

AI Policy Starter Template

Six decisions and nine sections — a policy in one to two pages

1. Six Decisions to Make First

- ☐ Approved tools — which tools and accounts, for what work
- ☐ Data boundaries — what never goes into a prompt
- ☐ Acceptable use — encouraged, with care, not acceptable
- ☐ Checking — what is verified, and by whom, before use
- ☐ Disclosure — when people are told AI was involved
- ☐ Mistakes — how errors are reported and handled



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2. Policy Sections to Write

- ☐ Purpose — why the policy exists
- ☐ Who it applies to — staff and contractors
- ☐ Approved tools — and how to request one
- ☐ Data rules — the never-enter categories
- ☐ Acceptable use — encouraged / care / not
- ☐ Checking outputs — every answer is a draft
- ☐ Disclosure — when AI use is declared
- ☐ Reporting mistakes — who to tell, same day
- ☐ Ownership and review — owner and next date

3. Plain-English Rules

- ☐ Rules staff can repeat from memory
- ☐ 'Never', 'always' and 'ask first' — not 'where appropriate'
- ☐ One concrete example per rule
- ☐ Tool list kept separate from the rules
- ☐ One to two pages, no more

4. Roll It Out Properly

- ☐ Named owner written into the policy
- ☐ Questions invited about tools already in use
- ☐ Record kept of who has confirmed
- ☐ Introduced in a team conversation, not just emailed
- ☐ Each person confirms they have read and understood it
- ☐ Version dated so the current one is obvious

5. Keep It Current

- ☐ Review date set — every three to six months
- ☐ Reviewed sooner when a new tool or AI feature arrives
- ☐ Repeated staff questions treated as a wording problem
- ☐ First version treated as a starting point, not final

A policy emailed as an attachment is a policy unread — explain it in person and invite questions.

Short, plain and owned — that is a policy people follow.

IT Club

Technology Intelligence — Plain-English guidance for business owners

<https://itclub.work/knowledge-centre>