

AI Policy Document Template

1. Document Control

- **Policy Title:** Artificial Intelligence (AI) Policy
- **Version:** [Insert version number]
- **Approval Date:** [Insert date]
- **Review Date:** [Insert date]
- **Approved By:** [Name / Position]
- **Policy Owner:** [Department / Role]

2. Purpose

This policy establishes the principles and requirements for the responsible development, implementation, and management of Artificial Intelligence (AI) systems within the organization. It ensures alignment with organizational values, ethical standards, legal and regulatory requirements, and the AI Management System (AIMS).

3. Scope

This policy applies to all employees, contractors, vendors, and third parties involved in the design, development, procurement, deployment, monitoring, or oversight of AI systems within the organization.

4. Definitions

- **Artificial Intelligence (AI):** [Insert organization's definition]
- **AI System Lifecycle:** The processes of design, development, deployment, monitoring, review, and decommissioning of AI systems.
- **Bias:** Any unfair or discriminatory outcome produced by an AI system.
- **AIMS:** AI Management System adopted by the organization.

5. Policy Statement

The organization is committed to adopting Artificial Intelligence systems that are:

- **Ethical and Responsible:** All AI systems must respect human rights, prevent discrimination, and promote fairness.
- **Transparent and Explainable:** Decisions made or supported by AI should be understandable to stakeholders.
- **Accountable:** Clear responsibilities for AI governance, oversight, and decision-making will be assigned.
- **Compliant:** AI systems must comply with applicable laws, regulations, and organizational standards.
- **Risk-Aware:** Risks related to safety, security, privacy, and bias must be identified, evaluated, and managed.
- **Continually Improved:** AI systems must be regularly monitored, evaluated, and updated for effectiveness and alignment with organizational goals.

6. Objectives of the AI Policy

- Ensure AI systems align with organizational strategy and stakeholder expectations.
- Embed AI governance into organizational culture and decision-making.
- Protect individuals and communities from potential harm caused by AI.
- Maintain transparency in AI decision-making processes.
- Drive innovation responsibly while safeguarding trust.

7. Roles and Responsibilities

- **Top Management:** Ensure commitment to ethical AI, approve policy, allocate resources.
- **AI Governance Committee:** Oversee AI-related risks, ethics, and compliance.



- **Department Heads:** Ensure implementation of AI policy within respective functions.
- **Employees / Developers:** Follow AI ethical guidelines, report risks or incidents.
- **Third Parties / Vendors:** Comply with contractual requirements aligned to this policy.

8. Implementation Principles

- Conduct AI impact and risk assessments before deployment.
- Document AI decisions, data sources, and algorithms used.
- Provide training and awareness to staff on AI ethics and compliance.
- Establish mechanisms for complaints, appeals, and redress related to AI use.

9. Monitoring & Review

- Regular audits of AI systems to ensure compliance with this policy.
- Annual review of this policy to reflect changes in regulations, technology, or organizational context.
- Continuous feedback collection from stakeholders to improve AI systems.

10. Policy Review and Approval

This policy will be reviewed annually or as needed based on technological, regulatory, or organizational changes.

- **Approved by:** _____
- **Date:** _____

This version gives learners both a **policy statement** and the **structural elements** needed to adapt the document to their organization.