

FREE DOWNLOAD · TEAM TEMPLATE

Your one-page AI policy

A complete starter policy your team can actually follow.

Fill in the [brackets], share it, and review it each quarter.

1. What we use AI for

Drafting, summarising, research, [add your own].

2. What never goes into AI

Client or personal data, passwords, anything confidential, unless it is [our approved private tool].

3. Approved tools

[list your tools]. Anything new needs a nod from [name].

4. Always human-checked

Facts, numbers, names and tone, before anything goes out.

5. Customer-facing AI

[Allowed / not allowed]. If allowed, a human [signs off] first.

6. Fairness

We check output for fairness in [hiring, pricing, wording].

7. Honesty with customers

We [do / do not] say when AI helped, per [rule].

8. Data and privacy

We only use tools that [do not train on our data].

9. If it goes wrong

Tell [name]. We fix it and log what happened.

10. Owner and review

Owned by [name]. Reviewed every [quarter].