

AI in the Workplace Policy Template

Note - this is a template, please edit and customize before sharing with your team

1. Why we have this policy

AI tools can help us work more efficiently, spark ideas, and reduce repetitive tasks. They can be great for small and medium-sized businesses like ours, as long as we use them safely and responsibly.

This policy explains how we can use AI at work, which tools are approved, and how to avoid risks.

2. Who this applies to

Everyone who works for or with [Company Name], must follow this policy when using AI tools for work:

- employees,
- contractors,
- and consultants

3. What we mean by “AI tools”

AI tools include any software that creates content, analyses information, or makes predictions or suggestions. Examples:

- ChatGPT, Gemini, Perplexity, Co-Pilot, Jasper, Claude
- Midjourney, DALL·E
- GitHub Copilot
- Chatbots or automated assistants
- AI features inside tools we already use

If you're not sure whether something counts as an AI tool, please check.

4. Using only approved AI tools

You may **only use AI tools that have been reviewed and approved by [Company Name]**. Approved tools will be listed below and updated when needed.

Approved AI Tools:

{List your approved AI Tools here}

If a tool is *not* on the approved list, you must not use it for work, even for small tasks. If you'd like to use a new tool, submit the AI Tool request form to your manager or IT so we can review it.

This protects our data, our people, and our reputation.

5. When it's okay to use AI tools

When using **approved AI tools**, you may use them to support your work, for example:

- Drafting emails, reports, or job ads
- Summarising meeting notes or documents
- Brainstorming ideas or outlines
- Producing early drafts of content
- Automating simple, low-risk admin tasks

When using approved AI tools:

- Always review and edit the output
- Make sure the information is accurate and appropriate
- Make sure it reflects our tone and standards
- Remember AI is a helper, not the final decision-maker

6. When it's *not* okay to use AI tools

To keep our business and people safe, AI use must stay within approved tools and approved purposes.

Do not:

- Use any AI tool that has not been approved by [Company Name]
- Enter confidential, personal, or sensitive information into an AI tool unless the tool is approved for that specific use
- Use AI to make decisions about people (hiring, pay, performance, promotions), unless the tool is approved for that specific use
- Rely on AI-generated information without checking it carefully
- Use AI as a source of legal, financial, or compliance advice
- Share AI-generated images, text, or documents without reviewing them fully

If you're unsure whether a tool or use is allowed, please ask.

7. Things to be aware of

AI tools can be helpful, but they have limits. Always keep these risks in mind:

- **Accuracy:** AI can produce false or misleading information.
- **Bias:** AI outputs can reflect stereotypes and unfair assumptions.
- **Data use:** Many AI tools may store or reuse what you type.
- **Copyright:** AI content may not be fully original.
- **Reputation:** Public-facing AI content must be handled carefully.

Report anything concerning or unusual to your manager or HR.

8. Your responsibilities

When using approved AI tools, you are responsible for:

- Protecting personal and confidential information
- Checking and improving AI-generated work
- Using tools according to this policy
- Asking before using a new or unlisted AI tool
- Reporting accidental misuse or issues promptly

Even if AI helps, **you are accountable for the final output.**

9. Asking for a new tool to be approved

If you'd like us to consider a new AI tool:

1. Complete the AI Tools Request Form
2. Speak with your manager or IT
3. Explain how you plan to use it
4. Wait for approval before using it for any work tasks

We'll review the privacy, security, and business risks before deciding.

10. What happens if this policy isn't followed

If AI tools are used inappropriately, especially unapproved tools, it may lead to additional training or disciplinary action, depending on the severity and circumstances.

11. Questions

If you're unsure whether something is allowed or need help understanding the policy, speak to your manager, HR, or IT. We want you to feel confident using AI at work.

Note - Remove everything below this point before sharing your policy.

Disclaimer from HR Partner

This policy gives general guidance and does not replace legal advice. AI-related laws in areas such as privacy, data protection, discrimination, workplace monitoring, and intellectual property vary by region. Businesses must check any legal requirements that apply to their country, state, or region. Where local laws require stricter standards, those rules take priority.



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