

# AI GOVERNANCE POLICY FRAMEWORK

A fillable template for responsible adoption and use of AI systems.

Organization  Policy Owner

Effective Date  Review Date  Version

## 1. PURPOSE

Why this organization uses AI and what this policy protects. Curiosity drives good problem-solving; clear intention drives good policy.

## 2. GUIDING PRINCIPLES

Principle 1 e.g. human accountability

Principle 2 e.g. transparency

Principle 3 e.g. privacy and data stewardship

Principle 4 e.g. fairness, safety, human oversight

## 3. ROLES

Role	Named Person	Responsibility
Governance Lead	<input type="text"/>	<input type="text"/>
Use-Case Owner	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. ACCEPTABLE & PROHIBITED USE

AI may be used to:

AI may NOT be used to:

## 5. RISK TIERS & REVIEW

Tier	When it applies	Review required
1 Minimal	<input type="text"/>	<input type="text"/>
2 Limited	<input type="text"/>	<input type="text"/>
3 Elevated	<input type="text"/>	<input type="text"/>
4 High	<input type="text"/>	<input type="text"/>

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## 6. DATA HANDLING & SAFEGUARDS

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Data rules what data may / may not enter AI tools

Transparency when AI use must be disclosed

Human oversight review required before AI outputs are used

New tools how AI tools are reviewed before adoption

## 7. INCIDENTS & NON-COMPLIANCE

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If an AI system causes or risks harm: who to notify, steps to take

Non-compliance is handled by:

## 8. APPROVAL

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Approved by	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

