

The Jonesi Consultancy | Houston, TX

EXECUTIVE AI ADOPTION · DRAFTING CANVAS

AI POLICY STARTER KIT CANVAS



Responsible AI. Trusted by People. Built on Integrity.

15 sections that make up a defensible AI policy.

1 AI Policy Starter Kit

Draft your organization's answer in each block, then hand the completed canvas to legal and leadership for review.

POLICY NAME

POLICY OWNER

EFFECTIVE DATE

APPLIES TO

1 PURPOSE

State the purpose of the policy and the commitment to responsible, ethical, lawful AI use.

2 SCOPE

Define who this applies to and which systems, tools, and environments are covered.

3 DEFINITIONS

Provide key definitions for AI, data, systems, roles, and governance terms.

4 ACCEPTABLE USE

Describe appropriate uses of AI tools and data in line with business objectives.

5 PROHIBITED ACTIVITIES

Identify activities and use cases that are not allowed under any circumstances.

6 HUMAN OVERSIGHT

Explain requirements for human review, decision authority, and accountability.

7 PRIVACY AND DATA

Outline expectations for collecting, using, storing, and sharing sensitive data.

8 SECURITY REQUIREMENTS

Define security controls for AI tools, data handling, access, and integrations.

9 INTELLECTUAL PROPERTY

Clarify ownership of inputs, outputs, and data used or generated by AI systems.

10 MONITORING AND AUDITING

Describe how AI use will be monitored for performance, compliance, bias, and risk.

11 ENFORCEMENT

State consequences for violations and the commitment to consistent enforcement.

12 INCIDENT REPORTING

Define how AI related incidents and concerns should be reported and addressed.

13 GOVERNANCE OWNERSHIP

Identify governance bodies, roles, and responsibilities for oversight.

14 REVIEW SCHEDULE

Specify how often this policy will be reviewed, updated, and re-approved.

15 EMPLOYEE RESPONSIBILITIES

Outline what employees are expected to do, including acknowledgment of compliance.

2 Our AI Principles The Standard The Policy Exists To Protect

RESPONSIBLE

Use AI ethically and with care

TRANSPARENT

Communicate clearly about AI use

FAIR

Promote fairness and reduce bias

SECURE

Protect data, systems, and people

ACCOUNTABLE

Own outcomes and take responsibility

HUMAN-CENTERED

AI supports people. People lead.

A DRAFTING AID, NOT LEGAL ADVICE

This template is a drafting aid, not legal advice. Have your completed policy reviewed by qualified legal counsel before adoption.

3 Approval and Acknowledgment Sign After Legal Review

APPROVAL

Approved by, title, signature, and date.

POLICY NOTES AND CUSTOMIZATION

Organization specific notes, guidance, or references to related policies.

EMPLOYEE ACKNOWLEDGMENT

I have read, understood, and agree to comply with this AI policy.

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