FREE TEMPLATE

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AI Acceptable Use Policy



A ready-to-adapt AI policy for employees. Ten clauses, plain English.

Governance, Risk, People

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> **How to use this template.** Replace every highlighted bracket. Delete anything that does not fit your business. Keep it short. Then share a one-page summary with every team. This template is general information, not legal advice. Check it against your contracts, sector rules and local data protection law.

[COMPANY NAME] AI ACCEPTABLE USE POLICY

Version [1.0] · Approved by [name, role] on [date] · Owner: [name, role] · Next review: [date, no later than six months]

1 PURPOSE AND SCOPE

This policy explains how we use artificial intelligence (AI) tools at work safely and well. It applies to all employees, contractors, temporary staff and anyone else who uses [Company name] systems, devices or data, wherever they work.

AI tools include chat assistants (such as ChatGPT, Claude, Gemini and Microsoft Copilot), AI features inside other software, and any system that generates text, images, audio, video or code, or makes predictions or recommendations.

2 APPROVED TOOLS

You may use only the AI tools listed below for work, and only through your [Company name] business account.

Tool	Approved for	Data allowed	Account
[e.g. Microsoft 365 Copilot]	[drafting, summarising, analysis]	[internal and confidential]	[company SSO]
[e.g. ChatGPT Business / Claude for Work]	[drafting, research, coding]	[internal, no personal data]	[company workspace]
[]	[]	[]	[]

Any other AI tool, including free versions and browser extensions, needs approval before you use it for work (see section 8).

3 DATA YOU MUST NEVER ENTER

Unless a tool in section 2 is specifically approved for it, never enter:

- personal data about customers, staff, candidates or anyone else
- information we hold under an NDA or client contract
- passwords, access keys, account numbers or security details
- unpublished financial results, pricing, bids, deals or board papers
- [anything else specific to your business, e.g. patient records, source code]

If you are not sure whether something is allowed, do not enter it. Ask [name or team].

4 HUMAN REVIEW

AI can be wrong, out of date or biased, and it can sound confident when it is. You must check every AI output for accuracy, fairness and tone before you use, send or publish it. You are responsible for the final work, not the tool.

AI must not make final decisions about people, such as hiring, pay, performance, credit or access to services, without **[a documented human review and approval by name/role]**.

5 BEING OPEN ABOUT AI

Tell your manager, client or colleague when AI has made a material contribution to work they are relying on. Follow any client contract or regulator rule that requires AI use to be disclosed. Never present AI output as a person's personal advice or opinion when it is not.

6 INTELLECTUAL PROPERTY

Work you create with AI for **[Company name]** belongs to **[Company name]** under your employment or contractor terms. Do not use AI to copy or closely imitate other people's protected work, such as text, images, logos, music or code, and check licences before using AI-generated material commercially.

7 SECURITY

- Use business accounts with single sign-on. Never use a personal AI account for work.
- Keep settings that stop our data being used to train public models switched on, where the tool offers them.
- Do not install AI browser extensions, plug-ins or apps that read your email, files or screen without approval.
- Treat AI-generated links, code and files with the same caution as anything from an unknown sender.

8 NEW TOOLS AND NEW USES

To request a new AI tool or a new use of an approved tool, contact **[name, team or form link]** with what you want to do, which data is involved and the benefit. We aim to reply within **[10 working days]**. New uses that affect customers or decisions about people need a risk check first.

9 TRAINING

Complete **[our short AI training]** before using AI tools for work, and a refresher when this policy changes. Managers make sure their teams have done so.

10 MISTAKES, BREACHES AND REVIEW

If you think you have entered data you should not have, or an AI output has caused a problem, tell **[name or team]** straight away. Reporting quickly matters more than blame. We will help put it right and learn from it. Breaking this policy on purpose may lead to disciplinary action.

This policy is owned by **[name, role]** and reviewed at least every six months, or sooner if the law, our tools or our use of AI changes.

ONE-PAGE SUMMARY FOR YOUR TEAM

Do

- ☐ Use the approved tools on your business account
- ☐ Check every output before you use it
- ☐ Say when AI helped with important work
- ☐ Ask before trying a new tool
- ☐ Report mistakes straight away

Don't

- ☐ Use personal AI accounts for work
- ☐ Enter personal or client confidential data into unapproved tools
- ☐ Let AI make decisions about people on its own
- ☐ Install AI extensions without approval
- ☐ Copy other people's work with AI

SIGN-OFF

Approved by	Role	Signature	Date

> Data protection laws to reference for your business: UK GDPR and the Data Protection Act 2018 (UK). The Personal Data Protection Law (Saudi Arabia). The federal Personal Data Protection Law, and DIFC or ADGM rules where they apply (UAE). The EU AI Act if your AI is used in the EU.

Template by Imran Anwar, fractional Chief AI Officer · imrananwar.ai · Free to adapt for use inside your organisation. Want it set up for you? Book a call at imrananwar.ai.