AI Use Policy Template for Small Teams

Adapt the wording in brackets to your organisation. Keep it short enough that people will read it.

1. Purpose

This policy explains how [Company] uses AI tools safely, responsibly and consistently.

2. Who it applies to

All staff and contractors who use AI tools for [Company] work, including AI features built into other software.

3. Our principles

- We use AI to help our work, not to replace our judgement.
- We protect confidential and personal information.
- A named person is responsible for everything we publish or send.
- We are honest with customers about how we use AI where it matters to them.

4. Approved tools

Tool: _____ Allowed data: _____

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To request a new tool, contact: _____

5. Data rules

- Never enter: passwords, customer personal data, payment or health information, confidential client material.
- Approved tools only: internal documents, draft financials, unreleased plans.
- Any tool: public information and your own non-sensitive drafts.

6. Human review

- ☐ All AI-assisted work is checked by a named person before it is published, sent externally or used in a decision.
- ☐ Facts, figures, quotes and references are verified against original sources.

7. Not allowed

- Fully automated decisions about people (hiring, credit, discipline).
- Images, video or audio of real people without their consent.
- Presenting unchecked AI output as professional advice.

8. Disclosure

- Customer-facing chatbots and assistants identify themselves as AI.
- Published content drafted with AI assistance includes a short note where relevant.

9. Problems and questions

Report mistakes or concerns to: _____

Reporting quickly is always the right thing to do.

10. Ownership

Policy owner: _____

Approved on: _____

Next review (every six months): _____

Guide and examples: www.flexyblogs.com/blog/ai-use-policy-template-small-teams