

DOCUMENT 4 OF 4 · AI WORKPLACE POLICY KIT

Employee AI Safety Acknowledgment Form

For Small Businesses

This form documents that an employee has read, understood, and agreed to comply with your company's AI Workplace Use Policy. Completed forms should be retained in the employee's HR file. Collect a new signed form whenever the policy is materially updated.

WHAT'S IN THIS KIT

- ✓ Employee acknowledgment statement
- ✓ Key policy points summary for employee reference
- ✓ Signature block for employee and manager
- ✓ Annual re-acknowledgment log
- ✓ Instructions for HR record retention

NOT LEGAL ADVICE: This document is designed for small business compliance as a starting point. Have a qualified attorney review any legal or compliance document before relying on it for legal or regulatory purposes.

EMPLOYEE AI SAFETY ACKNOWLEDGMENT FORM

[COMPANY NAME]

Retain completed form in employee HR file.

Employee Information

Full Name

Job Title / Department

Employee ID (if applicable)

Start Date / Date of Acknowledgment

Policy Summary — Key Points

By signing below, you confirm that you have read the full AI Workplace Use Policy and understand the following key requirements:

- Only use AI tools on the company's Approved AI Tools List for work purposes.
Using unapproved AI tools for work is a policy violation.
- Never enter confidential information into any AI tool.
This includes client data, financial data, employee records, trade secrets, and any information subject to a non-disclosure agreement.
- Always review AI-generated content before submitting or publishing it.
You are responsible for the accuracy of any AI-assisted work you submit.
- Report any suspected AI-related security incidents within 24 hours.
Report to [DESIGNATED CONTACT] at [EMAIL/PHONE].
- Complete the required AI Safety Training within the required timeframe.
Training must be completed within [30/60/90] days of hire and annually thereafter.
- Keep AI tool credentials secure and do not share accounts.
Each employee must use their own account for approved AI tools.

Acknowledgment Statement

I, the undersigned, acknowledge that I have received, read, and understood the [COMPANY NAME] AI Workplace Use Policy.

I understand that this policy may be updated from time to time, and that I am responsible for reading and complying with updates.

Signatures

Employee Signature:

Date:

Printed Name:

Manager / HR Signature:

Date:

Printed Name / Title:

Annual Re-Acknowledgment Log

Use this section to record annual re-acknowledgments when the policy is updated or on a recurring annual basis.

Year / Policy Version	Employee Initials	Manager Initials	Date

HR Instructions

File the completed, signed form in the employee's HR file. Retain for the duration of employment plus [3/5/7] years, or as required by applicable law. Collect a new signed form whenever the AI Workplace Use Policy is materially updated.

NOT LEGAL ADVICE: This form is a starting point designed for small business compliance. Consult an employment attorney to ensure this form meets your jurisdiction's requirements. — AIWatchdog · aiwatchdog.com