Your team AI rule, on *one page*

Copy this page. Fill in the blanks. Hand it to your team. It is the whole rule: what may go into AI, who checks the work, and what happens when something goes wrong.

Business _____ **Rule owner** _____ **Date** _____

1. The data rule

Green	**Fine in an approved account** Public information. Your own general writing.
Amber	**Approved account only. Check the output.** Internal notes with no customer or money details.
Red	**Never goes in** Customer personal data, passwords, contracts, financial records, health or other regulated data.

2. Approved accounts

Tool 1 _____ **Business account owner** _____

Tool 2 _____ **Business account owner** _____

No personal accounts for work. To add a tool, ask the rule owner first.

3. Never

- ✕ AI does not make legal, financial, hiring or pay decisions.
- ✕ AI does not commit the company to a contract.
- ✕ If a customer talks to an AI, we tell them.

4. Named reviewer

Anything that reaches a customer, a contract, a number or a decision is read by _____

The person who sends the work owns it.

5. Can I paste this?

1. **What is in it?** Customer details, money, passwords or contracts: **stop.** Public information or your own words: **go on.**
2. **Which account am I in?** Personal account: **stop.** Approved business account only: **go on.**
3. **Who checks the answer?** If it leaves the building, a named person reads it first.
4. **Still not sure?** Ask the named person before you paste, not after.

6. If something goes wrong

Tell the rule owner the same day. We fix it with the customer. We note what to change here. No blame.

7. Review every 90 days

Next review _____

Check the tool list, this page, mistakes and near-misses, and new tool requests. Save a dated note.

Not legal advice. Have a lawyer read your final version.