FLUXLABS

TEMPLATE · AI AT WORK

AI use policy

A one-page policy for a small business. Fill in the blanks, go over it with your team and keep a signed copy.

Business name _____ Date it starts _____

Policy owner _____ Review again on _____

1. Tools we allow

Use only the AI tools listed here, signed in with your work account. Ask the policy owner before trying anything else.

Approved AI tools _____

2. What never goes into AI

- [ ] Client, customer or patient names with their details
- [ ] Health, legal, financial or criminal justice records
- [ ] Passwords, sign-in codes, bank or card numbers
- [ ] Employee files, pay or reviews

3. How we use it

- **A person checks everything.** Facts, numbers, dates and quotes are checked before anything is used or sent.
- **AI drafts, people decide.** It never sends messages, approves payments or makes decisions about people on its own.
- **Speak up fast.** Tell the policy owner right away if something private went into an AI tool.

4. Agreed by

Name _____ Job title _____

Signature _____ Date _____