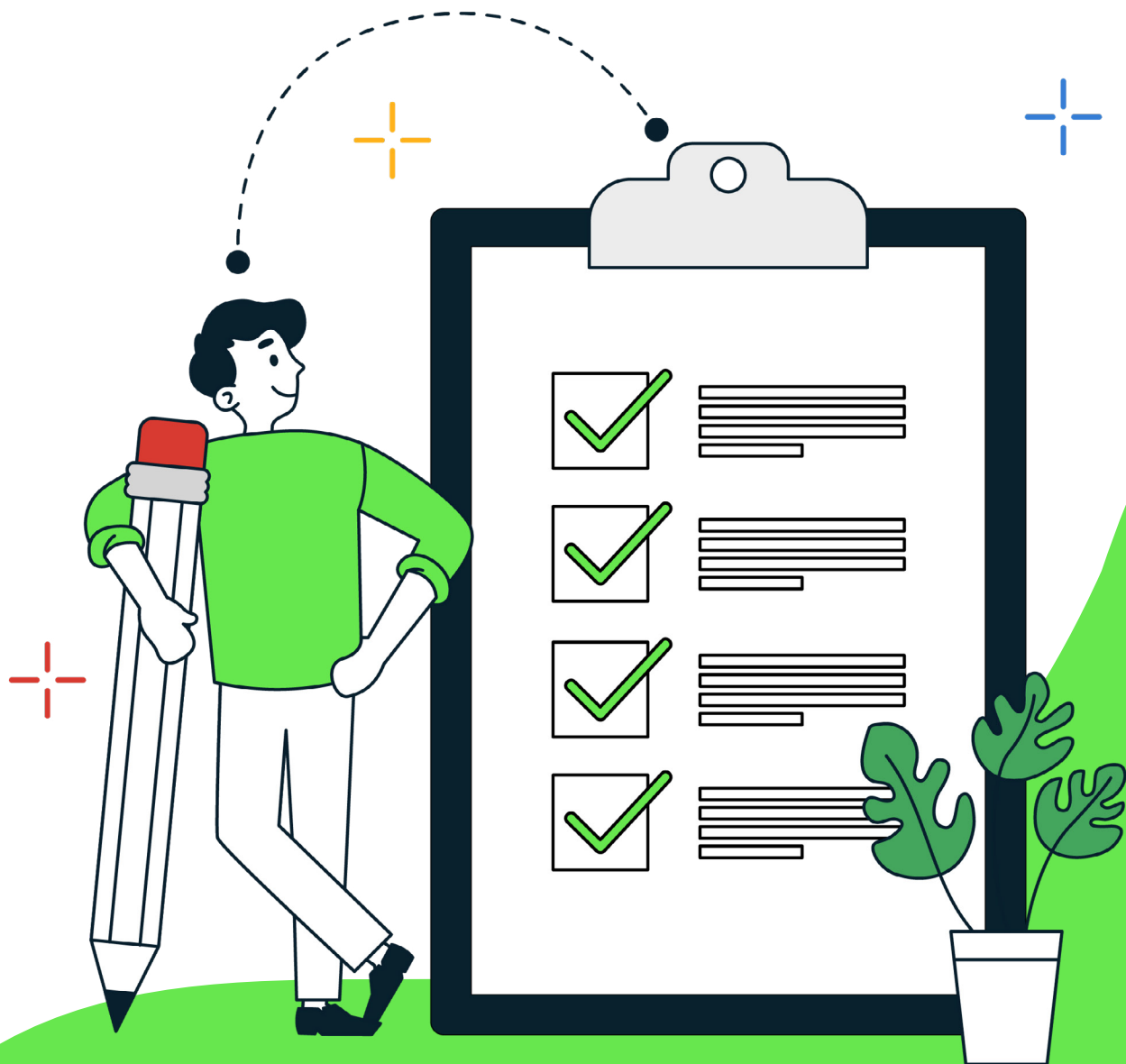


# A Plug and Play AI Policy Doc



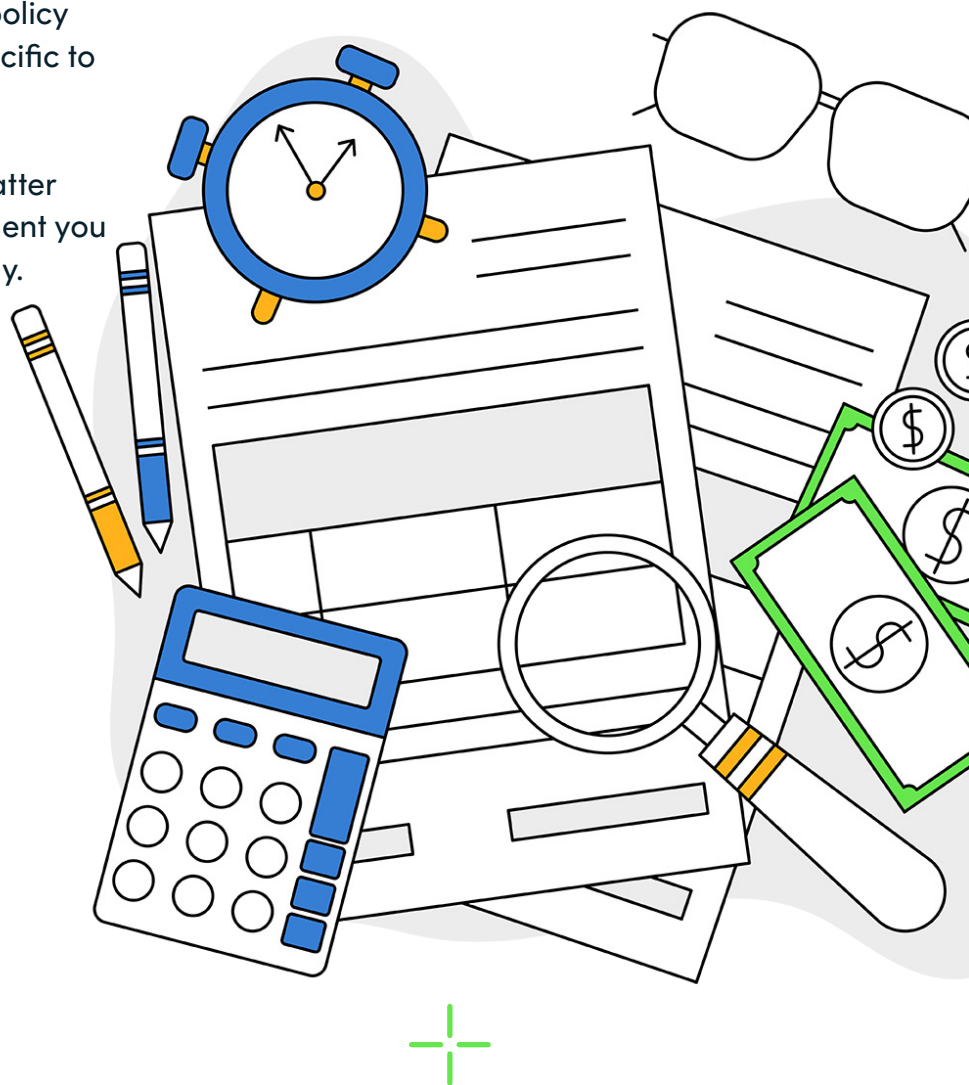
**Flimp**

Are your employees using ChatGPT at work, and are you sure they're using it responsibly?

AI tools aren't coming. They're here. From drafting emails to summarizing meetings, some employees are integrating them into their daily workflows. But without clear policies, it's only a matter of time before a well-intentioned prompt leads to privacy violations, DEI concerns, or full-blown compliance risks.

Before worst-case scenarios hit, you need a plan. That starts with an AI usage policy that's practical, enforceable, and specific to your organization's needs.

Here, we'll go over why AI policies matter and give you a plug-and-play document you can customize and go live with quickly.





## Why HR Needs an AI Policy Document

AI tools are quickly becoming a part of daily workflows. But without clear guidance, employees may use them in ways that expose the organization to risk or conflict with company values.

Here's why an AI policy matters for HR:

- **Avoid compliance issues** around data privacy, intellectual property, and discrimination.
- **Clarify what's allowed** and what's not when using AI tools at work.
- **Establish accountability** by setting expectations for appropriate use.
- **Support change management** as AI becomes more embedded in operations.

# What Your AI Policy Should Include

A highly effective AI usage policy provides clarity without overcomplicating things. These are essentials to include in your AI policy.

## 1. Purpose of the Policy

Explain why your organization has chosen to establish guidelines now. When it comes to all things AI, transparency should always be at the heart of its use.

## 2. Scope of Use

What tools are covered? Consider if you're using ChatGPT, image generators, or internal bots, and remember to update the policy when you add something new.

## 3. Approved Uses

Be clear on where AI is encouraged. Common uses include drafting internal emails and analyzing large datasets. If there are gray areas or limits on AI use, clarify them here.

## 4. Prohibited Activities

Because AI relies on data, there's a risk of misuse. Provide clear examples, such as entering private customer data into public tools.

## 5. Data Privacy and Security

Outline how employees should handle and review AI-related data securely.

## 6. Oversight and Review

Explain who owns the policy and how often it's updated.

## 7. Employee Responsibility

Provide a simple, clear code of conduct for users.

## 8. Acknowledgement

Make it clear that employees must read and follow the policy. Let them know where they can access it later.



Remember, this doesn't have to be full of legal jargon. Keep it clear with practical guidance that your team can understand and follow.

# A Plug and Play AI Policy Template

[Click here to download as a Word Document](#)

To get you started, we've put together an AI policy template based on best practices from legal, IT, and HR sources. You can customize it to fit your organization's size, industry, and risk profile.



Use this as a base to build your organization's responsible AI usage policy.

## **[Company Name] Artificial Intelligence (AI) Usage Policy**

**Effective Date:** [Insert Date]

**Policy Owner:**

### **1. Purpose**

The purpose of this policy is to establish clear guidelines for the responsible use of Artificial Intelligence (AI) tools and technologies at [Company Name]. As AI becomes a part of daily work, we aim to support innovation while protecting employee data, maintaining compliance, and upholding company values.

### **2. Scope**

This policy applies to all employees, contractors, and temporary workers who use AI tools in the course of their work at [Company Name].

Covered tools include, but are not limited to:

- Generative AI tools (e.g., Chat GPT, Gemini, Claude)
- Image or video generators (e.g., DALL-E, Midjourney)
- Internal AI-enabled software (e.g., Copilot, HubSpot AI)
- Any AI tool used for decision-making, writing, summarizing, or analysis

### **3. Approved Uses of AI**

Employees may use AI tools to assist with work-related tasks, including:

- Drafting internal content (emails, reports, meeting notes)
- Brainstorming ideas or organizing information
- Analyzing large volumes of non-sensitive data
- Creating visuals or mockups for internal use
- Automating repetitive tasks

If you're unsure whether a tool or usage is appropriate, please consult [Contact Name].

#### **4. Prohibited Uses of AI**

To ensure security, compliance, and ethical use, employees may not use AI tools for:

- Entering confidential or personally identifiable information, including customer or employee data
- Generating or editing legal, financial, or compliance documents without proper review
- Making employment decisions (e.g., hiring, firing, and performance reviews)
- Misrepresenting AI-generated content as fully human-created without disclosure
- Using AI in any way that violates our Code of Conduct or DEI policies

#### **5. Data Privacy and Security**

Employees must:

- Never input confidential or regulated data into public AI tools
- Follow [Company Name]'s data protection policy when using AI
- Assume all AI input/output may be stored externally unless approved as secure

The [IT/Security Department] reviews all AI tools before integrating them into company systems.

#### **6. Oversight and Review**

This policy is maintained by [Policy Owner Department].

We review and update this policy annually, or whenever needed to reflect new tech or rules.

You can reach out with policy questions, concerns, or suggestions to: [Insert Contact Source Here]

#### **7. Employee Responsibilities**

By using AI tools at work, employees agree to:

- Do use tools ethically and in line with this policy
- Do disclose AI-generated content when it influences decision-making
- Do ask for guidance when unsure
- Don't enter sensitive data or use unapproved tools
- Don't rely solely on AI output without human review

#### **8. Acknowledgement**

All employees are required to read and comply with this policy. You'll receive the policy during onboarding, and it's always available on the [HR portal or intranet site].



## What's Next: Putting Your AI Policy Into Action

Now that you've got the framework, here's how to tailor and roll out your AI policy.

### **ALIGN WITH LEGAL AND IT**

Make sure the policy reflects your organization's data security, compliance, and acceptable-use standards. Collaboration here helps future-proof your policy.

### **TAILOR IT TO FIT YOUR CULTURE**

Use language that matches your company's tone. Include examples of the tools your employees will actually use to keep it relatable.

### **EMBED IT INTO YOUR ONBOARDING**

New hires should see the policy early. Have it on your onboarding microsite or in welcome materials.

### **KEEP IT ACCESSIBLE**

Have it in another location for employees after onboarding, like your intranet or benefits hub.

### **COMMUNICATE WITH CLARITY AND CONSISTENCY**

Use short videos, printable materials, or digital postcards to highlight the key takeaways. Explainer tools help with engagement and clarity for information that might be overwhelming.

# Turn an AI Policy Into Your Next People Strategy

A well-crafted AI policy helps mitigate risks while supporting your company culture of trust and empowerment. As AI tools become more integrated into daily workflows, setting clear expectations helps everyone use them confidently and ethically. It also helps show that your organization is proactive and not reactive to new tech.

This is a chance for HR to lead the AI conversation. By embedding your policy into onboarding, training, and internal comms, you're creating a framework that supports innovation and accountability.

Need help rolling it out? Tools like explainer videos, benefits microsites, and onboarding portals can bring your AI policy to life and make sure it sticks.

