Coding Mantis

COURSE EXCERPT · MODULE 1

Your team already uses AI. The rules fit on one page.

What is allowed, what AI must not see and who checks before anything is sent.

BEFORE

HAPPENED AT A COMPANY

“AI prepared a quote from the price list. An employee sent it to the client without checking it.”

Who should have checked? What data may go into AI? It isn’t written anywhere.

COMPANY RULES

⊗ Everyone uses AI in their own way. The mistake reaches the client.

AFTER – RULES FOR USING AI

[Company] · AI rules

Approved [date] · Owner [name] · Review [date]

ACCOUNTS	Company accounts only. No private ones.
DATA	No personal ID numbers, passwords or client documents in AI.
CHECKS	**[Role] checks figures and facts before sending.** Missing in the example on the left.
DECISIONS	Hiring and dismissal are decided by a person. AI prepares.
CLIENTS	We say so when a client is dealing with AI, not a person.
INCIDENTS	Any harm is reported to the owner the same day.

- Template is in the course
- You fill it in and sign

✓ The quote reaches the client checked. Who checks and who decides is in writing.

01 Fill in the template
Replace the [square brackets] with your tools, limits and names.

02 Appoint a reviewer
and build the check into the workflow.

03 Approve
Owner, date, review. The team gets the rules before they start.

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