



THE DECISION PROTOCOL INSTITUTE™

AI USE & CONTROL FRAMEWORK

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# AI Acceptable Use Policy

*Internal Governance Instrument · Version 1.0*

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Structured internal policy framework for organizational AI use.  
Defines permitted uses, prohibited activities, data handling rules,  
and approval requirements.

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Version 1.0 · Restricted / Proprietary

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## §3

## Permitted Uses — Approved Activities

The following categories of AI use are permitted under this policy, provided the user complies with the data handling rules in §5 and the activity uses an Approved AI Tool.

#	CATEGORY	PERMITTED ACTIVITIES
3.1	Internal drafting	Drafting, editing, summarizing, or reformulating internal documents, emails, memos, and reports. No restricted data in prompts.
3.2	Research and analysis	Summarizing publicly available information. Generating background research. Exploring options and scenarios. No confidential data in prompts.
3.3	Code assistance	Using approved coding assistants for routine development tasks, code completion, and debugging. Subject to code review requirements in §5.4.
3.4	Content generation	Generating draft marketing content, social media copy, or presentation materials for human review before publication or external distribution.
3.5	Data analysis	Analyzing non-restricted data sets for patterns, trends, or summaries. Results must be validated before use in decisions.
3.6	Translation	Translating internal documents or generating accessibility-friendly versions. Subject to accuracy review.

*Permitted does not mean uncontrolled. All permitted uses remain subject to the data handling rules in §5. If an activity involves restricted data, autonomous action, or external-facing output, escalate to the Approving Authority before proceeding.*

## §4

## Prohibited Uses — Restricted Activities

The following uses of AI tools are prohibited under this policy. Violations may result in disciplinary action, access revocation, and reporting under applicable regulations.

- Uploading restricted data (PII, financial, trade secrets, source code) to any AI tool not explicitly approved for that data category.
- Using AI tools to make or materially influence employment decisions (hiring, termination, promotion, performance evaluation) without explicit authorization.
- Using AI-generated output as verified fact without independent human validation.
- Submitting AI-generated content for external publication, regulatory filing, or client delivery without human review and sign-off.
- Using personal or unauthorized AI accounts for any organizational work.
- Circumventing or disabling safety controls, guardrails, or content filters on any approved AI tool.
- Using AI tools to monitor, surveil, or evaluate individuals without explicit authorization and legal review.
- Representing AI-generated output as original human work when disclosure is required.

*If a use case falls between permitted and prohibited, do not proceed. Escalate to the Approving Authority. The cost of asking is always lower than the cost of a violation.*



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# AI Use Case Triage Tool

*Decision Support Instrument · Version 1.0*

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Structured routing for AI use cases under organizational governance.

Ten screening questions. Three possible outcomes.

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**TRIAGE****Screening Questions 1–5****Q1 Is the AI tool on the organization's approved list?**

- YES: Proceed to Q2.
- NO: STOP. Request tool approval first (§6.1). Using unapproved tools is prohibited.

**Q2 What is the highest data sensitivity involved?**

- YES: Public or Internal data → Proceed to Q3.
- NO: Confidential → REQUEST APPROVAL. Restricted/PII → PROHIBITED without written authorization and legal review.

**Q3 Does the use case involve data belonging to clients, partners, or other third parties?**

- YES: No third-party data → Proceed to Q4.
- NO: REQUEST APPROVAL. Review contractual obligations and data processing agreements before proceeding.

**Q4 Will the AI-generated output leave the organization? (Published, external-facing, regulatory filings)**

- YES: No, internal use only → Proceed to Q5.
- NO: REQUEST APPROVAL. Human review and sign-off required before any external distribution.

**Q5 Will AI output directly influence material organizational decisions? (Financial, legal, compliance, strategic)**

- YES: No material impact → Proceed to Q6.
- NO: REQUEST APPROVAL. A formal decision record may be required depending on risk level.