



Clear lines for using AI at work, and a route for exceptions.

Five rules. Fill in the spaces, then send it round.

1 Use the approved tools

Approved means approved for a specific purpose and a specific kind of data.

APPROVED TOOL	APPROVED PURPOSE	APPROVED DATA

Need something not on the list? Ask: _____ Answer within: _____

2 The stranger test

Never paste into an unapproved tool anything you would not email to a stranger: customer data, personal data, passwords and keys, unreleased financial results, source code. Approved tools have their own data rules. Follow them.

3 You own what it produces

AI output is a draft. Check it before you send it, sign it or ship it.

4 Ask before you connect it to anything

Mailbox, drive, calendar. Depending on what is approved, a connected tool may read everything there. Read-only access still exposes that data, and some tools can act on your behalf.

5 Tell us what you use

Declare tools here: _____

Good-faith commitment (wording from your authorised policy, agreed with HR and legal):

THE POINT Make telling us the easy path.

MEASURE IT

Count declarations as an early signal. Track risky uses still open and how fast they close.

IF DECLARATIONS STAY FLAT

Find out why: low use, a channel nobody has seen, or a lack of trust.

WHAT IT IS NOT

These rules support AI literacy; they are not complete compliance. Reference: EU AI Act Article 4, as replaced by Regulation (EU) 2026/1744.