



# Sample “Shutdown All Use” Clause

For organizations that prefer to prohibit all AI usage unless specifically approved, the following clause can be customized and inserted into an Acceptable Use Policy.

## Artificial Intelligence (AI) and Generative AI Tools

To protect **[Organization Name]**, our clients, and our employees from data leakage, legal exposure, and other emerging risks, the use of Artificial Intelligence tools – including Generative AI systems that create or transform text, images, audio, video, or code – is **prohibited for any business purpose** unless explicitly approved in writing by **[IT/Security/Compliance Owner]**. This prohibition includes, but is not limited to, public AI services (e.g., chatbots and writing or image-generation tools), AI features embedded in third-party products, browser extensions or plugins, and any AI capability accessed through personal or non-company accounts. Employees may not input, upload, copy, paste, or otherwise expose **any organizational or customer information** into AI tools, regardless of data sensitivity, and may not use AI outputs in work product, communications, or decision-making. Requests for exceptions must be submitted through **[exception process/link]**, and any approved use will be limited in scope, time, and data access. Violations of this section may result in disciplinary action up to and including termination, as well as legal or regulatory notification where required.