

YourAIPlaybook

AI Ethics Quick Guide

Practical guardrails for using AI responsibly at work. Not a philosophy lecture, just what you need to know.

[Free Guide](#)

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Why This Matters

AI is powerful, but it is not neutral. The way you use it affects real people, from the data you feed it to the decisions you make with its output. Every shortcut has consequences, and "the AI told me to" is not a defense.

This guide gives you practical rules to follow so you can use AI with confidence and integrity. No philosophy degree required.

The 5 Rules

These are the non-negotiables. Follow them every time you use AI at work.

- 1 Always disclose when AI created or assisted with content.** Transparency builds trust. Whether it is an email, a report, or a presentation, let people know AI was involved in creating it.
- 2 Never put confidential, personal, or sensitive data into AI tools without checking your org's policy.** Most AI tools store and process your inputs. If you would not post it on a public bulletin board, check your company's guidelines before pasting it into a chatbot.
- 3 Verify AI outputs before sharing, especially facts, numbers, and quotes.** AI can sound authoritative while being completely wrong. Treat every output as a draft that needs your review, not a finished product.
- 4 Watch for bias in AI suggestions.** AI reflects patterns in its training data, not truth. It can reinforce stereotypes, favor certain demographics, or miss important context. Question outputs that feel too clean or too confident.
- 5 Keep a human in the loop for decisions that affect people's lives, careers, or finances.** AI can inform decisions, but a person should always make the final call when real consequences are on the line.

Red Lines: When NOT to Use AI

Some uses of AI cross a clear line. These are situations where AI should not be the decision-maker, regardless of how good the output looks.

Do not use AI for:

Making hiring or firing decisions without human review

Generating content that impersonates real people

Processing protected health, financial, or legal information without authorization

Replacing professional judgment in medicine, law, or safety-critical systems

When in doubt, don't. If a use case feels risky, it probably is. Default to caution and check with your organization before proceeding.

Your AI Ethics Checklist

Before you hit send, share, or publish anything AI helped create, run through this quick check.

- Did I check my organization's AI policy?
 - Am I comfortable with this data being stored by a third party?
 - Have I reviewed the output for accuracy and bias?
 - Would I be comfortable if my boss or client saw how I used AI here?
 - Is a human making the final decision?
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If you answered "no" to any of these, stop and reassess before moving forward. It only takes one careless moment to create a real problem.

What to Do When You're Unsure

Not every situation is black and white. When you hit a gray area, here is how to handle it.

Three rules for uncertain situations:

- 1. Ask your manager or IT team.** They can clarify what is and is not approved. No one will fault you for checking first.
- 2. Default to caution with sensitive data.** If you are unsure whether data is safe to use, assume it is not. You can always find another way.
- 3. Use AI for the draft, but own the final product.** Let AI do the heavy lifting, then review, edit, and take responsibility for everything you put your name on.

Responsible AI use is not about avoiding AI. It is about using it thoughtfully, with awareness of its limitations and respect for the people affected by your work.

Use AI with confidence. Use it responsibly.

The rules are simple. Disclose, verify, protect data, watch for bias, and keep humans in charge. Do that, and you are already ahead of most people using AI today.

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