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[Company name]

AI Manifesto

Last refreshed on:

[Date]

Document owner/Head of AI:

[Name]

How to use this tool:

Use each blank space to outline your point of view, boundaries, and values around AI. Remember: This is not a rule book, this is your company philosophy. The goal of this document is to make sure every person on your team knows how, when, and why to use AI.

For more context,
give this blog post
a read.



Our point of view on the role of AI internally at

[Company]

How will AI show up day-to-day in your company, and how will it change your ways of working?

Our point of view on the role AI in our product or service

How will your customers experience AI in your offerings, or how will the presence of AI disrupt your existing offering?

Boundaries around how AI will be used, internally and externally

What are you willing – and unwilling – to use AI for? (Ex: “We’ll embed AI into all HR functions, but its input will not be considered when making final hiring decisions.”)

Cultural norms and values around working with AI

Will AI use be encouraged? What level of disclosure will be needed when it's used? Which use cases are mandatory vs. up to the employee?

Expectations around AI-augmented employees

Which AI habits will employees be rewarded for, and which won't be tolerated?

How we treat and handle AI risk

What are the known risks you're okay with, and what will employees continue to be accountable for?

What the AI budget covers

How much are you willing to reimburse for AI tools? What is your reimbursement policy? How do employees get reimbursed?