

ACCEPTABLE USE · PRINT & POST

The AI ground rules

AI is welcome here — as long as we follow a few simple rules. The short version every team member should know.

✓ GO AHEAD

- ✓ Draft, summarize, translate & brainstorm
- ✓ Speed up the repetitive parts of your job
- ✓ Use an **approved company tool** for work
- ✓ Always **check the output** before it ships
- ✓ Say when AI meaningfully shaped your work
- ✓ Ask when you're not sure

✗ DON'T

- ✗ Paste confidential or personal data into public tools
- ✗ Pass off AI output as fact without checking it
- ✗ Let AI make the **final call on people** (hiring, pay, discipline)
- ✗ Use it to deceive, impersonate or plagiarize
- ✗ Assume free tools keep your data private
- ✗ Use random personal tools for company work

THE ONE RULE TO REMEMBER

Use AI for almost anything — but you're always the one responsible for the result.



Learn more

Scan for the full plain-English guide & a free, editable Acceptable Use policy.
insidepartners.ai/ai-acceptable-use

GOOD AI HYGIENE
ALIGNED TO **NIST AI RMF**