



AI Policy Starter Toolkit

A high-level guide to help your organization shape safe, practical, and people-focused AI use policies.

Brought to you by **SkillsSpout™** | Part of our Human-First AI Maturity Model

Why You Need an AI Policy

AI tools like Claude, ChatGPT, Gemini, and CoPilot are accessible to every employee – not just IT. Without clear guidelines, your organization is at risk of misuse, inconsistency, or missed opportunities. An AI policy sets expectations, protects sensitive information, and builds trust across your teams.

What a Good AI Policy Covers



Purpose and scope

Who it applies to and why



Acceptable use

What AI can and can't be used for



Privacy and data handling

How to keep information safe



Human review

When outputs need human oversight



Tool vetting

How new tools get approved



Ethics and bias

How to promote fairness and quality



Roles and responsibilities

Who ensures compliance

Key Questions to Guide Your Drafting Process

- What tools are currently being used (officially or not)?
- Where do you see potential for increased efficiency or risk?
- What sensitive data needs to be protected?
- How should human oversight be documented?
- What criteria should be used to approve tools?
- Who owns the process of review, rollout, and updates?

Actionable Steps to Get Started

Host a cross-functional meeting

Schedule a 30-45 minute meeting to identify known and unknown AI use.

Outline acceptable use cases

Define 3-5 acceptable use cases for your teams (e.g., draft emails, summarize notes).

Draft a short policy

Create a concise policy covering scope, uses, and data rules.

Identify leadership

Appoint a lead or small group to manage policy updates and guidance.

Communicate and gather feedback

Share the policy clearly and ask for team input.

Tips for Getting Buy-In

Keep it simple

Your first version should fit on a few pages.

Make it role-relevant

Include examples specific to each team.

Show support

Let employees know this is about empowering, not policing.

Plan to evolve

Your policy is a living document that should grow with your organization.

Human First AI Maturity Model: Built-In Policy Support

Our [Human-First AI Maturity Model](#) includes policy development and refinement. We work directly with your leadership and teams to:



- Co-create a policy that fits your goals
- Train your team on what's allowed
- Build tools (like custom AI Bots) that align with your workflows
- Ensure your rollout is structured, secure, and clear

To access these or talk to a **SkillSpout™** consultant, email hello@skillspout.com or visit skillspout.com