PRACTICAL AI FOR ALL
BORDEN AI
ADVISORY & ENABLEMENT LLC

# [Company Name] — AI Acceptable Use Policy (1-Page Template)

**Effective Date:** `[Date]` | **Policy Owner:** `[Owner / Operations Manager]` | **Review Cycle:** Semi-Annual

> *Operational Template Notice: This plain-language framework is provided for educational and operational governance purposes by George A. Borden, MBA. Companies in regulated industries (healthcare/HIPAA, legal, financial services) should have final policy language reviewed by qualified legal counsel and IT/compliance advisors.*

## 1. Purpose

`[Company Name]` encourages responsible use of Artificial Intelligence (AI) tools to reduce administrative busywork, improve client responsiveness, and strengthen work quality. This policy establishes clear guardrails so every employee can use AI confidently while protecting company, employee, and client information.

## 2. Approved AI Tools

- **Approved Business Tools Only:** Employees may use AI for company work **only** through company-authorized business accounts configured with data-privacy protections (no training on company data):
  - ☐ `Google Workspace with Gemini / Gemini Notebook`
  - ☐ `Microsoft 365 Copilot`
  - ☐ `Claude Team / Enterprise`
  - ☐ `ChatGPT Team / Enterprise`
  - ☐ `Other approved tool: _____`
- **No "Shadow AI":** Do **not** paste company files, client communications, or internal business records into personal or free consumer AI accounts.

## 3. Data Traffic-Light Rules (What Can & Cannot Go Into AI)

| Classification | Examples | Rule |
|---|---|---|
| **GREEN — Safe** | Public product brochures, published website copy, general brainstorming, industry templates, fully sanitized text | **Allowed** in approved business tools. |
| **YELLOW — Sanitize First** | Internal emails, project schedules, meeting transcripts, vendor quotes, SOPs, draft proposals | **Allowed ONLY inside approved business accounts** and **after removing identifying client/employee details** ( `[Client A]`, `[Account ID]` ) whenever specific names aren't required. |
| **RED — Strictly Prohibited** | Social Security numbers, bank/payment details, passwords/API keys, HIPAA/patient health records, employee disciplinary/payroll records, privileged legal filings, confidential pricing/margin formulas | **NEVER enter into any external or general-purpose AI prompt** unless explicitly authorized in writing on a dedicated, compliance-certified system. |

> **Golden Privacy Rule:** *Prompt instructions are NOT a security boundary.* Typing "keep this private" or "ignore the names" does not protect sensitive data. Always scrub sensitive details locally **before** pasting into an AI window.

## 4. Mandatory Human Oversight (The ACT Standard)

AI is an assistant, never the final decision-maker. Every employee must follow **ACT**:

1. **Ask** responsibly using sanitized inputs and clear instructions.
2. **Check** every AI-assisted output independently against primary source records (numbers, dates, quotes, policies, and commitments) before sending internally or externally.
3. **Tell** transparently—be honest when AI assisted with a draft, follow any client-specific disclosure rules, and take full human responsibility for accuracy, tone, and quality.

## 5. Prohibited Uses

Employees may **not** use AI to:

- Make automated final decisions on hiring, firing, discipline, credit, or legal/medical advice without documented human review.
- Misrepresent AI-generated quotes, references, images, or credentials as verified facts or authentic client testimonials.
- Upload copyrighted third-party paid materials or confidential NDA documents into unauthorized platforms.

## 6. Questions & Incident Reporting

If you accidentally paste restricted data into an unapproved tool, or want to test a new AI tool for your role, notify `[Policy Owner / IT Contact]` promptly. Early reporting protects the team—there is no penalty for asking before you paste.

### Employee Acknowledgment

I have read and understand `[Company Name]`'s AI Acceptable Use Policy, including the Data Traffic-Light Rules and mandatory ACT human review standard.

**Employee Name:** _____ **Signature:** _____ **Date:** _____