# [Company Name] AI Usage Policy

**Policy Owner:** [Name / Role]
**Last Updated:** June 29, 2026

## Purpose

This policy sets simple, clear guidelines for using artificial intelligence (AI) tools at [Company Name]. It is meant to help employees use AI safely and productively while protecting company and client information. This is a starting point. It will be updated as [Company Name] selects tools and its use of AI matures.

## Scope

This policy applies to all employees, contractors, and anyone using AI tools for [Company Name] work. AI tools include large language models and chat assistants (such as ChatGPT, Microsoft Copilot, and Claude), and any other AI-driven tool used to generate content, analyze data, automate tasks, or support decisions. It covers both current and future AI tools.

## What Counts as Company Data

[Company Name] Data is any non-public information that relates to the company, its clients, its people, or its operations. This includes client information, financial records, employee data, internal documents, strategies, and anything that is not already public.

**A simple test:** Is this information already public on our website or social media? If the answer is no, treat it as confidential.

Anything entered into a company-provided AI tool is considered [Company Name] Data and remains company property. When in doubt, treat the information as company data and follow this policy.

## Using AI Tools

### Company-Provided AI Tools

- AI tools with a company-approved, managed subscription (for example, Microsoft Copilot or Claude Team) may be used for work tasks, including those that involve company and client information.
- Only company-approved tools may be used to handle company data.

### Personal or Free AI Tools

- Personal or free AI tools (such as the free versions of ChatGPT, Claude, or Gemini) may be used only with non-confidential, public information.
- Never enter company or client data into a personal or free AI tool, **regardless of its privacy settings.**
- Where the option exists, turn off any setting that lets the tool train on your inputs.

## Approved Tools

The tools below are approved for [Company Name] work. [Company Name] will keep this list current and may add or remove tools over time. Any AI tool not on this list should be treated as a personal or free tool and used only with public, non-confidential information.

| Tool | Provider | Approved for Company Data | Notes |
|---|---|---|---|
| **Microsoft Copilot** | Microsoft | Yes | Within the company Microsoft 365 environment |
| **ChatGPT Business** | OpenAI | Yes | |
| **Claude Team** | Anthropic | Yes | |
| **Plaud (Team)** | Plaud | Yes | AI note-taker; confirm participants are aware recording is in use |

## Your Responsibility

You are responsible for the accuracy and quality of anything you create with AI. Review and edit every AI output before you use it, send it, or save it. AI can be confidently wrong. Apply the same judgment and care you would to your own work.

## Policy Review

This policy should be reviewed regularly, at least once a year, and will be updated as [Company Name] adopts new tools, changes how it uses AI, or as laws and best practices change.

## Questions

For questions about this policy, or about whether a specific tool or task is allowed, contact your manager.

## Acknowledgment

By typing my name and the date below, I acknowledge that I have read, understood, and agree to comply with this AI Usage Policy. I understand that typing my name serves as my electronic signature.

Name (type to sign): Click to enter your name
Date: Click to enter date