

One-page AI use policy: the structure

The policies that get followed are the ones people can remember. One page on the wall, with a longer document behind it that a regulator, an auditor or a trustee can inspect. Fill in the blanks with your approved tools and your names.

The eight sections

1 · PURPOSE

One sentence on what AI is for here: taking repetitive work off people's plates while protecting the people whose records we hold.

2 · APPROVED TOOLS

Named, with where to sign in. If it is not on the list, it is not approved.

3 · WHAT NEVER GOES IN

Anything that names a person; anything marked confidential; anything you would not email to a stranger.

4 · HUMAN REVIEW

A person approves anything that touches a member, an employee, a patient or a dollar, and anything that goes out under our name.

5 · DISCLOSURE

We tell people when AI helped, in plain language, before it affects them.

6 · NEW TOOLS

Ask before you add one; here is the form and who answers it.

Form: _____ Answered by:

7 · IF SOMETHING GOES WRONG

Who to tell, today, no blame.

Tell: _____

8 · REVIEW

We revisit this every twelve months and whenever the law changes.

Next review date: _____

THE DESK CARD

Use only the approved tools. If it names a person, it stays inside. A person approves before it goes out. Questions: _____ [name, extension].

What sits behind the page

The longer document maps each section to the structure of NIST AI RMF 1.0 and the generative-AI profile, and to the management-system pattern in ISO/IEC 42001, so

you can show the lineage if asked and pursue certification later without starting over. It carries the roles (who owns the policy, who approves tools, who handles incidents), the intake form, the review calendar, and the record of every decision. Anything touching workers follows the Future of Privacy Forum's best practices for AI in hiring and employment and is consistent with the AFL-CIO's Workers First principles.

How it gets adopted

A policy is adopted in the briefing, not in the signing. Twenty minutes with staff: here is what we are worried about, here is the card, here is the approved tool signed in on your screen, here are the three things people ask. Then the same twenty minutes with the board or the trustees, with the record behind it. Three weeks, start to finish, is normal.

General information, not legal advice.

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