

Poem Work — AI Usage Policy

Responsible AI use inside Poem Work programs

This policy explains how AI assistance may be used inside Poem Work programs. It is a template: each customer should align it with their own AI governance, vendor agreements, and data-protection rules before sharing it with employees.

Organization use only

AI assistance inside Poem Work programs is designed to help you complete tasks on behalf of your own organization. It must not be used for personal work, side projects, or any purpose outside your employer's remit.

Company-licensed tools

Use AI only through tools your organization has licensed and approved for work use, such as Microsoft 365 Copilot, Google Workspace enterprise AI, or another sanctioned enterprise assistant. Do not use personal, free-tier, or consumer AI accounts to process work-related information.

Check your license and data terms

Before you paste any program task, notes, or outputs into an AI assistant, confirm that your company's license and data-processing terms permit that tool to handle this information. Different services store, train on, or route data differently, and your organization's agreement with the vendor governs what is allowed.

No confidential data in consumer AI

Do not paste personal, confidential, or sensitive company data into external or consumer AI services. This includes employee names, payroll details, case notes, disciplinary records, health information, team feedback, location strategy, or any material that could identify or harm individuals if mishandled.

Use AI as an assistant, not an authority

AI suggestions are starting points. You remain responsible for reviewing, validating, and adapting any output to your organization's context, policies, and legal obligations. The final decision and documentation always belong to you and your employer.

When in doubt, ask

If you are unsure whether a specific AI tool, prompt, or piece of information is permitted, ask your IT, legal, or data-protection contact before proceeding. It is better to delay a task than to expose your organization or colleagues to unnecessary risk.

For questions about this policy, contact your program lead or reach out via poemwork.com/contact.