

[COMPANY NAME]

Artificial Intelligence & Technology Use Policy

Effective Date: _____ All Employees Supersedes: N/A

This policy is a free resource from ReadyDocs HR.

It is designed as a starting point for small businesses navigating AI in the workplace. It reflects current federal and Texas employment law principles, but every business is different. We recommend reviewing this policy with a licensed Texas employment attorney before use.

Want a complete Employee Handbook with this policy built in — customized for your company, your industry, and Texas law? Visit readydocshr.com.

1 — WHY THIS POLICY EXISTS

Artificial intelligence tools are changing how work gets done. Writing assistants, image generators, chatbots, voice tools, and data analysis platforms powered by AI are now available to anyone with an internet connection — including your employees, on your time and your equipment.

That creates real opportunity and real risk. This policy does not prohibit the use of AI tools. It sets the rules for how they may and may not be used so that [COMPANY NAME] can capture the benefits while protecting our customers, our business, and our employees.

2 — WHAT THIS POLICY COVERS

This policy applies to all employees, contractors, and anyone else performing work on behalf of [COMPANY NAME]. It covers:

- Any AI-powered tool used on company devices, company networks, or company time
- Any AI tool — whether company-provided or personally owned — used to perform job-related tasks
- Company computers, tablets, phones, and any other company-owned devices
- Personal devices connected to company networks or used for company work

What counts as an AI tool?

For purposes of this policy, AI tools include but are not limited to:

- Text generation and writing assistants (ChatGPT, Claude, Gemini, Copilot, Jasper, and similar)
- Image, video, or audio generators (DALL-E, Midjourney, Sora, ElevenLabs, and similar)
- AI-powered search, research, or summarization tools
- Automated scheduling, routing, or decision-support tools
- Any software that uses machine learning to generate, recommend, or automate outputs

3 — APPROVED AND GENERAL USE

[COMPANY NAME] may provide or designate specific AI tools that are approved for use in the workplace. Any approved tool will be communicated by management. Using a tool that has been approved does not mean all uses of that tool are permitted — the rules in this policy still apply.

Employees may use general AI tools for work tasks — drafting communications, researching information, summarizing materials — provided they follow the rules in this policy, especially regarding confidential information and accuracy verification.

Limited personal use of AI tools on company devices is acceptable as long as it does not interfere with your work, does not occur during work time, and does not violate this policy. Personal use is a privilege, not a right, and may be revoked at any time.

4 — WHAT YOU MAY NEVER DO — PROHIBITED USES

The following are prohibited regardless of the tool, the platform, or the purpose:

Confidential Information

- Do not enter customer names, addresses, phone numbers, email addresses, financial information, account data, or any other customer personal information into any external AI tool unless specifically authorized by [COMPANY NAME] in writing
- Do not enter employee names, salaries, performance information, disciplinary records, medical information, or any other employee personal information into any external AI tool
- Do not enter business financial data, pricing strategies, vendor contracts, trade secrets, proprietary processes, or other confidential business information into any external AI tool

Why this matters:

When you type information into a third-party AI tool, that information may be stored, used to train future models, or accessed by others depending on the platform's terms of service. Once confidential data leaves our systems through an AI tool, we may have no way to retrieve or protect it. This is the most important rule in this policy.

Accuracy and Verification

- Do not submit AI-generated work product as your own without reviewing it for accuracy, quality, and appropriateness
- Do not rely solely on AI output for any decision that affects another person, including hiring, scheduling, discipline, or customer service decisions
- Do not use AI to generate or spread false, misleading, or defamatory information about any person or business

Intellectual Property and Copyright

- Be aware that AI-generated content may reproduce copyrighted material — do not publish or distribute AI-generated content that appears to have been copied from another source
- Do not represent AI-generated content as entirely original creative work without disclosure when the context requires it
- Do not use AI tools to circumvent software licenses, access paywalled content, or reproduce protected materials

Workplace Conduct

- Do not use AI tools to generate content that is offensive, harassing, discriminatory, or otherwise in violation of [COMPANY NAME]'s harassment and conduct policies
- Do not use AI tools to impersonate another person, including coworkers, customers, or company management

- Do not use AI tools to conduct personal business, run a side business, or generate income outside of your employment with [COMPANY NAME] on company time or using company resources

5 — COMPANY MONITORING AND NO EXPECTATION OF PRIVACY

[COMPANY NAME] owns all company devices, networks, and electronic systems. All use of company technology — including use of AI tools — may be monitored at any time, with or without notice. Employees have no reasonable expectation of privacy when using company equipment or company internet access.

Monitoring may include logging websites visited, tools accessed, content entered into applications, and files created or saved on company devices. This monitoring right applies to all electronic activity, including the use of AI tools.

[COMPANY NAME]'s monitoring of electronic resources does not extend to employees' ability to discuss wages, working conditions, or other terms of employment with coworkers. Those communications are protected under federal law regardless of the medium used. This policy does not restrict protected activity under the National Labor Relations Act.

6 — ACCURACY, QUALITY, AND RESPONSIBILITY

AI tools make mistakes. They generate plausible-sounding but incorrect information, fabricate sources, misstate facts, and produce outputs that reflect biases in their training data. When you use AI in your work, you are responsible for the output.

- Always review AI-generated content before using, sending, or submitting it
- Verify facts, figures, dates, names, and any other material claims independently
- If AI output will be shared with a customer, vendor, or partner, treat it as a draft that requires your professional review — not a finished product
- If you are unsure whether AI-generated content is accurate or appropriate for a particular use, ask your manager before proceeding

7 — PERSONAL DEVICES AT WORK

If you use a personal device for work purposes — including checking work email, accessing company systems, or performing any job task — this policy applies to your use of AI tools on that device for those work purposes.

[COMPANY NAME] reserves the right to require removal of applications or content from personal devices that have been used to access company systems if a security concern is identified. Employees who do not wish their personal devices to be subject to company policies should not use them for work purposes.

8 — SOCIAL MEDIA AND AI-GENERATED CONTENT

Do not post AI-generated content on social media in a way that misrepresents it as your own personal opinion, original creative work, or firsthand experience when it is not. Do not use AI to generate fake reviews, fake testimonials, or misleading content about [COMPANY NAME] or any other business.

Any public-facing content you post that relates to [COMPANY NAME], its products, services, or customers — whether AI-generated or not — must comply with [COMPANY NAME]'s social media policy.

9 — VIOLATIONS AND DISCIPLINE

Violations of this policy may result in disciplinary action up to and including termination, depending on the nature and severity of the violation. Violations involving the unauthorized disclosure of customer or employee personal information may also create legal liability for the employee individually.

[COMPANY NAME] reserves the right to update this policy as AI technology and applicable law evolve. Employees will be notified of material changes.

10 — EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the [COMPANY NAME] Artificial Intelligence & Technology Use Policy. I understand that:

- This policy applies to all AI tools used on company devices, company networks, or company time
- I must never enter customer or employee personal information, or confidential business information, into any external AI tool without specific written authorization
- I am responsible for reviewing and verifying any AI-generated content before using it in my work
- Company devices and networks may be monitored at any time
- Violations of this policy may result in discipline up to and including termination
- My signature confirms receipt of this policy. It does not constitute an employment contract or guarantee of continued employment.

Employee Signature / Date

Employee Printed Name

Job Title

Manager Signature

Confirming this policy was reviewed with employee at orientation

File the signed original in the employee's personnel file. Give the employee a copy for their records. Collect a new signed acknowledgment if this policy is materially updated.

Want this policy built into a complete Employee Handbook?

The ReadyDocs HR Employee Handbook & Orientation Workbook includes this AI & Technology Use Policy plus 9 fully compliant policy sections — all customized for your company, your industry, and Texas law. Built-in Day 1 orientation workbook. Signed acknowledgment on the last page. SPHR-verified.

\$299 at readydocshr.com