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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_