

AI Policy Template for Small Organizations

A practical starting point for setting safe, clear expectations around AI use at work.

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| Audience | Small businesses, nonprofits, municipalities, and community organizations |
| Best used for | Planning, staff discussion, policy development, and responsible AI adoption decisions. |
| Full guide | Available from this resource page as a public download. |

What is inside

- AI use principles and approval rules
- Data handling boundaries
- Human review expectations
- Incident escalation language
- Implementation checklist

Sample guidance

This preview includes representative guidance from the full resource. Customize any templates or examples for your organization before adopting them.

1. Use approved AI tools only for permitted work purposes.

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

2. Do not enter confidential, regulated, client, employee, health, financial, or legal information into unapproved AI systems.

Why it matters: responsible AI works best when staff have clear boundaries, practical examples, and a defined human review step.

3. AI outputs must be reviewed by a responsible person before they are used in decisions, communications, or public materials.

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Public-use note

Do not paste confidential client, resident, employee, health, financial, legal, or protected operational information into public AI tools. Use approved systems and written data-handling rules for sensitive work.

Next steps

- Download the full guide from the resource page.
- Review the examples with leadership or the team that owns the workflow.
- Identify one low-risk process to pilot first.
- Create or update policy language before expanding use.
- Book a consultation if you want help tailoring this to your organization.

Need help applying this?

Visit aiimpactmaine.com/contact to schedule a conversation with AI Impact Maine.