



E · Draft a tiered standard

BEFORE YOU WRITE

Why does a tiered standard beat a 'be careful' memo? One line.

Process name

Pick one process that produces work for external eyes or for the record.

What this process produces

A memo, report, client deliverable, internal record? Be specific.

The blanket policy that currently applies

What does your current AI policy say about this process today?

e.g. Two lines from Legal: 'exercise caution with generative AI'. Read by everyone as 'no'.

TIER 1 · USE FREELY

Low stakes, no sensitive data, internal only. No sign-off, no review.

Examples of work in this tier

TIER 2 · USE WITH DEFINED REVIEW

Reaches a client, colleague, or record. Human review before it leaves your hands.

Examples of work in this tier

Who reviews / signs off

TIER 3 · DOCUMENTED APPROVAL FIRST

Regulated data, confidential, external commitment.



Examples of work in this tier

Who reviews / signs off

Who owns this standard and keeps it current

Name and quarterly review date. Where does an operator go when a task does not fit a tier?

THE FIRST MOVE

Three people for a one-day session 1) _____

2) _____

3) _____

Session booked for (date) _____

How likely is this, 1–10? ____ If below 7, what moves it? _____

Done when: An operator could place tomorrow's first task in the right tier without asking anyone.