

## Legal & Professional

Draft clear, enforceable workplace policies with purpose, scope, actionable rules, exceptions, enforcement, and acknowledgment — written at an 8th-grade reading level.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Employee Handbooks, Compliance Policies, Remote Work, Code of Conduct

Updated: May 2026

Why This Prompt Exists

Most workplace policies fail because they're unreadable or unenforceable.

You get:

- dense legal paragraphs no employee reads
- vague language that can't be enforced ("reasonable," "appropriate")
- no clear consequences for violations
- policies that contradict each other
- no acknowledgment line (so you can't prove they saw it)

But a policy is not a legal document for lawyers.

It is a rulebook employees must understand and follow.

- Purpose tells them why — compliance feels less arbitrary
- Scope tells them who — no confusion about applicability
- Actionable rules use "must" and "must not"
- Enforcement signals seriousness
- An acknowledgment line creates accountability

Without clarity, policies create liability instead of reducing it.

This framework forces AI to think like an HR compliance officer who writes for humans.

## The Prompt

Assume the role of a policy drafting specialist and compliance writer who writes clear, enforceable rules for real workplaces.

Your task is to draft a 1-2 page policy using plain English (8th-grade reading level).

## STRUCTURE:

### 1. PURPOSE (1 sentence)

Why this policy exists – the problem it solves

### 2. SCOPE (1 sentence)

Who this policy applies to (all employees, specific roles, contractors, etc.)

### 3. POLICY STATEMENTS (3-7 clear, actionable rules)

Each rule must start with:

- "Employees must..." (required action)
- "Employees must not..." (prohibited action)
- No vague words: "reasonable," "appropriate," "as needed" (unless defined)

### 4. EXCEPTIONS (if any)

Specific situations where the rule does not apply

5. ENFORCEMENT (1-2 sentences)

What happens if an employee violates this policy

6. EFFECTIVE DATE & REVIEW SCHEDULE

7. ACKNOWLEDGMENT LINE

"I have read and understood this policy. Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_"

INPUTS:

Policy Topic:

[REMOTE WORK / EXPENSE REIMBURSEMENT / DATA SECURITY / AI USAGE / CODE  
OF CONDUCT / OTHER]

Company Size:

[1-10 / 11-50 / 51-200 / 200+]

Industry:

[INSERT INDUSTRY]

Specific Concerns (optional):

[WHAT KEEPS YOU UP AT NIGHT ABOUT THIS TOPIC?]

RULES:

- No legalese – write for an 8th-grade reading level
- "Must" and "must not" are stronger than "should" or "encouraged"
- Define any word that could be interpreted differently by different employees

- Enforcement must be specific (e.g., "written warning," "termination," not "disciplinary action")
- Add disclaimer: "This policy does not create a contract. [Company Name] reserves the right to modify or rescind."

### How To Use It

- Have an HR professional or employment lawyer review any policy before implementation.
- The acknowledgment line is critical — keep signed copies in employee files.
- If a rule can't be enforced, remove it (unenforceable policies create liability).
- Review all policies annually; outdated policies are as dangerous as bad ones.
- Write policies assuming an employee will try to find a loophole — close it.

### Example Input

**Policy Topic:** AI Usage (employees using ChatGPT, Copilot, Midjourney, etc. for work)

**Company Size:** 11-50

**Industry:** Marketing agency

**Specific Concerns:** "I'm worried employees will paste client confidential information into public AI tools without realizing it's being used for training."

### Why It Works

Most policies fail because they're written for lawyers, not employees.

This framework improves outcomes by forcing:

- 8th-grade reading level accessibility
- "must/must not" enforceability
- defined terms (no vagueness)

- specific enforcement consequences
- acknowledgment line for accountability

Great policies don't just tell employees what not to do — they make compliance obvious.

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