EUREKA LABO

AI Use Policy (one-page) — Template

Company: _____ | Effective date: [YYYY-MM-DD] | Version: _____ | Owner: _____

How to use: fill in each [ ] field and each blank line with your own details, and keep the page where everyone can read it.

Purpose: We use AI to _____. Everyone follows the rules below.

1. Approved tools

- AI tools the company allows: [tool name / contract type]
- Accounts you may use: [company-contract accounts only / other: _____]
- To use a new tool: ask [where to apply]; [approver] decides.

2. Information that stays out

Level	Our examples (fill in)	Allowed tools / conditions
OK to use	[e.g. information already public]	[tools approved in item 1]
Conditional	[e.g. internal documents]	[conditions: _____]
Never	[e.g. personal data, information a contract makes confidential]	Do not enter into AI

If unsure, treat it as "Never" and ask the contact in item 4.

3. What a person checks

- Before anything leaves the company: [who] checks [what].
- Before AI output drives a decision: _____
- When to [disclose / record] that AI was used: _____

4. Who to contact

- When unsure: [person / help point]
- After a mistaken input: contact [contact] at once and record [what to record].

5. Review date

- Next review: [YYYY-MM-DD] (guide: every _____ months, or when a new tool is added)
- Reviewed by: _____

This template is a starting point for your own thinking, not legal advice. Check it against your own work rules, information-handling rules, and contracts with customers and partners, and consult a professional where needed.

Prepared by Eureka Labo, Inc. (https://www.eurekalabo.com/) | Version 2026-11