

SAMPLE. This is a specimen document built to show a company what it receives. It is not issued to anyone, the learner and the company named here are fictional, and it carries no value as a record.

AI use policy

Written by the learner in session 1 and 4, signed by the person in the company who can sign it. One page on purpose: a policy nobody reads protects nobody.

Company: Northstar Facilities Pte Ltd **Effective from:** 15 January 2027

1. What staff may use AI for

- Drafting, summarising, translating, and re-checking their own work.
- Preparing first drafts of documents that a named person then reviews and signs.
- Answering questions about our own written procedures, using our own documents as the source.

2. What staff may never put into an AI tool

- Customer, tenant or staff personal data — names with NRIC, phone, address, medical or salary details.
- Passwords, access keys, or anything that opens a system.
- Signed contracts, quotations or pricing that has not been released.

3. The three rules that make it safe

1. **A named person signs.** Anything that leaves the company in our name is read and signed by a person, not sent from a machine.
2. **One question, one check.** Any number, date, name or legal sentence an AI produces is checked against the source before it is used. If the source cannot be found, it is not used.
3. **Say when it is AI.** Anything an AI drafted that goes outside the company says so in one line.

4. Who is responsible

A named person in the company owns this policy, answers questions about it, and reviews it every six months. The first review date is written here before it is signed: 15 July 2027

5. What happens when someone breaks it

The same as any other company rule about data and confidentiality. This policy does not replace our PDPA obligations; it says how AI fits inside them.

Signed for the company — name, designation, date

Owner of this policy — name, date