



This is a translation for your convenience. Only the German version is legally binding. [Go to the German version](#)

AI usage policy

Template, as of 09.10.2026 · for (hereinafter the “company”) · valid from

Purpose of this template: Employees use AI tools, with or without rules. A short, understandable policy makes clear what is permitted and, together with training, is the usual way of meeting the AI literacy obligation under Art. 4 EU AI Act. Fill in the fields with a line, delete whatever does not apply. The template does not replace legal advice.

1 Purpose and scope

This policy governs how employees use AI tools (e.g. chatbots, translators, writing and image assistants, AI functions in office software) for work purposes. It applies to all employees, trainees, temporary staff and to third parties working on behalf of the company.

2 Approved tools

For work purposes, only the following tools may be used, with the work account:

Tool	Account / plan	Permitted for

Private accounts, browser extensions, apps and external meeting bots with AI functions are not permitted for work content unless they are listed above. New tools are to be requested from

3 What may be entered and what never may

- Permitted:** general professional questions and questions of understanding, help with wording without personal or company data, publicly available information, carefully anonymised examples.
- Only in approved tools with a data processing agreement:** internal, non-confidential documents and customer data, insofar as necessary for the task.
- Never:** login credentials and keys; special categories of personal data (health, religion, trade union membership, origin); personnel and application documents; trade secrets; data subject to professional secrecy or client confidentiality; content entrusted to us in confidence.

Rule of thumb: Anything that should not be written on a postcard to an outside company does not belong in an AI tool that has not been expressly approved for it.

4 Checking results and taking responsibility

- AI results are drafts. The person using them checks figures, deadlines, sources and commitments before every use.
- Texts intended for external use (quotations, contracts, information given, publications) are checked by a second competent person before being sent.
- AI-generated images, audio and video content as well as chatbots in customer contact are labelled as AI-generated.





5 Prohibited uses

1. No AI alone makes decisions about people (hiring, appraisal, allocation of tasks, dismissal, creditworthiness).
2. No evaluation of employees' emotions, mood or behaviour by means of AI.
3. No recording or transcription of conversations without prior announcement and the consent of all those involved.
4. No AI images, voices or videos of real persons without their consent.

6 AI assistants and automations

AI assistants receive only the access rights they need for the task. Sending, paying, deleting and approving are always confirmed by a human. Automations are documented with , so that they are known when someone is standing in.

7 Training

Anyone who uses AI tools for work first completes the training "Using AI safely at work" (or an equivalent) and refreshes it whenever new tools are introduced, at least annually. Participation is documented (Art. 4 EU AI Act).

8 Reporting incidents

Anyone who has accidentally entered impermissible data, or notices suspicious AI results or attacks, reports this immediately to , telephone . Delete the history only after reporting. Where personal data are involved, a 72-hour reporting deadline applies to the company. Anyone who reports a mistake need not fear any disadvantage.

9 Responsibility and review

Contact person for this policy: . The policy is reviewed at least annually and whenever a new AI tool is introduced. In companies with a works council, co-determination rights must be observed (see template works agreement on AI).

Place, date, management

Acknowledged: name, date, signature

Template by secureIT, Patrick Ihle · secureit.icu/ki-kompetenz · This template is a drafting aid and not legal advice. Please check it against your company, your tools and your contracts before use.

