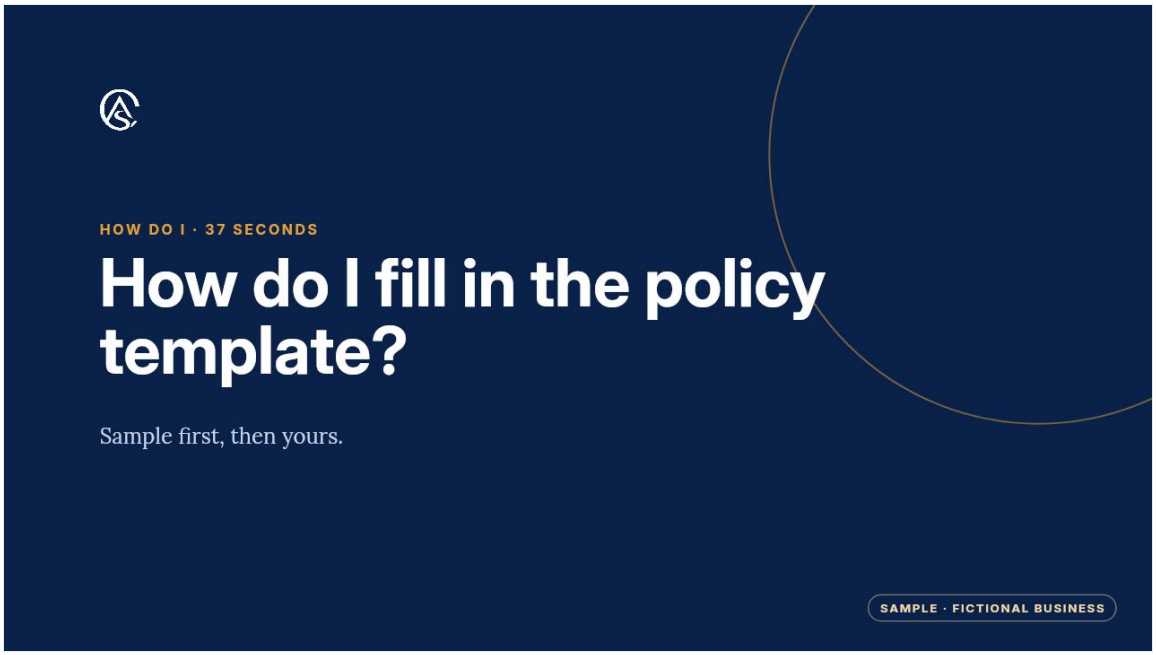
SAFE AI KIT · HOW DO I

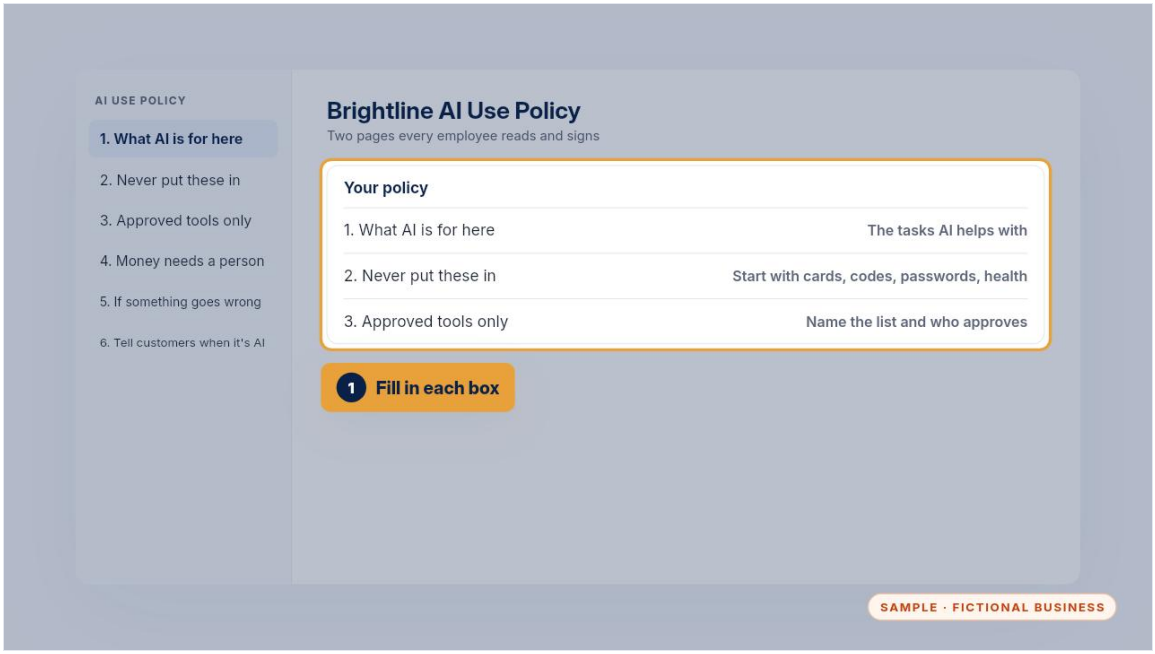
How do I fill in the policy template?

Read the sample, then make each section yours.

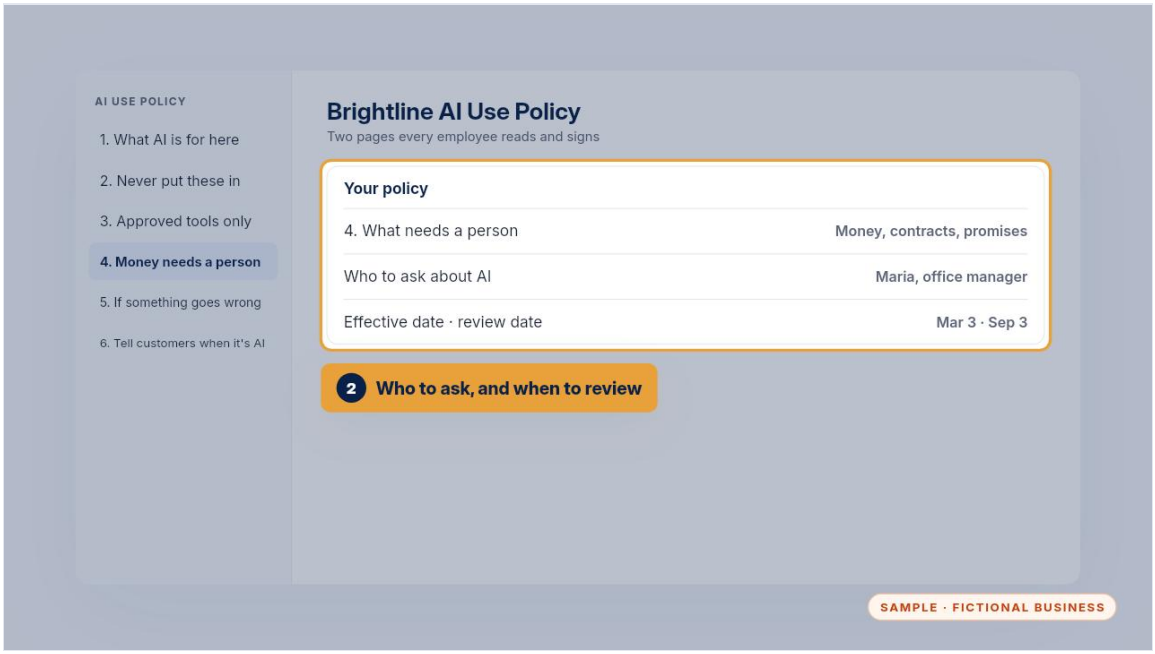
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/fill-in-the-policy-template



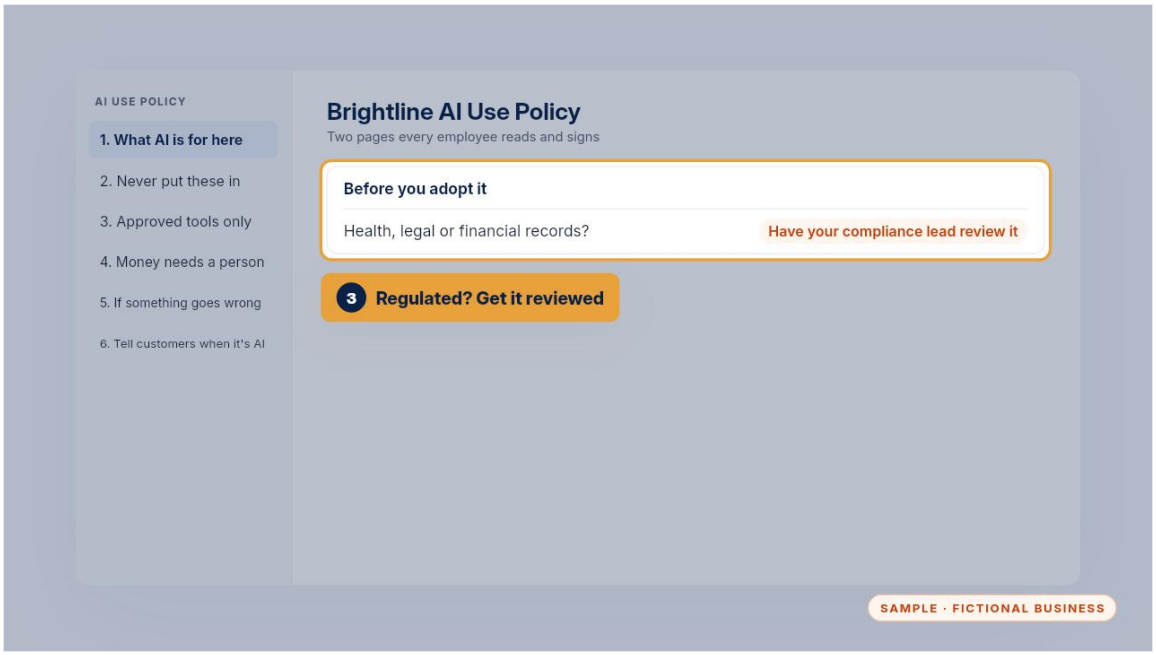
1. Your policy template has Brightline's filled in sample first, then a blank version to make yours.



2 Fill in each box. Say what AI helps with in your business, what never goes in, and who approves a new tool. Delete anything that doesn't apply.



3 Then add what needs a person, who to ask about AI, and an effective date with a review date six months later.



4 If you handle health, legal or financial records, have your compliance lead or advisor review it before you adopt it. These are workplace rules, not legal advice.