

EXECUTIVE BRIEF NO. 002

What Is an AI Use Policy? Setting Clear Expectations for Responsible AI

An AI use policy sets clear expectations for the responsible, ethical, and secure use of AI across your organization. Why every organization needs one, what it should include, and how it builds confidence instead of slowing innovation.

EXECUTIVE SUMMARY

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KEY TAKEAWAYS

- An AI use policy defines how AI may and may not be used, giving employees the confidence to use it appropriately.
- AI governance begins with people, not technology. Even a strong framework falls short if employees do not know what is expected.
- The goal is not to control every prompt, but to provide clear guidance so employees make good decisions.
- Cover the essentials: purpose, scope, approved tools, data protection, human oversight, accuracy and verification, security, and reporting.
- Clear rules build confidence and encourage responsible experimentation, they do not slow it down.
- Treat it as a living document, reviewed and updated as the technology and regulations evolve.

GOVERNANCE IMPLICATIONS

- AI governance begins with people. Even a strong technical framework falls short if employees do not understand what is expected of them.
- A documented use policy is evidence of deliberate governance, which regulators and auditors increasingly expect to see.
- Clear approved and prohibited use rules are the front-line control against data leakage and misuse.
- Enforcement and training turn a policy from a document into a practice. Without them, the policy changes nothing.

QUESTIONS FOR LEADERSHIP

- Do our employees have clear, written guidance on how they may and may not use AI?
- What data is explicitly prohibited from entering public AI tools, and do our people know it?
- Where do we require human review before AI-generated work is used or shared externally?
- Who approves new AI tools, and how is that process communicated?
- Is our policy reviewed and updated as tools and regulations change, or is it static?

RELATED REFERENCE SHEETS

- AGE-001 · AI Inventory
- AGE-003 · AI Risk Assessment

