

WHAT SHOULD BE IN YOUR AI POLICY



*The 8 Sections Every Business Needs,
With Sample Language*

Why You Need This

Your team is already using AI, whether or not your business has decided how it should be used. A written AI policy is what turns that invisible, ungoverned use into a managed decision. It doesn't need to be long, and it doesn't need a legal team to draft it. It needs to cover the right things.

Below are the eight sections we recommend every AI policy include, along with sample language you can adapt for your own business. Use it as a starting point, not a final draft. The goal is a document your team will actually read and reference, not one that sits in a folder unopened.

THE 8 SECTIONS EVERY AI POLICY NEEDS

1. Purpose and Scope

State why the policy exists and who it applies to. Cover employees, contractors, and any vendor with access to your systems or data.

Sample policy language: This policy applies to all employees, contractors, and vendors who use artificial intelligence tools in connection with [Company Name] business.

2. Approved AI Tools

Name the specific AI platforms your business has vetted and sanctioned. Make clear that tools outside this list require approval before use.

Sample policy language: Employees may use only AI tools listed on the Approved Tools list maintained by IT. Requests to use a tool not on the list must be submitted to [IT contact/role] before use.

3. Data Classification and Handling Rules

Spell out exactly what information can never be entered into an AI tool, approved or not. This is the section that prevents the most damage.

Sample policy language: The following information may never be entered into any AI tool: customer personal information, financial account data, employee records, contracts, and any information covered by a confidentiality or non-disclosure agreement.

4. Acceptable Use Guidelines

Distinguish between low-risk uses (drafting, brainstorming, summarizing non-sensitive material) and higher-risk uses that require extra caution or sign-off, such as client-facing content, financial analysis, or contract language.

Sample policy language: AI tools may be used to draft, edit, and summarize internal, non-sensitive material. Any AI-assisted content intended for a customer, a contract, or public release must be reviewed under Section 6 before use.

5. Review and Approval Process for New Tools

Identify who evaluates a new AI tool before your business adopts it, and what that review actually checks: data handling terms, security certifications, where data is stored, and vendor reputation.

Sample policy language: The following information may never be entered into any AI tool: customer personal information, financial account data, employee records, contracts, and any information covered by a confidentiality or non-disclosure agreement.

6. Human Oversight Requirement

Require that a person review AI-generated content before it goes out the door, especially anything that reaches a customer, a regulator, or a contract.

Sample policy language: All AI-generated content used in external communications, proposals, or contracts must be reviewed and approved by a human before it is sent or published.

7. Incident Reporting Process

Give employees a clear, no-blame way to report it if sensitive data was accidentally entered into an AI tool, and describe what happens next.

Sample policy language: Employees who believe sensitive data was entered into an unapproved AI tool, or entered incorrectly, should report it immediately to [IT contact/role]. Reports made in good faith will not result in disciplinary action.

8. Training and Acknowledgment

Require that employees are trained on the policy when it's issued and again whenever it's meaningfully updated, and that they sign an acknowledgment.

Sample policy language: All employees will complete AI policy training upon hire and annually thereafter, and will sign an acknowledgment confirming they understand and agree to comply with this policy.

READY TO SEE WHERE YOUR TECHNOLOGY REALLY STANDS?

Call Directive at 607-433-2200 or visit directive.com/ai-consult to schedule your free, no-obligation AI consultation.