

# AI Policy Template for Company Use

Practical baseline for AI usage rules, ACK, AI literacy evidence, tool inventory, risk baseline and Evidence Pack.

How to use this template: Adapt the document to your approved tools, roles, data rules and approval process. It is not legal advice, certification or a compliance guarantee.

## 1. Document metadata

Field	Value
Organization	[COMPANY NAME]
Policy version	v1.0
Effective date	[YYYY-MM-DD]
Policy owner	[Name / role]
Approver	[Management / IT / Security / HR]
Review cadence	[e.g. every 6-12 months]

## 2. Purpose and principles

Define clear rules for using AI tools at work and maintain evidence that the rules are published, acknowledged and supported by training.

- Use AI responsibly and with human review.
- Do not input confidential, sensitive or personal data without approval.
- Use approved tools according to the inventory.
- Maintain evidence: policy, ACK, training records, tool inventory, risk baseline and audit trail.

## 3. Allowed, restricted and prohibited use

Allowed use can include brainstorming, draft writing and summarizing public information. Restricted use includes internal documents, code or customer context. Prohibited use without approval includes personal data, confidential contracts, credentials and automated decisions affecting people.

## 4. Data rules

If in doubt, treat data as confidential. Minimize inputs and remove identifiers that are not necessary.

## 5. Tool inventory and AI literacy

Maintain an AI tools inventory with owner, status, purpose, data rules and review date. Users complete AI literacy training and acknowledge the policy.

## 6. Risk baseline and incidents

Maintain a lightweight risk baseline for main AI use cases. Incidents are reported to a defined contact and recorded in the audit trail.

## 7. Evidence Pack

For customer, security or internal review, export evidence using the structure: question → suggested answer → evidence → limitation.

- policy\_current.md
- policy\_ack\_summary.csv

- training\_coverage\_summary.csv
- ai\_tools\_inventory\_snapshot.csv
- risk\_baseline\_summary.csv
- audit\_digest.csv
- manifest + file checksums.

## Appendix: ACK text

I confirm that I have read and understood the current AI policy and will follow the rules for using AI tools at work.

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