[Company Name] Employee AI Rules

One-page summary of the [Company Name] AI Acceptable Use Policy. It applies to everyone the policy covers: employees, contractors, temporary staff and interns. If this page and the policy ever differ, the policy applies.

Free template from CIO Support, published by LAN Service Group, Inc. Version 1.0, October 2026. Matches the AI Acceptable Use Policy template version 1.0.

How to use (delete this box before handing out): fill in every [bracketed field] with the same details as your AI Acceptable Use Policy, and delete this box, the template line under the title and the footer. Change this page whenever you change the policy. It summarizes the policy and does not replace it. You may copy, edit and use this template inside your organization. General guidance, not legal advice.

1	DO	**Use only approved AI tools, signed in with your company account [through single sign-on].** Never use a personal AI account, free or paid, for company work. The approved list is at [location or link] and is maintained by [owner].
2	DON'T	**Never connect an AI app, plug-in or extension to company email, files, calendars or other systems,** or grant it access when asked to sign in or approve permissions, unless it is on the approved list for that use.
3	DON'T	**Never put credentials or ID numbers into any AI tool. No exceptions.** That includes passwords, API keys, access tokens, private keys and any other credentials, payment card numbers, bank account numbers, Social Security numbers and other government ID numbers.
4	DON'T	**Keep restricted data out of AI unless [owner] has approved that specific tool and environment for that data in writing, after [Legal / Compliance] confirms the required contracts and safeguards are in place.** This covers health information about identifiable people (including PHI), CUI and export-controlled technical data (ITAR or EAR), personal information about customers, employees or job applicants beyond what the approved use requires, unpublished inventions, trade secrets and [other sensitive intellectual property], and anything a customer, partner or other third party gave us in confidence or that a contract says may not be shared with outside providers. No written approval means no.
5	DO	**Check the data's classification under [Company Name]'s [data classification policy] and the tool's limit before you type, paste or upload anything.** Not sure how it is classified? Treat it as Restricted and ask [contact].
6	DO	**Check AI output. You are responsible for it, exactly as if you had written it yourself.** Check facts, figures, names, citations and links against a reliable source. A person must review it before it goes to a customer, is used in a contract, is sent to a regulator, is deployed as production code or becomes part of a regulated record.
7	DON'T	**Never let AI output be the sole basis for a decision about a person.** A person makes, and is accountable for, the final decision on hiring, pay, promotion, discipline or termination, or a customer's eligibility for [products or services]. Any AI tool used to support these decisions needs prior [HR / Legal] approval.
8	DO	**Be open about AI.** Disclose AI assistance when [e.g. a customer, regulator or contract requires it, or when content is published under a person's name]. Never use AI to impersonate a real person, or to create content intended to mislead. Follow [Company Name]'s rules on notifying participants and obtaining consent, and applicable law, before using a meeting note-taker, transcription or recording tool.
9	DO	**Ask before you start using a new AI tool, or an approved tool for a new use.** Request it from [owner or request link] and do not use it for company work until it is approved.
10	DO	**Report problems to [contact, email or phone] within [number] hours.** Report if you entered information the policy does not allow (including by accident), if AI output that was used or sent turns out to be wrong in a way that could cause harm, or if an AI tool behaves unexpectedly, such as showing someone else's data or asking for credentials.

Who to ask

Questions about data or tools	Approved tool list	New tool requests	Report a problem
[contact]	[location or link]	[owner or request link]	[contact, email or phone]

Company accounts, devices and networks, including AI tools, may be monitored as permitted by law and [Company Name]'s [monitoring or electronic communications policy]. Breaking these rules is handled under [disciplinary policy].

Sign-off

I have read these rules and the [Company Name] AI Acceptable Use Policy, and I agree to follow them. I understand that I am responsible for the AI output I use in my work.

Name	Signature	Job title	Date