AI use policy: staff guide

Harlan Architectural Glass (fictional) · What you can and cannot do with AI tools at work

THE SHORT VERSION

You may use the approved AI tools to help you write, summarize, and check your work. You are still responsible for everything you send, sign, or build from. Never paste customer drawings, pricing, or employee information into a tool that is not on the approved list.

APPROVED USES

- Drafting and editing emails, quotes, and internal documents
- Summarizing long specifications, with the original open beside you
- Explaining a code section or a term you do not know
- Checking a calculation you have already done by hand

NOT ALLOWED

- Entering customer drawings, bid prices, or contract terms into unapproved tools
- Entering names, pay, health, or disciplinary information about any employee
- Sending an AI-written quote, takeoff, or structural calculation without a qualified person checking it
- Using AI to decide who is hired, disciplined, or let go

THREE CHECKS BEFORE YOU USE WHAT IT GIVES YOU

1. **Is it right?** AI tools state wrong answers confidently. Check numbers, code references, and product names against the source.
2. **Is it ours to share?** If the answer came from a customer's document, treat it like the document.
3. **Would you sign it?** If your name goes on it, read every line.

APPROVED TOOLS

Tool	Approved for	Not approved for
Company AI assistant (business account)	Writing, summaries, internal documents	Employee records
Estimating software assistant	Takeoff suggestions, checked by an estimator	Final bid numbers without review
Personal accounts on any AI tool	Nothing work-related	All company and customer information

QUESTIONS AND MISTAKES

Ask your supervisor or the operations manager before you try something new. If you paste something you should not have, say so the same day. Reporting quickly is never the thing you get in trouble for.