

ARTIFICIAL INTELLIGENCE USAGE POLICY

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This Artificial Intelligence Usage Policy (this "**Policy**") is adopted as of [EFFECTIVE DATE] (the "**Effective Date**") by [COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE, e.g. limited liability company] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"), and applies to each employee, contractor, intern, and other worker who accesses Company systems or data (each, a "**User**").

Recitals. The Company recognizes that artificial intelligence tools can improve productivity and quality, and also create risks to confidentiality, data protection, intellectual property, accuracy, and compliance. This Policy sets the rules for how Users may use AI Tools in connection with their work for the Company so that the Company can capture the benefits while managing the risks. By accessing Company systems on or after the Effective Date, each User agrees to follow this Policy.

1. Purpose and Scope

1.1 Purpose. This Policy establishes mandatory standards for the responsible use of AI Tools in the course of performing work for the Company.

1.2 Who is covered. This Policy applies to all Users, regardless of role, location, or employment status, when using AI Tools for any Company purpose or with any Company data.

1.3 What is covered. This Policy applies to all AI Tools, whether provided by the Company, embedded in approved software, or accessed by a User independently, when used for Company work.

1.4 Relationship to other policies. This Policy supplements, and does not replace, the Company's other policies, including its confidentiality, data protection, acceptable use, and code of conduct policies. Where policies conflict, the more protective requirement applies.

2. Definitions

2.1 AI Tool. An "**AI Tool**" means any software, service, model, feature, or application that uses machine learning, large language models, generative techniques, or similar methods to generate text, code, images, audio, video, recommendations, classifications, or other outputs.

2.2 Input. "**Input**" means any data, prompt, file, or content a User submits to an AI Tool.

2.3 Output. "**Output**" means any content an AI Tool generates in response to an Input.

2.4 Company Data. "**Company Data**" means any non-public information owned or controlled by the Company, including confidential information, trade secrets, personal data, customer data, source code, financial information, and business plans.

2.5 Approved Tool. An "**Approved Tool**" means an AI Tool the Company has reviewed and listed as approved in [TOOL REGISTER / EXHIBIT A], subject to any stated conditions.

3. Permitted and Prohibited Uses

3.1 Permitted uses. Users may use Approved Tools to assist with tasks such as drafting, summarizing, brainstorming, translating, and writing or reviewing code, subject to the requirements of this Policy and any conditions on the Approved Tool.

3.2 Approval required. Users may not use an AI Tool for Company work unless it is an Approved Tool or the User obtains prior approval from **[ROLE, e.g. the IT or Security team]**. Requests to add a tool should be submitted to **[CONTACT]**.

3.3 Prohibited uses. Users will not use any AI Tool to: (a) make final decisions that significantly affect a person's rights, employment, credit, or access to services without human review; (b) generate content that is unlawful, harassing, discriminatory, or infringing; (c) impersonate any person or misrepresent Output as solely human-authored where disclosure is required; or (d) circumvent the Company's security controls.

3.4 High-risk contexts. Use of AI Tools in **[LIST HIGH-RISK AREAS, e.g. hiring, legal advice, medical or financial decisions]** requires prior written approval and documented human oversight.

4. Data Protection and Confidentiality

4.1 No confidential input without approval. Users will not submit Company Data, personal data, trade secrets, credentials, or customer information as Input to any AI Tool unless the tool is an Approved Tool expressly cleared for that category of data and the use is consistent with applicable agreements and law.

4.2 Third-party and personal data. Users will not submit a third party's confidential information or any personal data to an AI Tool except as permitted by the applicable contract, privacy notice, and data-protection law.

4.3 Training and retention. Users will prefer Approved Tools that do not use Inputs to train external models and that provide appropriate retention and deletion controls. Users will follow any tool-specific settings the Company requires to disable training on Inputs.

4.4 Account hygiene. Users will access Approved Tools only through Company- sanctioned accounts where required, will not share credentials, and will use multi-factor authentication where available.

5. Accuracy, Review, and Accountability

5.1 Human review. Users remain fully responsible for any work product, even if assisted by an AI Tool. Users will review Output for accuracy, completeness, bias, and appropriateness before relying on it or sharing it externally.

5.2 No unverified facts. Users will independently verify factual claims, figures, citations, and legal or technical statements in Output before use, recognizing that AI Tools can produce confident but incorrect content.

5.3 Code review. Users will review and test AI-generated code for security, licensing, and quality before incorporating it into Company systems, and will not introduce code whose license terms are incompatible with the Company's use.

5.4 Accountability. A User's use of an AI Tool does not shift responsibility for the resulting work product away from the User or the Company.

6. Intellectual Property and Disclosure

6.1 Ownership of work product. Output incorporated into Company work product is treated as Company work product and is owned by or assigned to the Company to the fullest extent permitted, consistent with the User's other agreements with the Company.

6.2 **Third-party rights.** Users will not use Output that they know or reasonably should know infringes a third party's intellectual property or violates a license, and will respect attribution requirements where they apply.

6.3 **Disclosure.** Where a customer, regulator, or counterparty requires disclosure that AI Tools were used, or where the Company directs disclosure, Users will disclose the use of AI Tools accordingly.

6.4 **Confidential prompts.** Prompts and configurations that the Company designates as proprietary are Company Confidential Information and may not be shared outside the Company.

7. Compliance, Monitoring, and Enforcement

7.1 **Legal compliance.** Users will comply with all applicable laws and regulations when using AI Tools, including those governing privacy, data protection, consumer protection, intellectual property, and sector-specific rules that apply to the Company.

7.2 **Monitoring.** To the extent permitted by applicable law, the Company may monitor, log, and audit the use of AI Tools on Company systems to confirm compliance with this Policy. Users should not expect privacy in such use on Company systems.

7.3 **Reporting concerns.** Users will promptly report suspected violations, security incidents, data exposure, or harmful Output to [CONTACT / CHANNEL].

7.4 **Enforcement.** Violations of this Policy may result in disciplinary action up to and including termination of employment or engagement, and may give rise to legal liability. Nothing in this Policy alters the at-will nature of any employment relationship where applicable.

8. Administration and Acknowledgment

8.1 **Ownership of Policy.** [ROLE / DEPARTMENT] owns this Policy and will review it at least [ANNUALLY / SEMI-ANNUALLY] and update it as tools, risks, and laws evolve.

8.2 **Updates.** The Company may amend this Policy at any time. Material changes will be communicated to Users, and continued use of AI Tools after notice constitutes acceptance.

8.3 **Questions.** Users with questions about this Policy should contact [CONTACT] before proceeding when in doubt.

8.4 **Acknowledgment.** By signing below, the User acknowledges that they have read, understand, and agree to comply with this Policy.

ACKNOWLEDGMENT

USER	COMPANY
Signature: _____	Signature: _____
Printed name: [USER NAME]	Printed name: [NAME]
Title: [TITLE OR N/A]	Title: [TITLE]
Date: _____	Date: _____

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