

Set your team's AI rules this month

A policy, a one-page staff guide, a 30 day plan and a short deck to announce it, plus the records, forms and registers that go with them.



READ THIS FIRST

A starting template, not legal advice. Check it with your own adviser.

WHAT IS INSIDE

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| 01 AI use policy template Word
Thirteen short sections, with [yellow brackets] for your details. | 02 Staff guide Word and PDF
Do, never, don't and check, on one page for everyone. |
| 03 Rollout checklist PDF
Your first 30 days, week by week. | 04 All-hands deck PowerPoint
Six slides with speaker notes, about ten minutes. |
| 05 AI training record Word and Excel
A log of the training you give, with a note on Article 4. | 06 Tools and connections register Word and Excel
Each tool, what it may touch, its setting, level and owner. |
| 07 New-tool request form Word
How anyone asks for a tool, a feature or a connection. | 08 Staff sign-off sheet Word
Who has read the policy, and when. |
| 09 AI in hiring and staff decisions PDF
A caution page: the EU and Illinois texts. | 10 Questions to ask PDF
For an AI vendor, and topics for your adviser. |
| 11 Example policy, made up Word and PDF
The template filled in for a made-up studio. | 12 Checked against, and about PDF
Every source and the date it was read. |
| 13 Claude, ChatGPT and Gemini at work PDF
Where each keeps its settings, and which to use for what. | |

HOW TO USE IT

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| 01 Fill in the policy and the register. | 02 Check it with your own adviser. | 03 Approve it and set a review date. |
| 04 Announce it with the deck. | 05 Hand out the guide and the sign-off sheet. | 06 Follow the checklist, and log the training. |

October 2026 edition. The law lines were checked on their official texts on 16 Oct 2026. The kit is set in Outfit, a free font: for the intended look in Word and PowerPoint, install the three files in the fonts folder first. Free to fill in, change and hand to your own people: see LICENCE.txt.