

Agent rules for [team]

Ten rules for handing work to AI agents. Fill in the yellow parts together (or type them in the Word version), sign it, and pin it where the team works.

- 01 **Brief before it starts**
Every agent task gets the six parts: Goal, Done looks like, Context, May touch and must not, Limits, Stop and ask.
- 02 **Start low, move up slowly**
Levels: 1 Read, 2 Draft, 3 Ask first, 4 Alone. New tasks start at level 1 or 2. A task moves up one level after five clean runs, and down at once after a surprise.
- 03 **Ask first, set in the tool**
An agent asks before it sends, pays, deletes, books or changes a shared record. We set this as an approval in the tool, not only in the brief.
- 04 **Outside words, no power**
An agent that reads the web, outside email or files others sent us may not also send, pay or delete without asking.
- 05 **Some things never go in**
Never: passwords, security codes, payment details, and [our own list].
- 06 **Approved tools and apps only**
We use [tools], connected only to [apps]. Anything else is agreed with [name] first.
- 07 **Check it before it counts**
Whoever briefed the agent runs the five checks (the job, the facts, the steps, the changes, the sign-off) before the work goes to anyone else. "The AI did it" is never the answer to "who checked this?"
- 08 **People decide about people**
No agent decides on hiring, pay, performance or discipline. It may help draft; a person decides.
- 09 **Unwatched agents only read and report**
Scheduled or event-started agents stay at level 1 and report only to their named owner. Each is reviewed every [week or month]. Anything nobody reads is paused.
- 10 **Stop it, then say so**
If an agent does something odd: stop it, look where it acted, disconnect it, and tell [name]. Nobody is blamed.

OWNER _____		AGREED ON _____		REVIEW BY _____	
SIGNED BY THE TEAM					
01	Name _____	Signature _____	02	Name _____	Signature _____
03	Name _____	Signature _____	04	Name _____	Signature _____
05	Name _____	Signature _____	06	Name _____	Signature _____
07	Name _____	Signature _____	08	Name _____	Signature _____
09	Name _____	Signature _____	10	Name _____	Signature _____