

SEE WHAT YOUR EMPLOYEES RECEIVE

From company decision to employee action

With AI Workplace Guardrails, your company lead answers the setup questions and approves the policy. They then share the finished policy and training with employees. These are short excerpts from those employee materials.

The following example is fictional. This company lets employees use an approved AI account to draft routine customer emails using public information.

1. What employees read in their policy

FROM THE COMPANY AI POLICY

Permitted tasks:

Draft customer emails from public information only.

Your company's rule: Employees review their own routine customer-facing work. Separate review is still required where another company rule calls for it.

Use an approved tool for an approved task. Give it only information the policy allows. Check the result before you use or share it, and obtain any additional review the task requires.

For this company, employees can check and send routine replies themselves. The policy also makes clear when another person's review is still needed.

Next, the training gives employees a chance to practice using the same guidance.

THE MATCHING EMPLOYEE TRAINING

How employees use the policy in their work

This is one practice question from the employee training. It reflects the same company choices shown on the previous page.

2. What employees practice in training

A customer issue is urgent. You have notes with the customer's name, contract terms, and a product problem. An approved AI tool could draft the reply quickly.

What happens before anyone pastes the notes into AI?

- A. Paste everything into the approved tool
- B. Check the use, minimize the input, and apply the review rule

THE TRAINING EXPLAINS THE ANSWER

Strong answer: B. Confirm the tool and use, keep restricted information out, and minimize the input. Check your own routine reply before sending and obtain any additional review required by company rules.

3. Employees acknowledge their understanding

After reading the policy and completing training, employees can ask questions before submitting their acknowledgment. Your company receives and records the response.

"I understand the policy and agree to follow it."