Halden Pryce AI Use Policy

Fictional sample. Halden Pryce is an invented firm; this shows what the one-page policy looks like.
Owner: Dana Okafor, Principal **Review:** every six months

Why we have this

AI tools can save us time on finding, drafting, and reformatting. This policy says which tools we use, what may go into them, and who is responsible for the result.

Approved tools

Tool	Account type	Approved for
The firm's AI assistant	Firm-paid business plan, three seats	Public RFP documents, our project sheets, staff resumes, internal drafts
Microsoft 365	Firm accounts	All firm files and the project closeout form
Meeting transcription	Firm accounts	Internal meetings. Client meetings only when everyone present agrees and the client's contract allows it

Use only these tools, signed in with your firm account. Personal or free AI accounts are not approved for firm work.

What must never go into an AI tool

- Client drawings, models, or documents from any client whose contract restricts where files are stored
- Fees, bid pricing, or anything commercially sensitive before it is submitted
- Passwords, access codes, or anything covered by a confidentiality agreement
- Personal information about staff beyond what is on their published resume

Rules for every use

- **You are responsible for the output.** Read and check everything. AI makes confident mistakes.
- **A named person reviews anything that leaves the firm.** AI drafts; people decide and sign.
- **Check every fact, figure, and requirement** against its source.
- **Never let AI add to a resume or project sheet.** It may reorder and reformat real

experience only.
- **Design decisions and stamped documents stay with licensed professionals.**
- **When an RFP asks how we use AI,** use the firm's standard answer from Dana.

If something goes wrong or you are unsure

Tell Dana Okafor the same day. Asking first is always fine.

Acknowledgment

I have read this policy and will follow it. Name: _____ Date: _____