

Calm waters, careful course.

— COMPLIANCE & COUNSEL —

Thoughts of an AI Policy for Your Staff *Keeping You Up at Night?*

A practical guide for owners charting safer waters as artificial intelligence becomes part of everyday work.

TAMARA L. HARPER, ESQ. • 5 MIN READ • BUSINESS · EMPLOYMENT

Have you created an AI Policy for your company and trained your staff on your AI Policy?

An AI policy is a set of guidelines governing the ethical, responsible, and safe use of AI within your company. The format and content will vary depending on your company's size, customer focus, and how you're using AI.

Your AI policy should address several factors:

CONSIDERATIONS

What every AI policy should address

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| 01 AI ethics, including potential discrimination and bias. | 02 Guidelines for data collection and usage. |
| 03 Expectations for transparency. | 04 Data protection and cybersecurity best practices. |
| 05 Future risk assessment as AI develops. | 06 User experience and accessibility. |
| 07 Legal framework and industry standards. | 08 Governance, oversight, and adaptation. |
| 09 Employee training. | 10 Adaptation to new legal innovations. |

“ Don’t forget about your other required policies too – Privacy Policy, Cookie Policy and Terms and Conditions – that should be updated and posted on your website.

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Charting Your Course

A thoughtful policy is less about restricting tools and more about giving your team a clear shoreline to navigate by — one that protects your customers, your data, and the trust you’ve built. The right framework also leaves room to adapt as the technology, and the law, continue to shift.

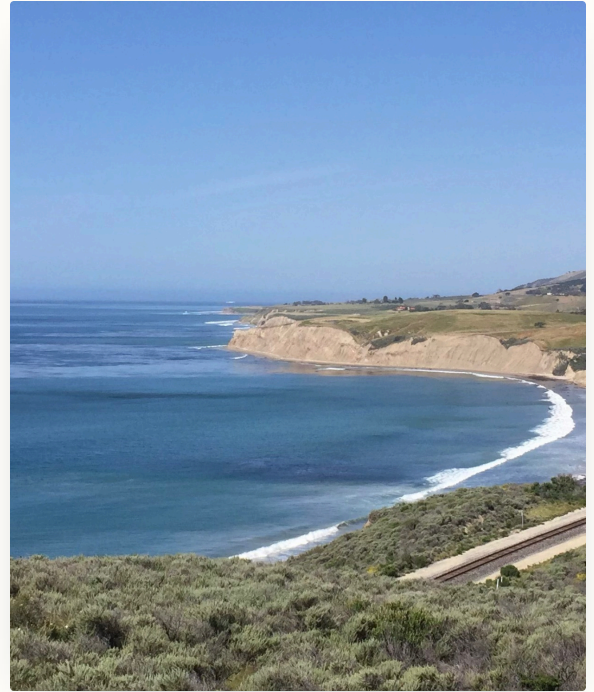
Begin with the pillars listed on page one, document them in plain language, and revisit as your team’s use of AI matures. Pair the written policy with hands-on training so the rules feel lived-in, not hypothetical.

FOR YOUR READING LIST

Resources to get you started and some sample templates:

[AI Policy Templates & Framework](#) →

[Responsible AI Policy Template](#) →



A clear shoreline gives every voyage its bearings.

A Note from Counsel

If you have any questions about creating an AI Policy or incorporating into your Employee Handbook, we are here to help you. Don’t forget about your other required policies too – Privacy Policy, Cookie Policy and Terms and Conditions – that should be updated and posted on your website. If you are a law firm you have further disclosure obligations that should appear on your website as well.

Let’s build a policy that fits your business.

Whether you’re drafting your first AI Policy or refreshing an existing handbook, schedule a consultation to map the route ahead.

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