Artificial Intelligence (AI) Policy

(Template — Customize for Your Organization)

1. Purpose & Scope

This policy establishes guidelines for the ethical, safe, and effective use of Artificial Intelligence (AI) within [Company Name]. It applies to all employees, contractors, and third parties who use AI tools or systems in connection with company operations.

2. Objectives

- Ensure responsible and ethical use of AI technologies.
- Protect company, employee, and customer data.
- Maintain compliance with legal and regulatory standards.
- Promote innovation and efficiency while managing risks.
- Align AI practices with the company's mission, values, and strategic goals.

3. Definitions

- AI Tools/Systems: Any software or platform that uses machine learning, natural language processing, predictive analytics, or other AI technologies.
- Authorized Use: Application of AI that complies with this policy, business objectives, and applicable regulations.
- Prohibited Use: Any AI activity that violates ethical, legal, or security standards.

4. Acceptable Use of AI

Employees may use approved AI tools to:
- Automate repetitive business processes.
- Assist in research, analysis, and reporting.
- Support customer service operations (e.g., chatbots).
- Enhance productivity and creativity (e.g., drafting content, generating ideas).

5. Prohibited Use of AI

Employees must not use AI to:
- Share or input confidential, proprietary, or sensitive data into unauthorized AI tools.
- Make decisions that could result in discrimination or bias (e.g., hiring, promotions).
- Replace human oversight in critical business decisions.
- Generate misleading, false, or unethical content.
- Circumvent company security, compliance, or privacy standards.

6. Data Privacy & Security

- All AI-related activities must comply with data protection laws (e.g., GDPR, CCPA) and company data-handling standards.
- Employees must not input customer or employee personally identifiable information (PII) into unapproved systems.
- Regular audits will be conducted to ensure AI tools meet security standards.

7. Legal & Regulatory Compliance

- Employees must follow all applicable laws and regulations regarding AI use, including data protection and intellectual property rights.
- The company will review AI practices regularly to ensure compliance with evolving legal requirements.

8. Ethical Guidelines

- AI use must align with company values, emphasizing fairness, accountability, and transparency.
- Employees must review AI-generated outputs for accuracy and integrity before using them in official business activities.
- Bias monitoring and fact-checking are mandatory in all AI applications.

9. Accountability & Governance

- Each department is responsible for monitoring AI use within its team.
- Employees must document significant AI-assisted decisions.
- A designated AI Policy Officer / Committee will oversee compliance, provide guidance, and update this policy as needed.

10. Training & Awareness

- The company will provide training sessions on safe and effective use of AI.
- Employees are encouraged to seek guidance when uncertain about AI use cases.

11. Monitoring & Review

- This policy will be reviewed [quarterly/annually] or as needed to reflect new technologies, regulations, or business priorities.
- Violations of this policy may result in disciplinary action, up to and including termination.

12. Acknowledgment

All employees must acknowledge that they have read, understood, and agree to comply with this policy.

Employee Signature: _____
Date: _____