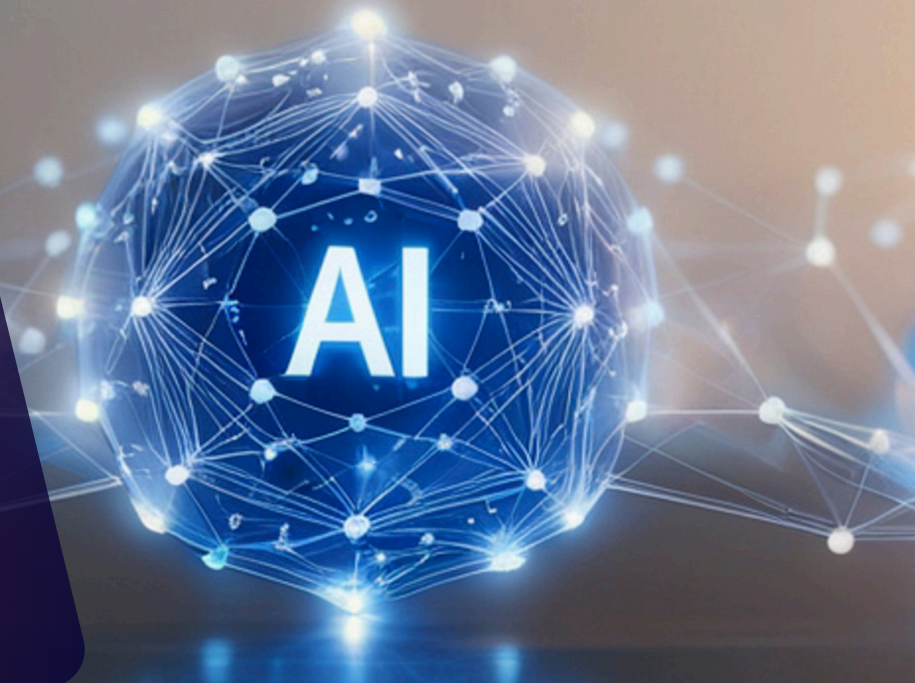


Responsible Generative AI Made Simple for Non-Profit Organizations

This guide helps you use AI safely and responsibly—without building models or handling complex AI systems.



AI SUPPORTS THE WORK. HUMANS REMAIN RESPONSIBLE FOR DECISIONS.

Principles for Responsible AI Use



HUMAN-LED, NOT AI-LED

AI helps us improve service quality and speed, while human oversight is always maintained.



TRANSPARENT, FAIR, & ACCOUNTABLE

AI is used transparently, protecting client data, and following best practices.

4 AREAS TO CONSIDER

Internal Governance & Responsibility

What to put in place

- Clear rules on who may use AI
- Clear ownership of final decisions
- Simple guidelines for safe use
- Basic staff awareness or training

If no one owns the outcome; AI should not be used.

Human Involvement in AI-Assisted Decisions

How much human review is needed?

- AI outputs are drafts or suggestions
- Sensitive actions must be approved by a human
- Higher impact = more human involvement

Real-world examples

- Emails to stakeholders → human review
- Financial or operational reports → manager check
- Public statements → final human approval

Operations & Risk Management

Use AI safely

- Never enter confidential or personal data
- Watch for bias, harmful language, or exclusion
- Use AI for low-risk support tasks, not judgments about people

Higher-risk uses (extra caution)

- Decisions about individuals
- Health-related assessments
- Performance evaluation

Stakeholder Interaction & Transparency

Build trust through clarity:

- Be open when AI is used in sensitive contexts
- Keep communication simple and understandable
- Allow feedback where possible
- Example disclosure:

"Parts of this content were created with the help of an AI tool and reviewed by our team."

You don't need to disclose everywhere—only where trust, impact, or accountability matter.

PRACTICAL REMINDER:

- AI output reviewed by a human
- No sensitive data shared with AI
- Use of AI is appropriate and proportionate

- Language is fair and respectful
- A responsible person is clearly identified