates copyright, trademark, or intellectual property rights

5. Data Handling Rules

Before entering any information into an AI tool, ask:

1. "Would I be comfortable if this appeared in a public search result?"
2. "Does this contain customer data, financial data, or trade secrets?"
3. "Am I certain this tool does not use my input for training?"

If the answer to #1 is no, or #2 is yes, or #3 is no: do not enter the data.

6. Disclosure Requirements

Employees must disclose AI involvement when:

- AI-generated content is included in external communications (proposals, reports, emails to clients)
- AI tools are used to analyze data that influences business decisions
- AI-assisted code is deployed to production systems

Disclosure format: 'This [document/analysis/code] was created with AI assistance.'

Workplace AI Policy (continued)

Accountability & Acknowledgment

7. Accountability

AI tools do not replace human judgment. The employee who submits, publishes, or acts on AI-generated output is responsible for:

- Verifying accuracy and completeness before use
- Ensuring compliance with applicable laws and company policies
- Correcting errors before distribution
- Taking responsibility for the final work product

8. Reporting & Questions

Report concerns about AI tool misuse, data exposure, or policy violations to:

Email / Phone

Report To (Name / Title)

9. Policy Review

This policy will be reviewed and updated at least annually, or when significant changes in AI technology or regulations warrant revision.

Next Review Date

Employee Acknowledgment

I have read, understand, and agree to comply with this Workplace AI Policy. I understand that violations may result in disciplinary action.

Employee Name (Print)

Date

Employee Signature

Department

Manager / Supervisor Name

Manager Signature / Date

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