

# Updated AI Usage Policy

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|------------|-----------------------------|----------------|-----------------|
| Policy No. | IT-2026-014                 | Effective Date | October 5, 2026 |
| Applies To | All Employees & Contractors | Review Cycle   | Annual          |

This policy explains how Dietrich Clark Systems employees and contractors may use artificial intelligence (AI) tools in connection with company systems, data, and communications. It replaces all prior guidance on this topic and applies to every department, site, and business unit.

## 1. Purpose

Dietrich Clark Systems supports the responsible use of AI tools to improve productivity and decision-making. This policy sets minimum standards so that AI adoption does not introduce unacceptable risk to company data, client information, or network security.

## 2. Scope

This policy applies to any AI-enabled tool, assistant, plugin, browser extension, or service used on a company device, company network, or in connection with company data — whether provided by the company or obtained independently by an employee.

## 3. Approved Use

- Use only AI tools that have been reviewed and approved by IT Security.
- Keep company credentials and API keys out of prompts and chat history.
- Treat AI-generated output as a draft that requires human review before use.
- Report suspected data exposure through an AI tool to IT Security immediately.

## 4. Prohibited Use

- Entering client-confidential, financial, or regulated data into any unapproved AI tool.
- Installing AI browser extensions or desktop agents without IT Security sign-off.
- Using AI tools to generate content that violates the Acceptable Use or Code of Conduct policies.

## 5. Compliance

Violations of this policy may result in disciplinary action, up to and including termination, consistent with existing HR procedures. Questions about this policy should be directed to the IT Security team.

## 6. Acknowledgment

All employees and contractors are required to review this policy and acknowledge receipt through the company intranet by the date indicated above.

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SAMPLE DOCUMENT — generated for an internal security-awareness exercise. Dietrich Clark Systems is a fictional name and this is not a real corporate policy.