

Our rules for using these tools

One page: the first page of a policy, small enough that people will actually follow it.

Real names, not job titles. If you write a job title, what you have written is that nobody is answerable. Two things in each column, not ten — a rule nobody follows is worse than no rule.

Organization: _____ Date: _____

1	Who keeps these rules and answers questions about them	
2	Who says yes when it is not obvious	
3	Two things anyone may do without asking	a. b.
4	Two things that need a yes from the person in box 2	a. b.
5	Two things nobody may do	a. b.
6	Our one-sentence rule about what never goes in	
7	Who to tell when something goes wrong, and how fast	Tell: _____ Within: _____ hours
8	Tools we have agreed to use	
9	We will look at this page again on	

If you publish or broadcast, add one more

10	We tell our audience when AI helped , in these cases	
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If you do not have an organization to fill this in for

Freelances, consultants, anyone between roles — do a personal version instead.

My own red line — the thing I will never put in, whatever the deadline	
My working rule, in one sentence	
The person I will ask when I am not sure — a name, not an institution	
For commissioned work, my approver is the commissioning editor, named each time	
I will look at this again on	

Before you leave: which line of this could your organization break next Tuesday without anybody noticing? Cross it out and write one you would actually keep.

When you get back — turning this page into a policy

This page holds **the decisions**. A policy is where they get written down so a new member of staff, a funder or your board can see them. **A twenty-page template is waiting for you**, and every box on the other side becomes a section of it.

Scan this for the policy template



<https://genai-training.pages.dev/files/minimum-viable-ai-policy.pdf>

To **edit** it you want the Word version — same address, ending **.docx** instead of **.pdf**. Or go to <https://genai-training.pages.dev> and open tab 5.

Fill in the other side first. Nine of its ten boxes are decisions about people and permissions, not about technology — which is why that page is the hard part and the twenty pages are the easy part.