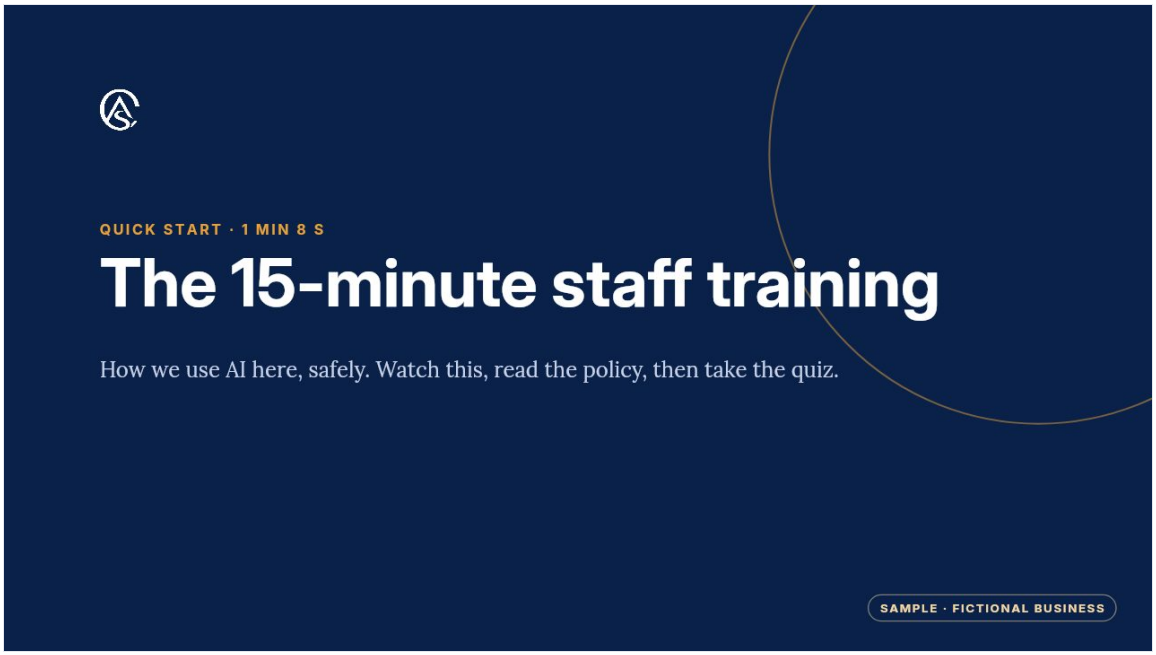
SAFE AI KIT · QUICK START

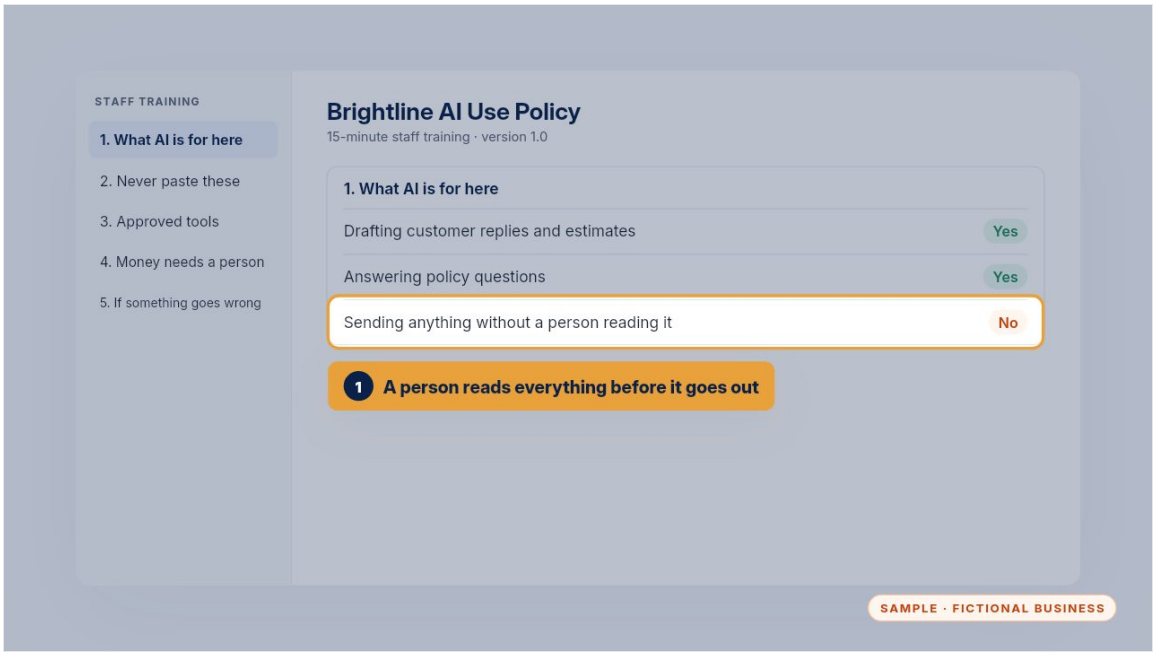
The 15-minute staff training

A narrated walk through your AI Use Policy, section by section, then the staff quiz.

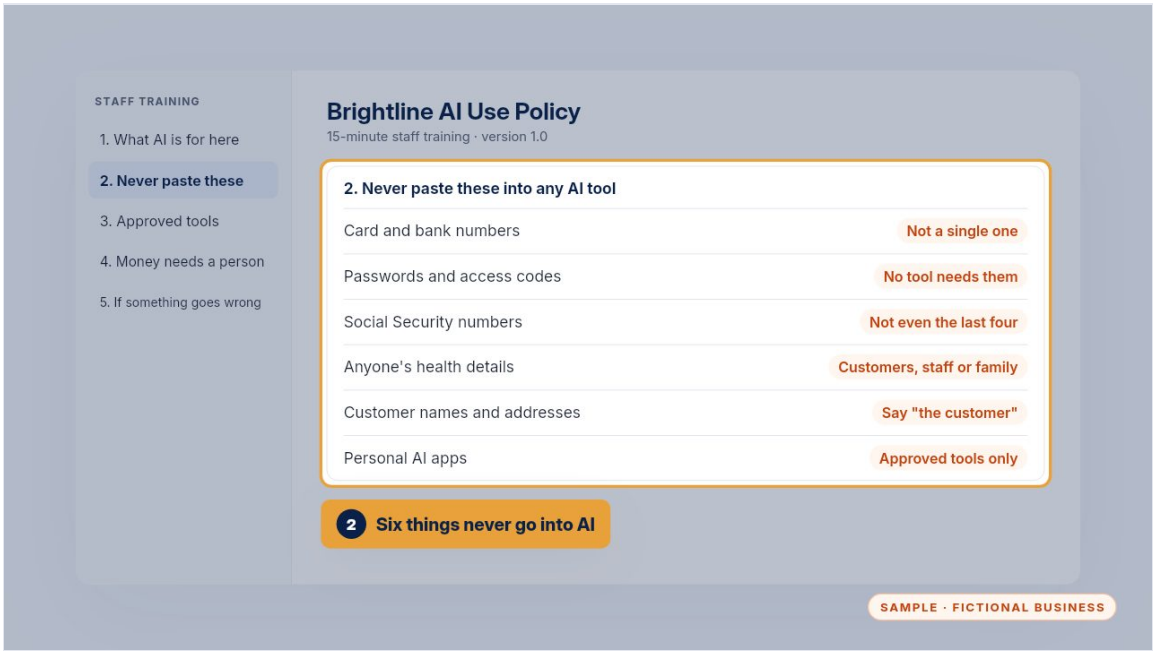
Watch the narrated video: https://openarmsolutions.com/guides/safe-ai-kit/staff-training



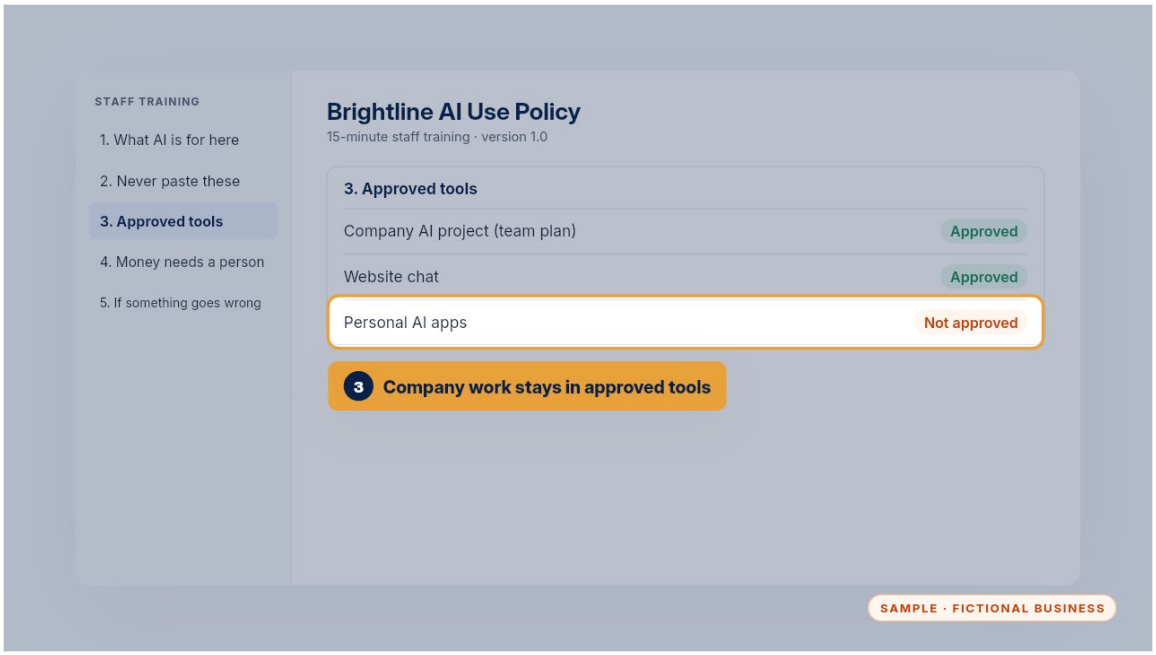
1 Welcome to the staff training on how we use AI here. Watch this, read the policy, then take the quiz. About fifteen minutes in all, and you only do it once.



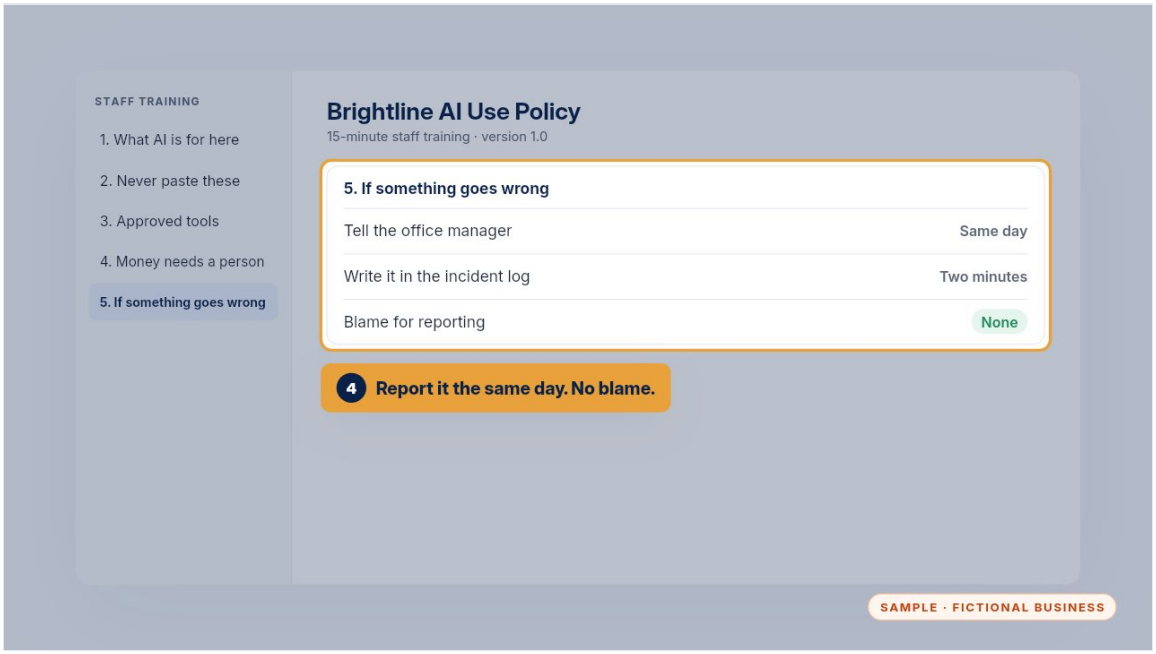
2 AI helps us draft replies, estimates and job notes, and answer questions about our own policies. A person reads everything before it goes to a customer, every time.



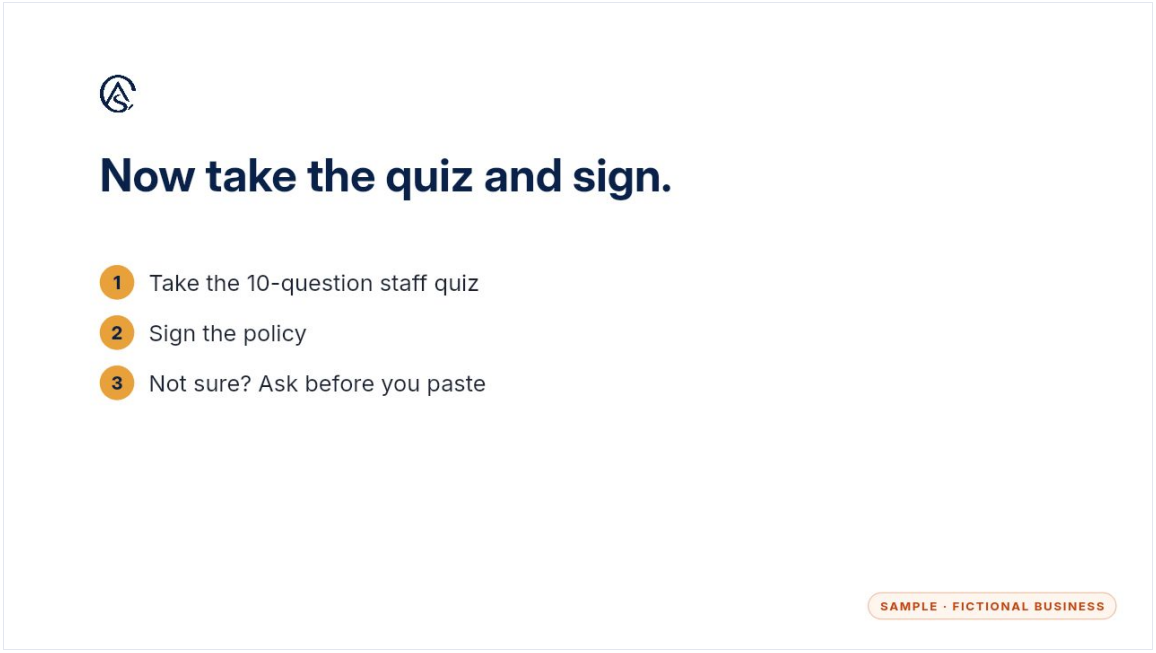
3 Some things never go into any AI tool: card numbers, access codes, passwords, and private employee details. The poster lists all six. If you wouldn't post it on the wall, don't paste it.



4 Use only the approved tools for company work. Personal AI apps are not approved, even for a quick question, because we can't control what happens to what you type there.



5 If you paste something you shouldn't have, tell the office manager the same day. Nobody gets in trouble for reporting. Hiding a mistake is the only thing that makes it worse.



6 Now take the ten-question quiz and sign the policy. From today, when you're not sure, ask before you paste. That one habit prevents almost every problem.