

Initial internal AI use policy draft

Sample short internal policy for a company already using AI in productivity, content and administrative support work.

Policy sheet

Company	Loma Norte Studio SL
Version	0.1 · initial draft
Scope	General internal use of generative tools
Owner	Operations Director
Date	6 May 2026

Purpose

What this policy is trying to set

To establish minimum rules for useful AI use without leaving data entry, human review and internal responsibility to improvisation.

Minimum rules

What is allowed and what is not

- AI may be used for drafts, ideas, summaries and administrative support.
- Sensitive or client data should not be entered without explicit validation.
- AI outputs should not be sent as-is in relevant contexts without human review.
- New tools should be disclosed before their use is expanded across the team.

Responsibility

What must be clear internally

- Each team remains responsible for the real use it makes of approved tools.
- Operations maintains the initial tool inventory and open questions.

- Incidents, errors or doubtful uses must be escalated to the internal owner.

This draft does not replace a final policy formally approved by the company. It serves as an ordered and reviewable starting point.