

CHAPTER 12 - BEFORE YOU TRUST AI

AI Acceptable Use Policy

A starting point for team leads. Adapt every bracket, then circulate.

This is not a legal document. It is a practical starting point: a short, honest policy you can adapt in an afternoon and actually get your team to read.

The Three Foundations

Define your data policy: be clear about what information people can and cannot share with AI tools.

Define accountability: make it clear who remains responsible when AI supports a business decision.

Keep policies current: treat this as a living document, reviewed regularly.

Policy Template

Replace every [bracket] with your own details.

1. Purpose

2. Approved Tools: which AI tools are approved for work use at [company/team name]?

3. What You May Share

4. What You May Never Share With a Public AI Tool: personal information, confidential business information, sensitive commercial information, and security information. See the full Never Paste This checklist.

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5. My Acceptable Use Rule

Starting example, adapt in your own words

“I will not paste anything covered by a confidentiality agreement, anything that identifies a customer or employee, or anything I would not be comfortable seeing on a public website. When in doubt, I will ask before I paste, not after.”

6. Accountability

Who remains responsible when AI supports a business decision at [company/team name]:

7. Review Cadence

This policy will be reviewed every [timeframe] by [role or person].

8. Acknowledgment

I have read this policy and understand what I can and cannot share with AI tools.

Name and date:

The goal isn't a long policy. It's a personal habit your team will actually follow when they're busy.