



CATHA PRACTICAL AI FOR CONSTRUCTION LIBRARY

Construction AI Acceptable Use Policy

Editable Template for Responsible Construction Company Use

Guide 14

Practical AI for Construction. Responsible. Outcome-driven.

Catha Construction Services | 2026 Edition

How to Use This Guide

This template gives organizations a practical starting point for employee use of generative AI. It is not legal advice and should be reviewed for the company's industry, jurisdiction and contractual obligations.

Adapt this policy for contractor use. It should explicitly address bids, estimates, drawings/specifications, project records, customer/owner data, subcontractor/vendor information, employee data, safety information, contracts and financial information.

Best use

Replace bracketed placeholders, obtain appropriate legal/security review, communicate the policy and attach it to training and onboarding.

1. Purpose

[Company] permits approved AI tools when they improve work while protecting confidential information, customer obligations, security, intellectual property and human accountability.

2. Scope

This policy applies to employees, contractors and other authorized users who use AI for company work, whether through company-provided or personally obtained services.

3. Approved and Prohibited Tools

Category	Policy
Approved tools	[List approved services and account types]
Conditional tools	[Tools requiring manager/security approval]
Prohibited tools	[Unapproved consumer tools for company data; other prohibited services]

4. Data Rules

- Do not enter passwords, secrets, API keys or authentication material into AI prompts.
- Do not submit restricted/confidential information to an unapproved service.
- Use only the minimum information required for the task.
- Follow customer, NDA, privacy and record-retention obligations.
- Verify whether the selected service retains or uses submitted content.

5. Human Accountability

- Users remain responsible for work they submit, send, approve or rely upon.
- Material factual, legal, financial, safety or customer-facing outputs require the review level defined by the business process.

- AI may not make commitments, approvals or transactions beyond explicit authority.

6. Accuracy and Verification

- Verify important facts against authoritative sources.
- Do not cite sources that have not been checked.
- Treat generated calculations, code and recommendations as unverified until tested appropriately.

7. Intellectual Property and Content

- Respect copyright, licensing and third-party rights.
- Do not upload proprietary third-party material when not permitted.
- Follow company rules for AI-generated public content and disclosure.

8. Security and Access

- Use company-approved accounts.
- Do not connect AI tools to company systems without authorization.
- Report suspected data exposure, unauthorized action or credential compromise immediately.

9. External Actions and Automation

AI systems may send messages, change records, publish content, place orders, approve work or take other external actions only when the action type and authority level have been explicitly approved and appropriate controls/logging are in place.

10. Monitoring, Enforcement and Updates

[Company] may monitor approved AI usage consistent with applicable law and company policy. Violations may result in access removal or other action. This policy will be reviewed at least [frequency] and when material tools, regulations or business uses change.

Employee Acknowledgment

Name	Signature	Date

Construction Applications

Require approved accounts and tools; prohibit credentials/secrets; define what project information may be submitted; require verification of material factual, contractual, pricing, safety and customer-facing outputs; and prohibit unauthorized external actions.